



PARENT/STUDENT HANDBOOK

2022-2023

Our Lady of Fatima School

3202 Franklin Street Monroe, LA 71201
Phone: 318-387-1851 FAX: 318-387-7593

<https://olfsmonroe.org>

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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”***
St. John Chrysostom

Welcome to Our Lady of Fatima Catholic School! In choosing Our Lady of Fatima School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Our Lady of Fatima School for the 2022-2023 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Our Lady of Fatima School during the 2022-2023 school year.

The faculty and staff of Our Lady of Fatima School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Stephanie Haney
Principal

Our Lady of Fatima School

Our Lady of Fatima Catholic School is a Pre-Kindergarten through Grade 8 Catholic School under the Diocese of Shreveport Schools Office, which is located in Shreveport, Louisiana.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Our Lady of Fatima, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Louisiana guidelines, and Common Core Standards are adapted for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

Our Lady of Fatima Catholic School was founded in 1952, and was originally administered by the Franciscan Sisters of Our Lady of Perpetual Help. Today, it is staffed by quality personnel and exists to meet the spiritual and intellectual needs of the individual child in a comprehensive curriculum that fosters self-discipline, motivation, and responsibility.

Mission Statement of Our Lady of Fatima School

At Our Lady of Fatima Catholic School, we are builders of the future....creating a student centered, innovative, Christ-like environment, which encourages personal responsibility and respect for others, thereby producing faith-filled lifelong learners who positively impact their communities and the world.

Philosophy

Our Lady of Fatima School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Louisiana state guidelines.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of

background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the upstanding citizens of tomorrow.

Admission Information

Children entering Pre-K must be four (4) years of age by September 30. Children entering Kindergarten must be five (5) years of age by September 30.

Requirements include:

- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Result
- *Record of IEP or IAP (if applicable from previous school)

Students applying for admission in grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Our Lady of Fatima Catholic School will meet the educational needs of the student(s).

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Our Lady of Fatima Catholic School. The recommendation and decision of the school is final.

Financial Obligations

TUITION SCHEDULE

PRE-KINDERGARTEN – GRADE EIGHT

Pre-Kindergarten tuition Rate per child.....	\$5580.00
K-8 Tuition Rate per child.....	\$6,105.00

In addition, there is a \$300 Registration Fee for one student; \$350 per family if more than one student and a \$200 Book/Materials Fee per student.

FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.TADS.com or at the **school office**.

There is a \$52 fee assessed by TADS upon completion of the tuition assistance application.

Tuition Payment Options:

1. **Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by July 1st, or
- Pay ½ annual tuition by July 1st and the remainder by December 1st, or
- Enroll in the TADS. Payments begin in July.
- Please note that you may pay in full for one child and utilize TADS for another.

2. **Registration/Re-Registration**

- The \$300.00 Registration Fee and \$200.00 Book Fee for students must be submitted with the application. The Registration Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Registration Fee by the date designated.
- All Registration Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to Our Lady of Fatima Catholic School that do not clear the bank.

3. **TADS Overview**

- There is an annual non-refundable \$52 administrative fee for enrollment in the TADS program per family. This fee will be added to your tuition collected by TADS– please do not make this payment to the school.
- Pay tuition over 10 months via personal check, money order, or automatic deduction.
- Your enrollment form to TADS must be returned with your registration.
- All families not selecting the TADS tuition plan will be expected to make one direct payment to Our Lady of Fatima School for the entire amount of tuition no later than July 1st. You may drop off your payment to the school office or to the School Accounting Office.

4. **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will **not forward records for students who withdraw with an outstanding balance.**

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT
FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL
ACCOUNTING OFFICE at 387-1851.**

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office

records are accurate, complete, and up-to- date.

