

HOLY FAMILY TRADITIONAL CATHOLIC SCHOOL



**Parent
Student**

and

Handbook

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

3385 North Wickham Road
Melbourne, FL 32935

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MISSION STATEMENT

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

We listen 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, the 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 that God intended them to have.

FACULTY AND BOARD OF DIRECTORS

Faculty:

Mr. Ken Peldunas, Principal
Mrs. Michelle Olinger, Teacher
Miss Theresa Shepard, Teacher

Board of Directors

Ken Peldunas	Principal
Tricia Coburn	Secretary
Tony Verzi	Treasurer

Commitment Statement:

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

ADMISSION POLICY AND FUND-RAISING ACTIVITIES

Admission Policy:

Although Holy Family Traditional Catholic 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. Our 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 Traditional Catholic School.

Fund-Raising Activities

In order to keep tuition at a reasonable level while meeting our operating costs, Holy Family Traditional Catholic 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 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 instructions be given to the young, but also that every subject be permeated with Christian piety.

Pope Saint 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. We know how important it is for students to master all subjects. At Holy Family they will participate completely in learning to master math facts, prayers, and important facts from all subject areas.
3. **Formation:** The formation of Christian character is the end toward which all subjects and activities of Holy Family Traditional Catholic School are directed, and to this end, students will master the ability to think, reason, express, and convince.

Curriculum:

1. **Theology/Religion:** The theology curriculum presents the beauty, logic, and saving truths of the Catholic Faith. All students at the school attend Mass on Fridays and other scheduled Masses; they are expected to learn and participate in prayers and catechism; and receive religious instruction in the Roman Catholic Faith. Latin will be taught in grades 2-6.
2. **History:** History will reflect our Catholic heritage.
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 maps.

4. **English:** In the primary grades, student focus will be on phonics, vocabulary, spelling, rules of grammar, composition, and reading of literature appropriate for their grade level.
5. **Mathematics/Arithmetic:** The realm of mathematics is primarily in the mind; it strengthens the ability of the student to handle abstract concepts. Arithmetic forms a foundation in addition, subtraction, multiplication, and division. Students will master these abilities and will also develop the ability to read and answer word problems. They will understand the concepts of time, money, measurement, and the calendar. We understand that in elementary school, abstract thinking is something that grows as a child matures, so manipulatives will be used to help students understand the above concepts in a concrete manner.
6. **Science:** The science curriculum helps the students develop an appreciation of the order and beauty of creation and introduces the students to scientific disciplines and theories. There will be hands-on science experiments to help students understand these concepts and theories.
7. **The Arts:** Music, Drama, and Art develop an appreciation for the fine arts seen in the light of God's endowment of man with these natural gifts.
8. **Physical Education:** The School provides daily time periods for students to be involved in activities that both develop and discipline the body; and PE on Fridays.

POLICIES AND PROCEDURES

Textbooks/Workbooks:

The registration fee will provide for all the books and workbooks required by the school.

Playground Equipment:

Sports equipment, available for use by students at PE, 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.

Uniforms:

Uniform Supply Company – French Toast – All uniform clothing (skirts, skorts, jumpers, slacks, shorts, shirts) can be ordered from this catalog. 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. Parents may purchase uniforms the French Toast catalog or any company with a matching generic.

Girls: Grades K-6

- Light blue Polo shirt
- Pleated V-neck plaid jumper (Blue/Red)
- 3-Tab/button, front-pleated plaid skort (Blue/Red). May be worn for PE and on any day except for attendance at Mass.
- Solid Navy blue pull-over or button-up sweater: NOTE: No sweatshirts, hoodies, or jackets are allowed in class.
- Shoes: Solid black tennis shoes are allowed. NOTE: Shoes must cover entire back of the foot.

Boys: Grades K-6

- Light blue Polo shirt
- Navy blue uniform dress slacks or Navy blue uniform dress shorts.

- Solid dark-colored belt
- Solid Navy blue pull-over or button-up sweater: NOTE: No sweatshirts, hoodies, or jackets are allowed in class.
- Shoes: Solid black tennis shoes are allowed. NOTE: Shoes must cover entire back of the foot.

