



PARENT/STUDENT HANDBOOK

2024-2025

Our Lady of Fatima Catholic School

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

www.fatimaschool.org

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***Our Lady of Fatima School 3202
Franklin Street
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Phone: 318-387-1851
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<http://olfsmonroe.org>***

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 2023- 2024 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 2024-2025 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.

Our Lady Of Fatima School is in Monroe, LA. It is a coed, Roman Catholic school that serves grades PK, K-8. The school is a member of the National Catholic Educational Association and is accredited by Cognia. It has been rated 4 out of 5 stars by greatschools.org. Our Lady of Fatima, an educational ministry of Our Lady of Fatima Catholic Church, provides to a diverse student population, the academic and moral foundations for an exceptional, life-long education in a safe, caring, Christian environment. Our Lady of Fatima School, an integral part of Our Lady of Fatima Parish, considers it our responsibility to provide a comprehensive education for the whole child as partners with the parents, who are the primary educators of their children. This education encompasses the spiritual, religious, the intellectual, the social and the physical aspects of the person which will enable him/her to grow in Christ's life and to learn to become responsible to God, to himself/herself and to others.

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.

School Logo Policy

Any use of the Our Lady of Fatima Catholic School name, logo, letterhead, crest, or other insignia is reserved for official school business. Reproduction or use of any of the school's marks in any medium requires the approval of the administration of Our Lady of Fatima Catholic School. Approval for use can be granted to recognized parent groups or organizations upon request.

Admission Information

Age Requirements for Prek4 and Kindergarten:

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 for all students include:

- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards (1st through 8th grade)
- *Standardized Test Result (3rd through 8th grade)
- *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).

Probationary Period for New Students

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.

Legal Information

Nondiscriminatory Policy

Our Lady of Fatima Catholic School does not discriminate on the basis of race, color, national or ethnic origin, or disability in violation of state law and federal law or regulation in the administration of its education policies or programs. The information provided with this application will not be used for any unlawful discriminatory purpose.

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 to 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.

Also, in accordance with FERPA, Our Lady of Fatima Catholic School will not allow review of security camera footage for any reason. Because other students may appear in the footage, we are required to protect their right to privacy. According to FERPA, the campus security records including security camera footage is not part of a student's educational record and therefore parents do not have a right to view it.

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. According to Louisiana Children's Code Article 603 designates teachers and child care providers as mandated reporters. Teachers and childcare workers are defined as: "Any person who provides or assists in the teaching, training and supervision of a child, including any public or private school teacher, teacher's aide, instructional aide, school principal, school staff member, bus driver, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institution staff member, personnel of a residential home facilities, a licensed or unlicensed day care provider, or any individual who provides such services to a child in a voluntary or professional capacity." Our Lady of Fatima puts the safety of our students first in all situations and adheres to the Louisiana Children's Code.

Special Education

Our Lady of Fatima Catholic School is a private, Catholic school and is not obligated to provide special education and related services to any student. Our Lady of Fatima Catholic School endeavors to the full extent of its capability to provide a quality education for your child. At the same time, Our Lady of Fatima Catholic School does not offer special education or related services. Because Our Lady of Fatima Catholic School does not offer special education or related services, the parents acknowledge that Our Lady of Fatima Catholic School is not required to make general accommodations for enrolled students, but only what are called "minor adjustments". The nature and extent of such minor adjustments are within the sole discretion of the Principal. The parents acknowledge that, should the Principal determine in his/her sole discretion that the minor adjustments put in place by the school have not resulted in satisfactory service of the needs of the student and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the Principal may disenroll the student, or the parents/guardians may withdraw the student from Our Lady of Fatima Catholic School. Alternatively, the student may be prohibited from attending Our Lady of Fatima Catholic School in future years.

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.

Financial

Tuition Schedule

Pre-Kindergarten tuition Rate per child.....**\$5,580.00**

K-8 Tuition Rate per child.....**\$7,229.00**

For students in K- 8th, included in this cost is a \$500 Registration Fee, \$100 Technology Fee, and \$10 PTO Fee per student.