Student Records

Our Lady of Fatima School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Requests for student records/transcripts/recommendations must be made to the School Office. All forms should be submitted to the Our Lady of Fatima School Office for distribution. Completed forms will be sent by fax or via the U.S. Mail or email. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

School Hours

Grades Pre-K through 8th: 8:00AM – 3:00 PM. Students not in class by 8:05 AM are considered tardy. School hours are 7:30AM-3:30PM. Students may begin arriving at 7:30AM. Students in grades 1-8 must arrive at school before 7:50 AM in order to eat breakfast.

At Our Lady of Fatima Catholic School, we work in partnership with families to enable each child to develop as an independent learner. Families should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

Please check the school calendar and monthly newsletter for early dismissal days. Students are not to be checked out of school except in case of emergency. **No students will be checked out after 2:00pm unless it is an absolute emergency. All students should be dropped off and picked up in the car line in the back of the school, not through the office entrance.** Check-outs are not for the convenience of the parents.

Our Lady of Fatima Catholic School offers an Extended Day Program from 3:30- 5:30 for a fee of \$10.00 per day. **A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 PM.**

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 7:30 AM or who are not picked up by 5:30 PM will receive:

1. A phone call reminding you to not drop off your child early or to pick up your

- students on time.
2. A registered letter reminding you that dropping your child off at school prior to 7:30 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
 3. Students who remain after 5:30 PM will be sent home via the Monroe City Police Department.

Excessive tardies and/or absences will have a direct impact on a student's scholarship and promotion to the next grade.

Students not picked up by the end of carpool (3:30 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$10.00 for using this program.

Absences/Tardies

When a student is absent from school, a parent should call the office by 9:30 AM each day of the absence. This policy is for the protection of the Our Lady of Fatima students and is aligned with the state statutes of the state of Louisiana.

Students should be fever free for 24 hours before returning to school. Stomach viruses spread very quickly, to protect the school community, students vomiting or having diarrhea at school will be sent home and should wait 24 hours before returning to school.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Truancy will be called after the 5th unexcused absence and 7th unexcused tardy in a semester. **Excessive absences (10) days or the equivalent of 10 days including tardies, will cause for a student to be retained in the current grade for another year.**

Absence During the School Day

Students needing medical appointments during school hours require a written note by the doctor. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3½ hours or more will be counted as absent for ½ a day. Four (4) early withdrawals each of which are less than 3 ½ hours are considered a one-half day

absence. Doctors note if you want the absence excused.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Medical Information

Allergy Policy

Our Lady of Fatima Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

1. Record Keeping

At the beginning of each school year, or when a child joins Our Lady of Fatima Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

2. Medication(such as asthma inhalers or epi-pens)

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler or it may be **stored in the school office**. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- a. Name of doctor prescribing the child's medication
- b. Frequency
- c. Dose
- d. Date

All other medications must be administered at home or the parent will have to come and administer medication needed during the day except for asthma inhalers or epi-pens. Students are not allowed to bring medicine to school.

3. School Climate

The school does all that it can to ensure the school environment is favorable to children with

asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

Our Lady of Fatima Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Our Lady of Fatima School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Emergency Action Plan

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the office will be called and the school's Emergency Action Plan activated. The emergency medical services will be called immediately. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Academic Information

Grading Scale

A = 100 - 93

B = 92 - 85

C = 84 - 75

D = 74 - 67

F = 66 - 0

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Louisiana guidelines, are followed for the teaching of all secular subject areas.

Our Lady of Fatima School offers students opportunities for growth in the following major subjects:

1. Religion

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on Wednesday for the entire school community.

Students attend Mass each Wednesday morning.

Students in Grades 5 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

2. Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Our Lady of Fatima Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Confirmation will be a two year program beginning in the 7th grade and completion at the end of 8th grade.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist, and Confirmation are only conferred to students baptized in the Roman Catholic tradition.

3. Mathematics

Mathematics Skills, including problem solving and memorization of math facts. Students in grades PK-3 use Eureka Math. Students in grades 4-8 use Eureka Math and the Ray Dass Program.

4. Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature. Students in PK use the DIG program. Students in grades K-3 use Foundations and Wit & Wisdom. Students in grades 4-8 use Louisiana Guide Books.