Jewelry:

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

Grooming:

- Students may not appear in school in soiled or dirty uniforms.
- Girls' and boys' hair shall be neat and combed. Extreme hairstyles and/or colors are prohibited.
- Make-up is not permitted.
- Fingernails must be clean and of a modest length.

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

Personal Effects:

1. 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 and papers.
2. Designs and pictures on backpacks and lunch boxes should be consistent with the school's Christian ideals.
3. All pencils, erasers, colored pencils, markers, and crayons will be kept in containers and used by all students. If at some point, more is needed, a note will be sent home asking for said donations.
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. All electronic equipment is not permitted in the academic setting and should not be brought to school without prior permission from the school principal..

Cell phones will be collected at the beginning of the day and returned at the end.

6. Dangerous or disruptive items: Any items 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 any students 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 device 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.
8. All personal effects (sweaters, lunch boxes, briefcases, backpacks, etc.) shall be labeled with student's name at the beginning of the year within the first week of school, and throughout the year, as new items are added.

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.
3. Carbonated beverages are not allowed. Please serve your child a nutritious lunch, so they can maintain healthy eating habits.
4. Snacks may be eaten at the teacher's direction, and disposed of in the proper receptacles. If eaten at table, student is responsible for clean-up.
5. 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.
6. 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).
7. Gum chewing is prohibited on school grounds, at school programs, and field trips.
8. Grace will be offered before and after meals.

Homework Policy:

1. It is the responsibility of all students to successfully complete all homework assignments. Your child's teacher will discuss homework expectations at the beginning of the school year. If student is taking over an hour doing his homework, please have them stop and write a note to the teacher. Older students will be given a student planner to keep track of their assignments.
2. Parents should encourage the development of independent study habits and a regular time and place for daily study.
3. Arrangements should be made by the family directly with the teacher to obtain assignments while they are absent. It is the student's responsibility to make up all class-work and homework assignments missed due to absence. Normally, upon return to school after an illness, students have the same number of days to make up work and turn in assignments as the days they were absent.
4. 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.

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 nine-week period. If a child is failing, parents will be notified before that time.
3. Grading is as follows:

(K-3)

O=Outstanding

S=Satisfactory

N=Not Consistent

U=Unsatisfactory

(4-6)

A= Excellent

B=Good

C=Average

D= Poor

F= Failing

4. Retention will be determined by the School Board and dealt with on an individual basis. Parents will be notified in January if there appears to be a concern about retaining their child.

Parent/Teacher Conferences/Communications

1. Holy Family Traditional Catholic School strives to communicate clearly and often with parents. Our website at holyfamilytcs.org 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. The principal and teachers are always accessible to any parent who desires to speak with them. 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.
4. Although we will have a school employee to answer the school phone, we ask that any calls made when school is in session only be for emergency needs.
5. The school will send newsletters home periodically, to inform parents of upcoming events.
6. Please do not call teachers at their homes, except for emergencies. They also have families that need their attention during their off hours.

Arrival and Dismissal

- The parking lot is available for parents to park and walk their children to class or for picking them up.
- School times are as follows: 8:45-1:15. Morning drop-off should be no sooner than 8:30 a.m. and no later than 8:40 a.m. There are no baby-sitting facilities at the school, and teachers are busy preparing for the school day.
- Mass is on Friday's. Students are expected to drop off their backpacks in the classroom by 8:45. Then at 8:55 a.m., they will go together with the teacher to the church where a pew has been reserved. On Fridays, if students are later than 8:55, they should enter the Chapel, leaving their backpacks in the last pew, making sure any cell phones are turned off.
- Students 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 other circumstances. School begins at 8:45. A tardy child causes disruption among other students, and they have missed valuable teaching time.

- Because we do not have a car loop, parents must park and bring their child into the school and at closing, park and pick them up. This will be safe for the children.
- Parents should come promptly for their children when they are released from school at 1:15. Students will have prepared and will be ready to leave at that time. Lunch will be from 11:30-12:00, except for Fridays. Lunch on Fridays will be from 11:00-11:30.
- Parents who need to pick up their child prior to the regular dismissal time must first check in by calling the school or by leaving a message with the teacher before school starts. When they arrive, there will be an “Early-Release Log” for the parent to sign. They are also required to enter the school with their child to sign them in when returning from appointments.
- 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 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., cell phones, i-Pads, 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 at the school.
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., for any special programs planned.