Application Fee

The non-refundable application fee of \$40 is paid when a new K - 8th grade student applies to OLFS.

Financial Assistance Forms are available online at www.factsmgt.com or at the school office.

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 FACTS. Payments begin in July.
- Please note that you may pay in full for one child and utilize FACTS for another.

2. Registration/Re-Registration

- The Registration, Book, and Technology Fees for new students are 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. FACTS Overview

- There is an annual non-refundable \$52 administrative fee for enrollment in the FACTS program per family. This fee will be added to your tuition collected by FACTS– 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 FACTS must be returned with your registration.
- All families not selecting the FACTS 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.

Payments and Donations

Payments or Donations to OLFS may be cash, check, money order, or electronic payments (debit or credit cards) Please see the financial secretary for instructions regarding online payments.

Activities Fees

An activity fee of \$40 will be assessed to those students enrolled in sports teams. Some athletic teams require an additional uniform fee. The due date for activity fees and uniform fees for sports teams will be determined by the coach of the team.

Graduation Fees

A graduation fee for Kindergarten and 8th grade is due March 1st. The Kindergarten fee is \$50. 8th Grade graduation fee is \$75. If the fee is not paid by March 1st students will not be able to participate in the class graduation ceremony.

After School Care Fees

After school care is available from 3:30pm to 5:30pm at a rate of \$5 per hour per child. Families with multiple students will be charged a maximum of 2 students per day charged at the hourly rate. Fees will be calculated in thirty minute increments. Late fees are charged for all students after 5:30pm at a charge of \$1.00 per minute. Students who are not picked up by 5:45 PM will be sent home via the Monroe City Police Department. A billing invoice is sent to parents via email. All fees must be paid prior to receiving a student report card.

Technology Fees

A technology fee of \$100 is included in the tuition costs for the year. The replacement fee for a damaged or lost Chromebook is assessed at \$100. The replacement fee for a damaged or lost Chromebook Charger is assessed at \$50. Fees must be paid in a timely manner. A billing invoice will be sent to the parent email. All fees must be paid prior to receiving student report card

Parent/Teacher Organization (PTO)

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

General Financial Policy

1. A \$25 fee will be charged for insufficient checks to OLFS. After a family has had an insufficient check returned to the school, the family will be required to pay in cash or by money order for any amount due to the school for the remainder of that school year.
2. A receipt for payment will be issued for cash. All cash payments paid to the school must be paid directly to the financial secretary.
3. Each quarter (Nine Weeks), all accounts will be reviewed so that any students whose account is not current may not receive report cards. Progress Reports may also be held for non-payment. Additionally, students with outstanding balances may not be allowed to participate in programs or receive awards. Parents are responsible to check their balance owed including Technology, After School Care, Lunchroom, and Library charges.
4. All accounts will be considered current when balances are paid for after School Care, tuition, team fees, lost or damaged library books, lunchroom charges, and the like.
5. Report Cards and records will be held at the time of transfer to another school until all accounts are current. Records will not be released until final payment has cleared the bank.

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 who have an outstanding balance to Our Lady of Fatima. Records will not be released until the final payment of the full amount owed has cleared the bank.

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.)

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 clear water bottle.

In compliance with federal regulations, students may bring only single serve sizes of brand packaged foods in lunch boxes. Large servings should be placed in a Ziploc bag. No restaurant labeling is allowed on food packed in a student's lunch box.

***Parents cannot bring lunches or drinks from carry-out restaurants according to federal regulations.**

***Students should arrive at school with his/her lunch. Parents bringing lunches throughout the school day causes disruptions and will not be allowed.**

School Hours and Drop Off/Pick Up

School Hours

The school is open from 7:30 am to 3:30 pm.

Class hours for Grades Pre-K through 8th are 8:00AM – 3:00 PM.

First Bell 7:50 am

Tardy Bell 7:55 am

Please check the school calendar, monthly newsletter, and ClassDojo for days that have early dismissal.