5. Science

General Sciences and Laboratory Experiences. Students in grades K-2 follow the LA state standards. Students in grades 3-5 use Cyber.org. Students in grades 6-8 use Amplify.

6. Social Studies

History, Geography, Economics, State History, and Current Events. All grades follow the LA state standards.

7. Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the

teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.**

Lunch Program

Our Lady of Fatima School offers a hot lunch program daily. Students may choose to bring their lunch each day. **Students are not allowed to use the microwave in the lounge or teachers' classroom.** Students should bring lunches that require no heating. Teachers are not allowed to heat a student's lunch. Students may not bring glass bottles, soft drinks or excessive amounts of candy. Drink containers are not allowed. Students may bring a water bottle. ***Parents should not bring lunches or drinks from carry-out restaurants. *Students should arrive to school with his/her lunch. Parents bringing lunches throughout the school day causes disruptions and will not be allowed.**

Promotion Policy/Retention Policy/Transfer Policy

Advancement to the next grade in Our Lady of Fatima School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all major subject areas. Students must pass all major subject areas with at least a "D" average. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, library fines, or Extended Day Program fees are in arrears.

Parent/Teacher Organization (PTO)

Our Families of Fatima Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Uniform Information

****ALL POLOS MUST HAVE FATIMA EMBLEM.** You may purchase the emblem at Midsouth Scrubs or Monograms Unlimited. These emblems are embroidered which means they will last longer and are of better quality. Please do not wait until the last minute they tend to get backed up. All students must be in uniform on the first day of school, no exceptions.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus with the exception of the sailor top)

***Students who repeatedly violate the uniform policy, will be denied participation in the next Free Dress day or will serve a detention.**

Socks

Solid white, navy, or black socks **MUST** be worn with shoes. Crew socks, knee socks, or tights may be worn but must be **solid white, navy, or black**. Leggings may be worn under skorts, jumpers, and skirts, but must be **solid navy, white, or black**. **NO DESIGNS**.

Shoes

Students should wear tennis shoes every day except mass day, but tennis shoes should be brought for recess and PE. **NO sandals, open-toed shoes, HIGH HEELS, or open-heeled shoes may be worn. NO BOOTS SHOULD BE WORN TO SCHOOL!**

Belts

Belts must be worn at all times. Belts may be navy, brown, or black.
*Pre-K do NOT have to wear a belt.

Additional Requirements

1. All students – hair should be neat and tidy.
2. No make-up, lip gloss, colored chapstick,
3. 6th – 8th grade girls may wear light make-up, no bright lipstick.
4. **Finger nails should be manicured and kept short.**
5. **No visible tattoos of any kind.**
6. No Hologram contact lenses.
7. No body piercing except pierced ears. Girls may wear **one pair of earrings. Earrings should not come below the ear lobe.** *Boys may not wear earrings of any type.
8. **Jewelry** should be limited to one watch and simple crosses or holy medals on a **narrow silver or gold chain.** (Watches with a beeping device/timer/or alarm should be disconnected during the school day.)

Girls: Pre-K – 2nd Grade

1. Navy walking shorts, navy skort, or navy pants with baby blue polo with OLF emblem.
2. Our Lady of Fatima Plaid jumper, no shorter than 4 inches from floor when kneeling, with white round collar blouse. **Gym type shorts should be worn under jumpers.**
3. Shirts may be short or long sleeved. All shirts must be tucked in.

Girls: 3rd – 5th Grade

1. Navy walking shorts, navy skort, or navy pants with baby blue polo with OLF emblem.
2. Plaid skort, no higher than two inches above the knee and baby blue knit shirt with emblem or white sailor shirt with matching plaid tie.
3. Shirts may be short or long sleeved. All shirts (with the exception of the sailor top) must be tucked in.

Girls: 6th – 8th Grade

1. Black Polo Shirt with OLF emblem.
2. Fatima plaid skirt—no shorter than 4 inches from floor when kneeling.
Gym type shorts must be worn under skirts at all times.

