

HOLY FAMILY TRADITIONAL ROMAN CATHOLIC SCHOOL

PARENT AND STUDENT HANDBOOK

**2006-2007
School Year**

Holy Family Traditional Roman Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Holy Family School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

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MISSION STATEMENT

Holy Family School is dedicated to providing a Traditional Roman Catholic Education principled in the truths of the Faith and empowering its students as its future guardians. Coupled with academic excellence – in all its course offerings – students of Holy Family School will be ready to safeguard the Faith and serve as future leaders throughout the world.

According to the words of Pope Saint Leo XIII:

It is necessary not only that religious instruction be given to the young at certain fixed times, but that every other subject taught be permeated with Christian piety. If this is wanting, if this sacred atmosphere does not pervade and warm the hearts of masters and scholars alike, little good can be expected from any kind of learning, and considerable harm will often be the consequence.

By providing the highest standards of traditional Roman Catholic education to its students, the consciences of the students will be formed through Catholic moral teaching, frequent Mass, daily Rosary and the Catholic perspective permeating each subject taught.

With the divine help and intercession of the Holy Family, for whom our school is named, your children will receive the prescription laid down by Pope Leo XIII and therefore be better prepared to face higher levels of education and life itself with the heart and soul God intended.

FACULTY

Mrs. Ellen Montgomery: Grades Kindergarten through 3rd; and Principal
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Mr. Kenneth Peldunas: Grades 4th through 8th
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BOARD OF DIRECTORS

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Commitment Statement

*The Board of Directors and Faculty are committed to, and share the **Mission** of Holy Family Traditional Roman Catholic School. Our actions will be based on our love of God, and our adherence to the Holy Faith entrusted by Him to the Roman Catholic Church.*

FEES AND FINANCIAL POLICIES

Tuition Schedule

One Student	\$3,000
Two Students	\$5,500
Three Students	\$7,000
Each Additional Student	\$1,300

NOTE: Tuition includes \$300 registration/book fee. Additional fees may be imposed to supplement curriculum needs as they occur during the school year.

Form of Payment

- Option 1: Single payment due on or before September 1, 2006
- Option 2: Two Payment Plan: Two payments – one made on or before September 1, 2006, and the other made on or before January 20, 2007
- Option 3: Monthly Payment Plan: Payments budgeted over 10 months, beginning September 1, 2006. Payments can be made on either the 5th or 20th of the month.

All checks should be made payable to ***Holy Family Catholic School***. Please include the students name and item being paid.

The following financial policies shall apply to all accounts:

1. A \$25.00 fee will be charged for all returned checks.
2. Financial obligations to the school must be met by June 30th, the end of the school's fiscal year. If they are not met by this time, a student may not be reenrolled until all debts are cleared. If a registration fee for the following school year has been paid, it will be applied to the balance of the account.
3. Students with accounts in arrears will not be issued report cards until all accounts are paid.

Financial Assistance:

Application for financial assistance for the following school year must be made at the time of registration. If a situation arises during the year that would necessitate financial assistance, parents should request a financial assistance form at that time, which will be brought before a committee for decision.

Admission Policy

Although Holy Family School would like to be able to meet the needs of each applicant, we recognize that acceptance must be limited to those students who can thrive within the institution. Holy Family School is not equipped to accommodate students with severe behavioral, academic, or physical concerns. Although filing an application, completing the tuition contract, and paying the registration fee will hold a place for a student, the decision for acceptance of a new student or readmission of a returning student rests wholly with the Board of Directors of Holy Family School.

Fund-Raising Activities

In order to keep tuition at a reasonable level while meeting our operating costs, Holy Family School sponsors a variety of fund-raising events and activities. The school requires full participation by every family for our fund-raising efforts to succeed. Donations are tax-deductible and show support for the school and its mission. Other special events and activities are planned throughout the year, and information on these will be sent to parents as they occur.

From time to time you may be asked to send money to school for various activities. Please send money to school in a sealed envelope marked with the student's name and the purpose for the money (i.e., field trip, etc.)

CURRICULUM

The goal of Holy Family Traditional Roman Catholic School is to provide a traditional Catholic education that embraces excellence in human achievement and expects each student to uphold this goal, as a model to others.