Car Pool

1. 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.
2. Parents are expected to pay close attention during the carpool process. **Louisiana State law states that the use of cellphones in school zones is prohibited and subject to fine or prosecution.**
 - **The law states: Operating a mobile device or cell phone in any manner (including hands free) 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 \$500 and any second or subsequent offenses carries a fine of up to \$1000 and suspension of driver's license for a sixty day period. La. R.S. 32:300.8**
3. Please follow the traffic directions given by the teachers on duty.

Drop Off:

Morning drop off is done at the gym entrance. Cars may form lines in each of the two lanes. The duty teachers will open the gym doors at 7:30 am. Students must wait in the vehicle until a teacher or administrator opens the car door. Students can not be left outside of the building prior to 7:30 am.

The back gates will close at 7:55 am when the tardy bell rings. At that time parents must drive around to the front of the building, park, and walk their students to the door. All parents will be required to enter the building to check students in via the School Pass app on the iPad outside of the front office.

Students in grades K-8 must arrive at school before 7:50 AM in order to eat breakfast.

No outside food will be allowed at drop off. Students trying to bring donuts, bacon, egg, and cheese biscuits, chicken minis, sodas, juices, coffee, etc in for breakfast will be told to leave items in the vehicle or throw it away at the gym doors.

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.

Pick Up

Afternoon pick up begins at 3:00 pm. A staff member will open the gates at that time. Parents may line up outside the gate prior to 3:00pm but may not enter the pick up area until the gate is opened by the staff member.

1. Single rider students in PreK through 2nd grade, JR High students, and all families groups with

siblings in PreK- 8th will dismiss through the gym. The **first two** lanes (closest to the building) are reserved for these students.

2. Single rider students in 3rd through 5th grade will dismiss through the upper elementary hallway. The third lane (closest to the playground) is reserved for these students.

Adverse Weather Pick up and Drop off

Adverse weather happens. We look to keep all students and staff safe and dry during such weather. In the event of adverse weather conditions the following should be followed.

1. Form a single line as close to the sidewalk and awning as possible for drop off and pick up.
2. Typically there will be cones placed out to guide traffic and a notice will be posted in Class Dojo on the school story. IF the cones aren't present and it is raining, form one line close to the buildings
3. Staff will not walk out in the rain to get a student or take a student to a vehicle not lined up. Students will not be allowed to run across the parking lot to get in or out of a vehicle. The parent will have to pull around and re-enter the drop off or pick up line properly.

Change in Pick Up or Going Home with a friend

It is the responsibility of the parent to contact the school everytime there is a change in the regular pick up of the student. Teachers and staff will not allow a student to go with someone on the student's word. If your student will be riding home with a school friend, you must notify the homeroom teacher via Class Dojo by 8:30 am.

If someone is picking up your student that does not normally pick them up, you must notify the homeroom teacher/s via Class Dojo and/or the front office by 2:00 pm.

After School Care

After school care is available from 3:30pm to 5:30pm at a rate of \$5 per hour per child. Families with multiple students will be charged a maximum of 2 students per day charged at the hourly rate. Fees will be calculated in thirty minute increments. Late fees are charged for all students after 5:30pm at a charge of \$1.00 per minute. Students who are not picked up by 5:45 PM will be sent home via the Monroe City Police Department.

Students not picked up by the end of carpool (3:30 PM) will be sent immediately to the After School Care Program. Parents will be charged for after school care if students are not picked up by 3:30pm.

Attendance

Attendance Responsibility

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.

It is the responsibility of the parent to contact the school office and/or teachers when a child is absent, leaves school early, or needs other arrangements to be made for pick up. It is the responsibility of the parent to contact the school and/or after school personnel when they are going to be late for pick up.

Absences Policy

Students are allowed a total of 10 absences per school year.

In accordance with the Louisiana state law and rules set forth by the Louisiana Department of Education, students who miss more than 10 days of school will not be promoted to the next grade level.

[Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade.](#)

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.