Parents and Other Volunteers

1. All volunteers and visitors to the school should sign in. 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 school functions.
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 throughout the year. A donation of \$200 may be given instead of this minimum if the 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 the classroom.

Medical Information

Food allergies are a growing food safety and public health concern that affect an estimated 8% of children in the United States. A *food allergy* occurs when the body has a specific and reproducible immune response to certain foods. The body’s immune response can be severe and life threatening, such as anaphylaxis. Although the immune system normally protects people from germs, in people with food allergies, the immune system mistakenly responds to food as if it were harmful.

There is no cure for food allergies. Strict avoidance of the food allergen is the only way to prevent a reaction. However, it is not always easy or possible to avoid certain foods, especially in school. Eight foods or food groups account for most serious allergic reactions in the United States: milk, eggs, fish, crustacean shellfish, wheat, soy, peanuts, and tree nuts.

The symptoms and severity of allergic reactions to food can be different between individuals and can also be different for one person over time. Anaphylaxis is a sudden and severe allergic reaction that may cause death. Not all allergic reactions will develop into anaphylaxis, but if your child has any allergies, **the school must be informed**. If there are any requirements, medications or Epi-pens necessary, please let the school know so that we can be prepared.

Change of Address or Telephone

It is very important that parents notify the school immediately of any change in address, land-line, or cell phone numbers. Unlisted numbers will be held in confidence when requested.

Fire Drills/Tornado 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.
- Tornado drills will also be performed so that students will be prepared in the event of a tornado.

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 child talking to the teacher at a time, 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 not allowed in the school building.
2. Roughhousing, pranks, antics, and unnecessary noise within the school are prohibited activities.

3. Students may not leave the school during school hours except with parental permission and in the company of a parent or guardian.
4. The following acts will be reported to the principal and definite correction action will be taken: acts of assault, violence, intimidation, fighting, bullying, or extreme antagonism toward other persons; serious threats made by a student against the life of another student, teacher, or other school personnel; any conduct that is immodest or immoral; any student who brings onto campus any material of an immoral nature or uses any inappropriate language about matters of immoral content.
5. Students shall not climb on or over the trees, tables, or fences.
6. Name calling, rock throwing, and discourteous/uncharitable conduct towards other students are prohibited. Verbal abuse shall be interpreted to include profane, obscene, vulgar, language; racial slurs, inappropriate gestures towards any individuals which have the effect of creating an intimidating, hostile or offensive environment. These will not be tolerated. It shall not matter for disciplinary purposes whether it is directed towards the teacher, classmates, or merely done overtly. Definite corrective measures will be taken.
7. While under school jurisdiction, students are prohibited at all times from smoking or having tobacco or drugs in any form in their possession. Punishment may result in suspension.
8. Any deliberated 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.
9. Plagiarism is a form of cheating and presents the work of another as one's own. Failure to cite source(s) of quoted paraphrased or summarized material, whether published or not, is defined as plagiarism, which will constitute an act of misconduct. In the world of the Internet, students sometimes find it easier to copy something, instead of summarizing in their own words. They don't always realize that this constitutes plagiarism.
10. Displays of public affection are unacceptable. After a warning by the teacher or principal, it shall constitute an act of misconduct.
11. Any conduct off-campus that brings great discredit to Holy Family Traditional Catholic School may be cause for expulsion.

Discipline Procedures

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

2. The normal sequence 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 (i.e., detention after school, written assignment, work duty, etc.) At this level, the matter should be remedied quickly and effectively, with an apology to the teacher or other persons involved.
 - Third offense warrants a parent conference and may indicate a more serious problem. A pattern of chronic misbehavior is incompatible with attendance at the 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, and Fr. Safreed.
4. Normally, behavior of a more serious nature warrants 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 Traditional Catholic 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.