It is necessary not only that religious instruction be given to the young, but also that every subject be permeated with Christian piety. Pope Leo XIII

Three Objectives in Education:

1. **Student Self-Activity:** There can be no learning without the full cooperation and persistent effort of the student. Private study, outside school and within the home, is an essential means by which learning occurs. Therefore, assigned subjects are mandatory, and completion in the time allotted is required.
2. **Mastery:** Only with the student's persevering application to study can mastery be achieved.
3. **Formation:** The formation of Christian character is the end toward which all subjects and activities of Holy Family School are directed, and to this end students will master the ability to think, reason, express, and convince.

Holy Family School Curriculum:

1. **Theology/Religion:** The Theology curriculum presents the beauty, logic, and saving truths of the Catholic faith. All students at Holy Family Catholic School attend scheduled Masses, are expected to learn and participate in prayers and catechism, and receive religious instruction in the Roman Catholic Faith.
2. **History:** Will reflect our Catholic heritage, and includes the history of the Eastern and Western Hemispheres, ancient cultures, and U.S. and Florida history.
3. **Geography:** The study of the Earth's surface, showing differences and interrelations over the world in such elements as climate, elevation, population, land use, natural and political entities.
4. **English:** Critical and analytical reading of literature, with additional attention to vocabulary, rules of grammar, spelling, composition, and research skills.
5. **Language:** Latin is required of all students (beginning in Kindergarten). Latin merits a special place in a Catholic curriculum, given its rich heritage in Western civilization and its privileged place in the life of the Church. Latin study leads the student to an understanding of the logic of language, and Latin roots are the basis of some 60% of English vocabulary.
6. **Mathematics/Arithmetic:** The realm of mathematics is primarily in the mind; it strengthens the ability of the student to handle abstraction. Arithmetic forms a foundation in addition, subtraction, multiplication, and division of whole numbers, fractions and decimals. Students will also develop the ability to read and answer word problems. They will further understand the concepts of time, money, measurement, the calendar, and Roman Numerals. Children in the upper grades will also learn pre-Algebra.

7. **Science:** The science curriculum helps the student develop an appreciation of the order and beauty of creation and introduces the student to scientific disciplines and theories.
8. **The Arts:** Music, Drama, and Art develop appreciation for the fine arts seen in the light of God's endowment of man with these natural gifts.
9. **Physical Education:** Holy Family School provides weekly time periods for students to be involved in group activities that both develop and discipline the body.

POLICIES AND PROCEDURES

Textbooks

1. Textbooks are loaned to students for use during the school year.
2. Textbooks must be covered and labeled with name and grade on the outside cover.
3. No writing is permitted in textbooks.
4. The textbooks are the students' responsibility. They will be charged for lost or damaged books. Final report cards will be withheld until lost or damaged books have been paid for.
5. Other than textbooks, permission from the teacher must be obtained before other books can be signed out.

Playground Equipment

Sports equipment, available for use by students at recess and lunchtime, may be used only for its intended purpose, and in a manner consistent with the guidelines and procedures as directed by the teacher. Any student who attempts to misuse the equipment (i.e., throwing it or hitting others with it in inappropriate and hurtful ways) will be subject to disciplinary action as deemed necessary.

Attire

Uniform Supply Company – French Toast – All uniform clothing (skirts, jumpers, ties, skorts, and shirts) must be ordered from this catalog, or a store that sells French Toast brand name clothing. The catalog will be given to each parent with the registration packet. The color for the girls' uniforms is Blue/Red. This will assure consistency in our daily attire.

1. Girls: Grades K-2

- a. Light blue short or long-sleeved blouse with Peter Pan collar
- b. Pleated V-Neck Plaid Jumper (Blue/Red)
- c. 3-Tab/ button, front-pleated plaid skort – good for P.E. days, but may be worn on any day except for attendance at Mass. (Blue/Red)
- d. Plaid cross tie (Blue/Red) to match uniform
- e. Navy Blue Button up sweater Note: No sweatshirts, hooded sweatshirts or jackets are allowed in class.
- f. Dark-colored shoes that can be polished (slip-on or tied) – On P.E. days or for recess solid white or black tennis shoes are allowed. Note: Shoes must cover entire back of foot – no open-toe or no-back shoes.