A Doctor's excuse or 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.

If a student misses because of Covid whether it be that they have Covid or a family member has Covid, proof of a positive test must be sent to the office along with a negative test result stating that the student may return.

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.

Make Up Work policy

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.

Tardy Policy

Morning drop off ends at 7:55am, the back gates will be closed at that time. After 7:55 am, parents are required to pull around to the front of the building, park, walk students to the door, and come in to sign in students on the School Pass app via the iPad located outside of the front office.

School policy regarding tardiness is as follows:

1. Students who are not present in the gym for morning meetings at 7:55 am are considered tardy for school.
2. Jr High students that are not in class at the bell between class periods are considered tardy.

Truancy Policy

A child is considered habitually absent or habitually tardy after the fifth unexcused absence or fifth unexcused check-in or check-out within any school semester. A habitually truant child can be found delinquent and subject to Juvenile Court intervention.

The law also holds parents/guardians accountable for their child's school attendance, and the Juvenile Court may order sanctions against the parents/guardians who fail to send their child to school. Sanctions may include:

- a fine of not less than \$25 and not more than \$500 for each offense or
- imprisonment for not more than 90 days or
- both.
- completion of 40 hours of school/community service or
- a combination of 40 hours of school/community service and
- attendance in parenting classes/family counseling sessions/court approved programs or
- suspension of any recreational license issued by the Department of Wildlife and Fisheries.

It is your responsibility to make your child's school attendance a priority. The goal is to get your child back into a learning environment that will enhance his/her chances for future success.

In accordance with Louisiana State Law and rules put forth by the Louisiana Department of Education, OLFS will contact the Truancy Department after the 5th unexcused absence and 6th unexcused tardy in a semester.

Excessive absences (10) days will cause 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. A Doctor's note is needed if you want the absence excused.

Early Check Out

Students will not be allowed to check out through the office between 2:30 and 3:30pm. Students are not to be checked out of school except in case of emergency.

No students will be checked out after 2:30 pm, no exceptions.

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.

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.

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

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. Medications (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.

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

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.

Medication Policy

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. This includes prescribed medicines and over the counter medications such as Benydryl, Tylenol, Pamprin, Throat Spray, Halls, etc.

Medications for ADHD and ADD management that need to be taken during the day, must be brought to the office by the parent and include the following labeling

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

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.

It is vital that the parent notify the office of any allergies your child has to food.

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.**

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 a 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.

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.

Shirttails 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. **Fingernails should be manicured and kept short. No fake or press on nails allowed.**
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. No hoops earrings. *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.) Bracelets should be limited to only two.**
9. **Purses are not allowed in grades PK-5. Girls in junior high may have a purse but it must be kept in the locker.**

Girls: Pre-K – 2nd Grade

1. Navy walking shorts, navy skirt, or navy pants with baby blue polo with OLF emblem. Baby blue polo dresses may be worn with plain black shorts, leggings, or tights underneath.
2. Our Lady of Fatima Plaid jumper, no shorter than 4 inches from floor when kneeling, with white round collar blouse. **Plain black 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. Students will be required to remove all jackets and coats that are not Solid Navy upon entering the school building and it will remain in the lockers or on hooks until dismissal.

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
- * Tshirt

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 Policy

Student Expectations

Cheerful obedience and respect will be shown to all authority- teachers, staff, parents, and volunteers. Students are expected to show reverence to God, the Bible, the school, and the flags. Respect should be demonstrated to all school property, teachers, parents, adults, and other students.

No play items should be brought to school unless directed by teacher or coach via Class Dojo or written permission. This includes portable music makers of any type, handheld electronic games, playing cards, or trading cards of any type. Any student who brings these items to school will be required to turn them into the office to be retrieved by a parent.

Students' cell phones are not permitted on campus. Any student caught with a cell phone will turn it over immediately to the faculty or staff member present. Punishment for the infraction can be found under the cell phone discipline policy.

Chewing Gum is not allowed by students at school at all. Teachers will not give candy with gum inside as a reward.