Boys: Pre-K – 5th Grade

1. Navy shorts or navy pants with baby blue knit shirt with OLF emblem.
2. Shirts may be short or long sleeved. All shirts must be tucked in.

Boys: 6th – 8th Grade

1. Black Polo Shirt with OLF emblem.
2. Khaki shorts or khaki pants.

Mass Days

**All mass uniforms must be in place by the first mass. NO exceptions.

1. **Girls: Pre-K – 2nd Grade** must wear Fatima plaid jumper with a white round collar shirt.
2. **Girls: 3rd – 5th Grade** must wear Fatima plaid skort with white sailor top with Fatima tie.
3. **Girls: 6th – 8th Grade** must wear Fatima skirt with long or short sleeved white button-down oxford with or without OLF emblem.
4. **Boys: Pre-K – 3rd Grade** must wear navy pants with long or short sleeved white button-down oxford with a Fatima striped tie or bow tie.
5. **Boys: 4th – 5th Grade** must wear navy pants with long or short sleeved white button-down oxford and must wear Fatima striped tie or bow tie.
6. **Boys: 6th & 8th Grade** must wear Khaki pants with long or short sleeved white button down oxford with OLF emblem and Fatima solid navy tie.
7. All Boys and Girls should wear black, brown, or navy dress shoes. (NO HEELS)

Outerwear

The ONLY outerwear allowed is OLF sweatshirts **purchased from the school**, navy fleece jackets with Fatima emblem, **PLAIN navy** jackets, or **PLAIN navy** sweaters. Please label all jackets, sweaters and sweatshirts with your child's name on the inside. Midsouth Scrubs or Monograms Unlimited can put the Fatima emblem on jackets.

Fridays

Students may wear the **school spirit shirt** with uniform bottoms or plain **BLUE jeans—NO SKIN SHOWING, patterns, print, decorated, or other color than blue. Blue jean shorts may be worn as long as they are at least 3 inches above the knee.**

Free Dress Guidelines

Students may wear:

- *jeans-NO SKIN SHOWING
- *tennis shoes
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts no shorter than three inches above the knee
- *sweatshirts
- *jogging suits
- *jewelry
- *dresses
- *slacks
- * Tshirts

Students may not wear:

- *flip-flop sandals
- *open back shoes–Crocs
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up (except 6th – 8th grade girls)
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats
- *boots

****Good Rule: If you think you shouldn't wear it, you shouldn't. ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

Behavior Information

Discipline

1. Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Dean. After 3 detentions, the student will move on to suspension. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

2. Suspension

Students who are given an in-school suspension will be required to report to school each day and work in isolation in an appointed area. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension and students will not be allowed to make up classwork or tests. A grade of 60% will be given. After 3 suspensions, the student will move on to expulsion.

3. Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady of Fatima Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Students whose parents have violated the parent agreement in this handbook may also be excluded from Our Lady of Fatima Catholic School.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat will face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Bullying and Cyberbullying

Our Lady of Fatima Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Technology Information

Our Lady of Fatima School Acceptable Use Policy for Technology

Technology is provided by Our Lady of Fatima to help achieve the academic goals of the School. The Acceptable Use Policy (AUP) is designed to protect the school's technology resources as well as protect users from accidental and malicious acts of negligence, vandalism, theft, or other inappropriate behavior. Each student will be required to sign and abide by all the policies listed below. Additionally, parent/guardian permission is required for student use of technology. By signing this document, you acknowledge that the School will take disciplinary action, up to and including separation from School, for violation of this policy.