2. Boys: Grades K-2

- a. Light blue short or long-sleeved dress shirt
- b. Navy blue uniform dress slacks or Navy blue uniform dress shorts
- c. Solid dark-colored belt
- d. Navy blue tie – to be worn at all times in school and at Mass – only except for P.E. or during recess
- e. Navy blue sweater (pull over or button up) NOTE: No sweatshirts, hooded sweaters or jackets are allowed in class.
- f. Dark-colored shoes that can be polished (slip-on or tied) – On P.E. days or for recess solid white or black tennis shoes are allowed. Note: Shoes must cover entire back of foot – no open-toe or no-back shoes.

3. Boys: 3rd – 8th

- a. Light blue short or long sleeve dress shirt
- b. Navy blue uniform slacks
- c. Solid dark-colored belt
- d. Navy blue tie to be worn in school and at Mass at all times – except for P.E. or during recess
- e. Navy blue sweater (pull over or button up) NOTE: No sweatshirts, hooded sweater or jackets are allowed in class.
- f. Dark colored shoes that can be polished (slip-on or tied) – On P.E. days or for recess, solid white or black tennis shoes are allowed. Note: Shoes must cover entire back of foot – no open-toe or no-back shoes.

4. Girls: Grades 3rd-8th

- a. Pleated V-Neck plaid jumper (Blue/Red)
- b. At or below the knee plaid pleated skirt (Blue/Red)
- c. Light blue short or long sleeve blouse with Peter Pan collar
- d. Plaid (Blue/Red) matching cross tie
- e. Navy blue button up sweater Note: (See #3. e above)
- f. Dark colored shoes that can be polished (slip-on or tied). Shoes must cover entire back of foot – no open toe or no-back shoes. On P.E. days or for recess, solid white or black tennis shoes are allowed.

5. Jewelry is limited to religious items or a watch and refined simple stud earrings for girls.

6. Instances in which students deliberately defy the dress code shall be treated the same as misconduct.

Grooming

- 1. Students may not appear at school in soiled or dirty uniforms.
- 2. Girls' hair shall be neat and combed. Extreme hairstyles and/or colors are prohibited.
- 3. Boys' hair shall be neatly trimmed and combed. Extreme hairstyles and/or colors are prohibited.
- 4. Makeup is not permitted.
- 5. Shoes are to be clean, polished and tied at all times.
- 6. Fingernails must be clean and of a modest length.

Personal Effects

1. All personal effects (sweaters, lunch boxes, briefcases, backpacks, etc.) shall be labeled with student's name at the beginning of the school year within the first week of school, and throughout the year, as new items are added.
2. Students should have a backpack in which books, assignments, etc., are kept. Parents should empty the backpacks daily to improve home-school communication. Parents are asked to help students keep their backpacks organized and lightweight. Beverages should be stored in lunchboxes instead of backpacks to prevent damage to textbooks.
3. Designs and pictures on backpacks and lunchboxes should be consistent with Holy Family School's Christian ideals.
4. Toys should not be brought into the classrooms without the teacher's permission. Teachers will inform parents of appropriate items to bring for Show-and-Tell.
5. Radios and electronic equipment, including walk-men, beepers, cell phones, and any other electronic equipment are not permitted in the academic setting and should not be brought to school without prior permission from the school principal. Cell phones, that may be a student's necessity, are to be left in the office during school hours and retrieved at the end of the school day. The parent and student must sign a cell phone form.
6. Dangerous or disruptive items. Any item in the possession of or being used by a student that disrupts the class, distracts attention from the class, defaces school property, or in any way endangers the safety of them or others shall be taken by the teacher and held until proper disposition of the item(s) can be made. A student who refuses to cooperate shall be reported to the principal for further disciplinary action.
7. Weapons. Students are prohibited from possession, storing, making, carrying, or concealing in a backpack or on their persons any weapon or other devices designed to inflict serious bodily harm. Possession of such items, including realistic replicas and toy look-alikes, shall be reported to the principal and corrective action immediately taken, which may include suspension or expulsion from the school.