The cost for any damage to school property by a student will be charged to the parents. Students are responsible for keeping the school and all school property neat and orderly.

All students must abide by the language code. Students will not be permitted to make fun of others. No offensive, rude, or obscene language or gestures will be permitted. Cursing and taking the Lord's name in vain are not allowed. There are other words that are commonly used in our society but are considered rude, derogatory, and inappropriate that should not be used at school.

Tattoos are not allowed by any student. They should be covered or washed off. Students are not allowed to mark on themselves or others with markers, pens, or highlighters.

Discipline

Proverbs 22: 6 charges us to “Train up a child in the way he should go and when he is old he will not depart.” The purpose of discipline should always be to build a child’s character and Christ-likeness. Our motivation should always be one of love and concern for the student’s development into the image of Jesus Christ.

We are implementing a Positive Behavior Incentives and Supports system school wide. We know that love and logic will develop a child that is well rounded, well grounded, and well suited for adulthood.

Each teacher has class rules and procedures for the students to follow and has worked out a warning system for use in their classroom. Generally, they will offer initial warnings for infractions and praise to those who are following instructions. With the second infraction conduct is marked, and the student will be counseled by the teacher. Praise is given to those who are following instructions. If a third infraction occurs the student will have conduct marked, lose a privilege (such as time at recess or PE). A teacher may send the student to the office after the third offense. A note, phone call, or Dojo message will be sent to the parent regarding the issue.

Parent Conference

A parent conference may be held after the third office visit.

Disciplinary Probation

Any office visits for discipline after the parent conference will require the student to be put on a Disciplinary Probation for three weeks. If the student has no disciplinary issues during the three weeks the probation will be removed. However if the student is sent to the office for discipline during the three week probation they will be suspended for one day. They will be taken off probation upon return, but if they are referred to the office again they will be placed back on disciplinary probation. After three suspensions the student will move onto expulsion.

(PK-3rd Grade)

If a student is out of uniform they will call for a change of clothes or be sent home.

	<i>Description</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th Offense</i>
Minor Offenses per (semester)	Disobedience, Disturbing Class, Misbehavior during mass, Uniform violations, no classroom materials, non-participation in class.	Classroom teacher handles conduct marks, loss of recess or PE.	Classroom teacher handles conduct marks, loss of recess or PE.	Parent/teacher conference	Referral to the office. Possible suspension
Major Offense (per Year)	Disrespect, Inappropriate language, Fighting, Destruction of property	Parent/Teacher conference	Referral to the office—possible suspension	Referral to the office—possible suspension	Referral to the office. Possible suspension or expulsion

(4th Grade -5th Grade)

- 3 Suspensions in one year for any reason can result in expulsion
- If a student is out of uniform they will call for a change of clothes or be sent home.

	<u>Description</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>5th Offense</u>
Minor Offenses Per (semester)	Disobedience, Disrespect, Disturbing Class, Misbehavior during mass, Uniform violations, no classroom materials, non-participation/ sleeping, any other “minor” offense	Classroom teacher handles conduct marks, loss of recess or PE.	Classroom teacher handles conduct marks, loss of recess or PE.	Referral to the office. 1 hour detention.	Referral to the office. 2 hour detention.	Suspension/ Expulsion
Major Offense (per Year)	Possessing Alcohol and/or tobacco on campus, Vaping on campus, Fighting, Vandalism, Bullying, Skipping class, Threatening, Weapon use/ possession, major damage to school property, major disrespect to staff or faculty member, any other “serious” offense	3 hours Detention/ Suspension/ Expulsion	Suspension/ Expulsion			
Cell Phone Electronic Device (per semester)	CELL PHONES ARE NOT ALLOWED. Improper use of chromebooks, tablets, recording devices of any kind, etc.	Loss of device until end of the following day.	1 hour detention & loss of device until the end of the following day.	1 day suspension & loss of device until end of the following day.	Same as 3rd	Same as 3rd
Cheating/ Plagiarism (per year)	Cheating on a test, plagiarizing a paper or project. Allowing some to cheat off of you, getting answers from the internet	Zero on work	Zero on work & 1 day suspension	Zero on work & suspension/ expulsion	Expulsion	
Tardies (per Nine Weeks)	Being late for class. Students will be punished for every tardy after their 3rd tardy	Every tardy after # 3 will result in one hour detention				