- I understand that use of school technology resources is a privilege, not a right, and is primarily intended for legitimate school-related activities. Playing games, listening to music and using email may not conflict with academic use.
- I will not intentionally visit inappropriate websites. This includes but is not limited to chat rooms, instant messaging, and sites with adult or other offensive content not suited for minors. If I find something inappropriate, I will immediately exit the site. I will notify an adult if I accidentally encounter materials that violate the rules of appropriate use.
- Tampering with computer security systems and applications will be considered vandalism, destruction, and defacement of school property.
- I will protect the right to privacy for others by not accessing other users' accounts and electronic files. I will protect my own privacy by not giving others my password or allowing access to my network account. I am responsible for any activity under my account.
- I will never interfere with the operation of technology resources by installing illegal software. I will not install, reconfigure, or remove any software or hardware on a school computer without prior approval. I will not add or connect any device, including a laptop or desktop computer, to the school network or disconnect any existing device from the network without prior approval.
- I will use good judgment in using equipment and will not have food or drinks near any machines or in any computer labs.
- I will not waste limited resources such as disk space or printing capacity by unnecessary printing

of documents. When working with large files such as music, video, and digital photos, only those needed for legitimate academic projects will be stored on the School's network.

- I will always treat people with respect. I will not transmit any messages containing any obscene, illegal, abusive, or inappropriate language or material. Any messages received with such content should be reported.
- I will not violate copyright laws, which includes the rules of plagiarism.
- I acknowledge that the IT Department and the administration of Our Lady of Fatima has the ability and right to monitor my computer usage, electronic files, and history.
- I will follow the requirements of the Honor Code and Discipline Policies when using school technology resources.

Please look at Ethical Use of Technology on pg. 24

- **Cell Phones**

Cell phones are prohibited at school except for 6th, 7th & 8th grade. Should special circumstances arise, the principal shall determine appropriate procedures. If a student is caught with a cell phone:

1st Offense: Parents must pick up from the office.

2nd Offense: Parents may pick up the phone after 15 days.

3rd Offense: Parents may pick up the phone after 30 days and students will not be allowed to have a phone on campus.

6th, 7th & 8th Grade students may bring his/her cell phone to school BUT may NOT use their cell phones except when instructed by faculty. Phones are available in the office for student use during school hours. Inappropriate usage including, but not limited to, inappropriate pictures or texting with sexual references, will result in disciplinary action. For disciplinary actions associated with violations of this policy, refer to "DISCIPLINE."

- **Social Media**

Engagement in social media such as, but not limited to Facebook, Instagram, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's social media includes defamatory comments regarding the school, the faculty, other students or the church parish should refrain from creating a class/grade Facebook page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the church made on the parent's Facebook page may result in the children of the parent being separated from the school.

- **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Off-Campus Conduct

The administration of Our Lady of Fatima School reserves the right to discipline its students

for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during carpool.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Procedures

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in the teachers' office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Safety Information

School Safety

Our Lady of Fatima Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Car Pool

1. All cars must have a card clearly displayed in the front windshield on the passenger's side of the car. Cards are assigned by the school. Students will be called to the appropriate pick-up area.
2. Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.
3. Parents are asked to pay close attention during the carpool process. **It is mandated by law that the use of cellphones in school zones is prohibited.**
 - *The law states: Operating a mobile device or cell phone in any manner is prohibited while driving through a school zone during the posted hours, with only very few emergency situations exempted. The fine for a first offense is \$175 and any second or subsequent offenses carries a fine of up to \$500. La. R.S. 32:300.8*
4. Please follow the traffic directions given by the teachers on duty.
5. It is the responsibility of the parent to contact carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made. Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. **A FIELD TRIP IS A PRIVILEGE NOT A RIGHT.**
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to allow permission for their child to participate in a field trip by stating so on the proper form. Students who are participating in the field trip must ride the bus to and from the field trip with their class.
12. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
16. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
17. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
18. All chaperones must be 21 years of age or older.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.

Parents who volunteer in the school **may not drop in to a classroom to see their child** during the day unless directed by the teacher. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany** parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

Medical Emergencies/Pandemics

In the event of a pandemic or local medical emergency, Distance Learning may be provided in order to keep students safely learning from home. The following policies and procedures will apply to those students who are participating in Distance Learning:

- DL takes place **daily**.
- DL will be facilitated through Google Classroom.
- For DL, students will follow a schedule. Teachers will log on at various, scheduled times to share instruction through Google Meet. During the time, DL students will receive instruction for that day's lessons and will be able to interact with students in the classroom.
- Students will be given a schedule to follow so they will not need to be logged in all day but instead various times throughout the day.
- The State Department of Education requires attendance to be taken every day in each class.