Consumption of Food Products

1. Lunch: Students shall eat their lunches in the assigned area and dispose of the refuse in the receptacles provided.
2. Products should be packaged or wrapped so that students can open them. Ice packs should be used to keep lunch chilled (if necessary). Food items cannot be heated. Carbonated beverages are not allowed. Please serve your child a nutritious lunch, so they can maintain healthy eating habits.
3. Gum chewing is prohibited on school grounds, at school programs, and field trips.
4. Snacks may be consumed at the teacher's direction, and waste disposed of in the proper receptacles. If eaten at desk or table, student is responsible for clean up.
5. Students are to offer grace before and after meals.

6. Students are to eat their own lunches. We know parents expect their own children to eat what they have prepared for them. (Also, some children have serious food allergies, and should not trade items.)
7. Proper manners are to be observed while eating: chewing with the mouth closed, elbows off the table, please and thank you when asking for something to be passed, appropriate speech and conversation (no gross remarks or sounds).

Homework Policy

1. It is the responsibility of all students to successfully complete all homework assignments.
2. Parents should encourage the development of independent study habits and a regular time and place for daily study.
3. Students in grades K-2 will receive a checklist showing homework assignments. Students in grades 3-8 are required to purchase a daily planner, with room to write homework assignments. Parents should sign the planner nightly, so that they are aware of homework assignments. Teachers are responsible for placing homework assignments on the board for students to copy into their planners. If no homework has been assigned, the student should write “no homework.”
4. Arrangements should be made by the family directly with the child’s teacher to obtain assignments while they are absent. It is the student’s responsibility to make up all class work and assignments missed due to absence. Normally, upon return to school after an illness, the student has the same number of days to make up work and turn in assignments as the days he/she was absent.
5. If a student is absent due to a family vacation, it is not the obligation of the teacher to prepare separate lessons for that child to complete while they are away. They will be required to make up work missed upon their return.
6. Each teacher has a policy for late homework that will be explained to the children.

Report Card/Grading Policies

1. Parents should monitor their child’s schoolwork and academic progress. The review of assignments, projects, tests, etc., is vital for the parent to keep informed. Students are responsible for bringing home to parents all schoolwork, especially graded materials.
2. Report cards are issued to all students at the end of each 9-week period. If a child is failing, parents will be notified before that time.
3. A percentile grading scale is used: A+=97-100, A=94-96, A-= 90-93, B+=87-89, B=84-86, B-=80-83, C+=77-79, C=74-76, C-=70-73, D+=67-69, D=64-66, D-=60-63, F=below 60.
4. Retention will be determined by committee and dealt with on an individual basis. Parents will be notified in January if there appears to be a concern about retaining their child.

5. Students will receive percentile grades each 9-week period for all academic subjects, and letter grades of S (Satisfactory), N (Not consistent), or U (Unsatisfactory) for non-academic subjects. Average grades for academic subjects will be recorded at the end of the year.

Parent/Teacher Conferences/Communications

1. Teachers and the Board of Holy Family strive to communicate clearly and often with parents. Our web site at holyfamilycatholicschool.info has information that parents will find useful.
2. Parents are given the opportunity to meet with the teachers and confer regarding their child's progress four times during the school year, after each quarter.
3. Teachers are always accessible to any parent who desires to speak with them or the principal. However, before and immediately after school, they are very busy with the students themselves, either preparing for the day, or ensuring that all students are picked up by a parent. This is not a good time for a conference. If a parent wants to speak with a teacher, he/she should wait until all children have been dismissed and then make an appointment. Teachers are available after school to make future appointments with parents.
4. The school will send newsletters home periodically, to inform parents of upcoming events.
5. Please do not call teachers at their homes, except for emergencies. They also have families that need their attention during their off hours.
6. Students are not permitted to use school phones to request forgotten schoolwork, personal items, or to make after school plans.
7. Due to the unpredictable, hectic pace and volunteer status of our office, it is asked that you plan ahead and not leave messages routinely or unnecessarily.

Arrival and Dismissal

1. The parking lot is available for parents to park and walk their children to class or for picking them up.
2. Morning drop-off should be no sooner than 8:15 and no later than 8:25 a.m. There are no baby-sitting facilities at the school, and teachers are busy preparing for the day ahead.
3. Children are expected to be prompt. An excused tardy is granted due to personal illness, serious illness in the immediate family, a serious traffic delay or a medical/dental appointment for the student. An unexcused tardy is recorded for all other circumstances. Three unexcused events of being tardy during a grading period will result in an after-school detention (30 minutes). Detention time will require students to perform tasks requested by their teacher or the principal. Chronic abusers will be placed on probation and may be dismissed from the school.
4. Please be courteous to other drivers as you drop off and pick up your child. Be alert and watch for children.