JR High Demerit System

1 Demerit

- Chewing Gum
- Uniform Dress Code Violation
- Water bottle in library or near Chromebooks
- Changing settings on library computers or class Chromebooks

2 Demerits

- Failure to clean cafeteria/classroom
- Disrupting the class
- Running in the hallway
- Inappropriate behavior during church
- Failure to inform a teacher before going anywhere
- Rolling eyes, huffing, disrespectful gesturing
- Roughhousing/horseplay
- Breaking locker rules for food or using someone else's locker
- Throwing food, trash, objects (excluding balls in PE)

10 Demerits

- Using Chromebooks for anything other than school work
- Cheating on tests
- Defacing school property or other students property
- Excessive disrespect with teacher/adult
- Inappropriate speech: vulgarity, verbal abuse, threats, obscene gestures, and name calling
- Skipping class: more than 10 minutes late

9 Weeks Cumulative Demerits

- **15 Demerits:** Reflection paragraph, Parent Dojo message.
- **20 Demerits:** Referral to the office. 1 hour detention. Parent phone call.
- **30 Demerits:** Referral to the office. 2 hour detention. Parent phone call.
- **40 Demerits:** In School Suspension
- **50 Demerits:** 2hr Detention/Suspension
Readmit to school only after an in-person parent conference
- **75 Demerits:** 3hr Detention/Suspension
Readmit to school only after an in-person parent conference
- **100 Demerits:** Expulsion

8 Demerits/week = Loss of vending

Detention can include, but is not limited to:

- Writing lines
- Picking up trash
- Cleaning bathrooms
- Sweeping/Mopping floors
- Pulling weeds

Severe Infraction Consequences

Some offenses are more serious and may require a more strict form of discipline, such as:

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 principal and the assistant principal. After 3 detentions, the student will move on to suspension. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

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 50% will be given. After 3 suspensions, the student will move on to expulsion.

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.

Severe Infractions

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.

Cell Phones

OLF's phone policy, in accordance with state law, is necessary in order to minimize distractions and to help maintain our honor code. Online/Mobile activity has also become a source of bullying and overall unfriendly interactions among peers.

For these reasons, phones and smart watches MAY NOT be brought to school. Students who are found with a cell phone will have it confiscated and the following will be done:

- a. 1st offense - returned at the end of the following day**
- b. 2nd offense - returned after the student has served detention**
- c. 3rd offense - returned after the student has served in-school suspension**

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.

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.

As parents, we ask that you help us keep the highest standards of care and instruction for our students by supporting the policies of Our Lady of Fatima Catholic School.

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.

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 preschool 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 and Class Dojo and Facebook.

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 the building when a 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 a single file.
3. Sit, face the wall, and put your hands over your head.
4. Return to the classroom when a 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.

Athletics and Sports Policy

Code of Conduct

Goal:

To provide students at OLFS the opportunity to participate in athletic organizations in accordance with guidelines to follow:

1. Athletes are student- athletes first.
2. Athletes will follow the school and diocese guidelines for athletic participation
3. Athletes will promote school spirit and citizenship
4. Athletes will assume the role of positive role models in school and in our community
5. Athletes will play clean and practice good sportsmanship and class in ALL contests

Standards

These standards are expected at all times with the understanding that athletics is a privilege, not a right, for those who wish to participate.