- Assignments should be turned in on time through Google Classroom.
- The student/family should have access to the internet in order to connect to Google Classroom.
- **Parents must be in the household during instruction time.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local Media.

Crisis Plan

Our Lady of Fatima School has implemented a "crisis plan" in case of a lockdown or intruder emergency. All teachers and staff are aware of the procedures to follow to keep your children safe.

Emergency Drills

- Fire Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Walk to the assigned place briskly and in silence.
3. Teacher should close the door behind them.
4. Return to building when signal is given.

- Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Sit, face wall, and put hands over head.
4. Return to classroom when signal is given.

Lockers

In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Search

The school reserves the right to search anything brought on school property. This includes backpacks, cell phones and other electronic devices.

Legal Information

Nondiscriminatory Policy

Our Lady of Fatima Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Title IX

Our Lady of Fatima Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child have both parents involved in his/her education.

Buckley Amendment

Our Lady of Fatima Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

Child Abuse Laws

Our Lady of Fatima Catholic School abides by the Child Abuse laws of the State of Louisiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Right to Amend

Our Lady of Fatima School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the folder or through e-mail communication.

***Our Lady of Fatima
Ethical Use of Technology***

Preparing students to be ethical participants in a technology driven world to educate them to the potential perils and realities of electronic communication. As such, we share the following points of consideration:

Students continuously represent Our Lady of Fatima when using computing resources, even if they use these resources away from or outside the School’s network. Students can expect the School administration to take note of and, if necessary, administer disciplinary action in response to information communicated on public sites that:

- Defames, denigrates, or conveys a physical threat toward any individual inside or outside the Catholic School community
- Advocates for the violation of any laws or school rules
- Suggests that one’s social network, website, or other electronic communication is sponsored by or affiliated with the School

Students should be aware that faculty members have been asked not to initiate or accept “friend” requests on social networking sites. We would ask that students and parents refrain from contacting faculty via these formats.

We would hope and expect that, as the leaders of tomorrow, Our Lady of Fatima students of today will set positive examples through their words and actions both on and off campus. We would urge you, as you consider what constitutes an appropriate and civil representation of yourself, to ask: “Will my actions reflect well upon my family, my school, and myself?”

As a user of Our lady of Fatima technology resources, I have read this Acceptable Use Policy and Ethical Use statement and hereby agree to comply with all current and future rules.

Teacher /Student name Printed

Teacher/Student Signature

Parent Signature

Date

FIELD TRIP PERMISSION FORM

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of _____ request that the school allow my/our son/daughter to participate in field trips throughout the school year.

We hereby release and save harmless the school of Our Lady of Fatima and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for _____ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: _____

MEDICAL RELEASE FORM

Student's Name: _____

Medical Insurance Information:

Group/Company Insurance Company: _____

Policy Number: _____

Known Allergies/Allergic Reactions: _____

Other Pertinent Medical Information _____

Current Medication(s): _____

Mother's Daytime #: _____ **Father's Daytime #:** _____

Mother's Cell Phone #: _____ **Father's Cell Phone #:** _____
(Keep for emergency purposes.)

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____

to be photographed or videotaped at Our Lady of Fatima Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Our Lady of Fatima Catholic School.

Signed: _____

Date: _____

Parent/Student Handbook Signature Page

Please go to www.tinyurl.com/OLFHandbook to review the 2022-2023 Parent/Student Handbook. Once you have read the handbook please sign below and return to your student's homeroom teacher. Please return by August __, 2022

Family Name _____

Parent/guardian signature

Date

Parent/guardian signature

Date

Student signature

Date

***Parents and students must both sign.**