5. Parents should come promptly for their children when they are released from school, but no sooner than 2:30 p.m. and no later than 2:45 p.m. The closing routine (decade of the Rosary) is an important part of each student's school day. Parents should wait outside the classroom until the class has completed the daily closure. When the students are exiting the classroom, parents are welcome to join their child.
6. Parents who need to pick up their child prior to the regular dismissal time must first check in at the office. The office will send for the child and the parent must sign the early release log located in the office. Parents are asked to please phone the office before arriving for their child. They are also required to accompany their child to the office to sign them in when returning from appointments.
7. Only people on file are allowed to pick up students. Teachers may ask to see a picture ID of any person picking up a child.

Field Trips/Special Programs

1. Field trips and special programs are all privileges that must be earned by the students. These and other privileges are offered to the students who illustrate they are mature and worthy of the invitation to join the field trip.
2. Students are encouraged to work for these privileges and maintain academic and deportment levels that will allow them to obtain these privileges.
3. No electronic devices are allowed in school or on field trips (i.e., Walkmen, Game-Boys, etc.)
4. Individual permission forms will be sent home for each field trip, and there will be a consent and release form that will be signed at the beginning of the year, which will be kept in the school office.
5. Parents who drive for field trips are required to provide the office with a current copy of their driver's license and liability insurance.
6. Volunteers may be needed to help with costumes, scenery, etc.
7. On first Fridays, parents are required to bring their children to Holy Family Chapel for Mass and transport them back to Holy Family School.

Parent and Other Volunteers

1. All volunteers and visitors to the school should sign in at the office. Visitation should be arranged in advance with the classroom teacher. We ask that parents not interrupt classes unannounced, as this is disruptive and interferes with teaching and learning.
2. Volunteers are asked to dress appropriately when helping in school or at any school function. (Clean, neat clothing: dresses or skirts for women, slacks for men.)
3. Teachers will provide volunteers with procedures and guidelines for all tasks.

Service Requirement

1. Each family is required to contribute a minimum of 20 hours of service time throughout the year. A donation of \$200 may be given instead of this minimum if a parent is unable to offer their services.
2. Parents will be asked to keep a record of their service hours. A service sign-in booklet with “In and Out” times will be available in each classroom.

Physicals and Medical Information

Medical and immunization records or a waiver are to be brought in for students at all grade levels. All immunizations should be up to date. Failure to have these records may cause a delay in your child attending Holy Family School.

Change of Address or Telephone

It is most important that parents notify the school immediately of any change in address or telephone number (including cell phones, which change more frequently than land lines). Unlisted numbers will be held in confidence when requested.

Fire Drills

Fire drills will be performed according to Fire safety directives. Fire drills monitor the school’s effectiveness in ensuring the safety of all students.

CONDUCT AND BEHAVIOR POLICIES

Courtesy and Deportment

1. Students shall address all adults by name (“Yes, Mr. ____; No, Mrs. ____; Yes, Father, No, Excellency or Your Grace). In the event the name of the adult is not known, the student should use, “Yes, Sir,” or “No, Ma’am” as is appropriate.
2. Students are to rise and greet adults who enter their classroom with “Good morning, Father,” or “Good afternoon, Mr. ____ or Mrs. ____” as is appropriate. Students are to remain standing until their teacher asks them to be seated.
3. Students will give immediate obedience to authority.
4. Students should appreciate and acknowledge the skills and talents of others.
5. Students should maintain a standard of personal excellence, putting forth their very best effort in all they do, directing their actions to the honor and glory of God.
6. Students will be expected to pray and worship with a devout attitude.
7. Students will be expected to raise their hand to speak, not interrupting others.
8. Students will be required to use proper English, not slang, when speaking in school.
9. Students will give assistance to other students when needed and appropriate.
10. Students will be punctual in attendance and assignments.
11. Students shall display appropriate classroom etiquette, which includes arriving on time, appropriate greetings, one person talking to the teacher at a time, honoring time lines, patiently waiting, respectful listening and honoring classroom procedures.
12. All books, clothing, lunches, and personal belongings are to be kept in the appropriate places.
13. Students will be required to apologize for inappropriate behavior, quietly and respectfully accepting the consequences thereof.

Behavior Policies

1. Running is never allowed in the school building.
2. Roughhousing, pranks, antics, and unnecessary noise within the school are all prohibited activities.
3. Students may not leave the school during school hours, except with parental permission and in the company of parent or guardian.
4. Acts of assault, violence, intimidation, fighting, or extreme antagonism toward other persons shall immediately be reported to the principal. Definite corrective action shall be taken.
5. Serious threats made by a student against the life of another student, teacher, or other school personnel shall immediately be reported to the principal. Definite corrective action appropriate to the individual situation shall be taken.
6. Any student who engages in any conduct that is immodest or immoral will be referred to the principal for disciplinary action.
7. Any student who brings onto campus any material of an immoral nature or uses any inappropriate language about matters of immoral content will be immediately reported to the principal.

8. Any conduct that seriously deprives another of property, good name, or would tend to cause another person great mental anguish may be cause for suspension or expulsion.
9. Students shall not climb on or over the trees, tables, or fences.
10. Name-calling, rock throwing, and discourteous and uncharitable conduct toward fellow students are prohibited. Verbal abuse shall be interpreted to include profane, obscene, vulgar, racial slur or slant or unnecessarily crude utterance, gesture, or display toward any individual, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment, and shall not be tolerated. It shall not matter for disciplinary purposes whether it is directed toward the teacher, classmates, or merely done overtly. Definite corrective action shall be taken.
11. While under school jurisdiction, students are prohibited at all times from smoking or having tobacco in any form in their possession. Punishment may result in suspension.
12. Any deliberate or wanton abuse of school or private property shall be considered vandalism (including marking on tables or desks). Cases of vandalism shall be reported to the principal. The parent or guardian will be requested to meet with school officials to make arrangements for restitution for damages.
13. Cheating, lying and stealing are violations of not only Holy Family School's rules and regulations, but also – more especially – God's laws. Cheating during tests will result in a failure grade on the test and depending on the circumstances, may involve additional punishment.
14. Plagiarism is a form of cheating and presents the work of another as one's own. Failure to cite the source(s) of quoted, paraphrased or summarized material, whether published or not, is defined as plagiarism, which will constitute an act of misconduct.
15. Displays of public affection are unacceptable. After warning by teacher or principal, it shall constitute an act of misconduct.
16. Any conduct off campus that brings great discredit to Holy Family School may be cause for expulsion.

Discipline Procedures

1. The teachers' decisions regarding correction and punishment of students in their classrooms should be respected.

2. The normal sequence of correction for minor offenses is the following:
 - First offense warrants a verbal admonition to the student.
 - Second offense warrants a phone call or written notice to the parents and could include some form of punishment (e.g. detention after school, a written assignment, work duty, etc.) At this level, the matter should be remedied quickly and effectively, with an apology to the teacher immediately forthcoming from the student.
 - Third offense warrants a parent conference and may indicate a more serious problem. A pattern of chronic misbehavior is incompatible with attendance at Holy Family School.
3. The recommended protocol for dealing with concerns regarding your child or their discipline is to contact the individuals in the following order: Teacher, Principal, Board Members, Bishop Macek.
4. Normally, behaviors of a more serious nature warrant immediate contact with the parents, followed by other immediate corrective action, suspension, and/or expulsion, depending on the nature and circumstances of the offense. Examples of such offenses would include: disrespect for authority; insubordination; refusal to follow teacher's instructions; gossip or calumny; immoral or vulgar language; cheating, theft, or dishonesty; seriously disruptive behavior; destruction of property; fighting; possession of any controlled substances or weapons; breaking of any civil laws; and any conduct which would offend the Catholic nature of the school.

ACKNOWLEDGEMENTS

The following sources were used to develop this handbook:

Kolbe Academy

Holy Rosary Academy

National Association of Private Catholic and Independent Schools

Brevard County Handbook

Holy Trinity Episcopal Academy

Note: Holy Family School may, of necessity, from time to time, amend and alter this Handbook. If so, the school community will be informed, in writing, of these changes.