1. Participation
 - a. Participation shall include performing at all games and practices without unexcused absences
 - b. The head coach shall select team members, assign positions, and determine playing time as they see fit.
 - c. Athletes must provide transportation to and from all practices and games in a timely manner.
 - d. Athletes shall be expected to show ALL coaches respect and obey requests given to them
2. Qualifications
 - a. Students shall maintain the required GPA and remain in good standing in all classes
 - b. Athletes shall return all required paperwork prior to practice or game participation
 - c. Athletes shall have proof of insurance or purchase insurance with the understanding that the school or diocese is not responsible for these or medical expenses from injury that may occur.
3. Financial Obligations
 - a. Athletes are required to pay any fees that their coaches deem necessary with the understanding that each sport will try to raise funds to offset the costs of participation.
 - b. Athletes will participate in fundraising activities to offset costs
 - c. All fees will be paid prior to the start of the season
 - d. Athletes shall be in good financial standing with the school prior to participation in any sport.
4. Discipline
 - a. Athletes will be disciplined on a sport-to sport basis
 - b. Athletes who do not attend practice (unexcused) will forfeit the opportunity to play in the next game.
 - c. Athletes who choose to quit shall contact his/her coach in-person and discuss reasons why they are making the decision to quit.
 - d. Head Coaches will make the final decision on dismissal from a sport.
5. Practice and Game Attire

- a. Coaches will mandate the appropriate attire for practice and games.
- b. Athletes will ask permission to vary from the approved uniform
- c. Athletes shall maintain sport and school dress code guidelines at all times.
- d. Athletes shall maintain hair and jewelry guidelines by the coach, school, and sport requirements

6. Parent Expectations

- a. Be an example to your child of good sportsmanship by showing respect to the coaches, officials, administrators, spectators, and visiting teams.
- b. Have fun and enjoy the experience

7. Multiple Sports

- a. We encourage our athletes to participate in multiple sports and activities.
- b. Coaches will not discourage athletes from participating in other sports because of playing time in their sport.

8. Chain of Command

- a. If a problem arises, please follow the chain of command to ensure that the problem will be addressed in a timely manner.
- b. Conversations should be planned around the guidelines agreed upon by the parent/coach communication process
 - i. Head coach of sport
 - ii. Athletic Director
 - iii. Principal

Eligibility Requirements

Students are responsible for their eligibility. Students must make sure that they have taken care of their responsibilities in the classroom and at home.

GPA:

Students who wish to participate in any athletic program are required to maintain a 'C' average (2.3 GPA) with no F's on the progress report and/or report card.

Students who have an F or fall below a 2.3 average will be placed on Academic Probation for a quarter.

Students on Academic Probation will be suspended from all activities.

After the end of the Academic Probation period, grades will be reviewed and students who have met the requirements will be reinstated for play. Grades will be checked every three weeks.

Attendance:

Students must attend at least three and a half hours of the school day in order to participate in practice or games on the same day.

If a student has an excused non-illness absence for the day (i.e. Funeral or Drs appointment) they may participate in practice or games on the same day.

Our Lady of Fatima Catholic School *Acceptable Use Policy for Technology 2023-2024*

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 the 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, accessing social media, and using email are prohibited.
- I will not intentionally visit inappropriate websites. This includes but is not limited to TikTok, 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 carry my Chromebook in the carrying case provided by the school. I will not carry it in my backpack.
- 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 have 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.

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.

Consequences for Failure to Comply with Acceptable Use Terms

Students found to be in violation of the Acceptable and Ethical Use Policies will be reprimanded in the following manner:

1st Offense- Loss of Chromebook Privileges for 2 weeks. Students will be required to complete all assignments using pencil and paper during this time.

2nd Offense- Loss of Chromebook Privileges for an entire 9 week period. Students will be required to complete all assignments using pencil and paper during this time.

3rd Offense- Permanent loss of Chromebook privileges. Students will be required to complete all assignments using pencil and paper.

Financial Responsibility for Damage to Device or Property

If for any reason a device or any property is damaged or destroyed because of the students actions, it is the parent's responsibility to pay for the device to be replaced at the value of the item when it was purchased. The teacher(s) is not obligated to allow the student to make up work/assignments missed as a result of not having a device due to damage or destruction, possibly resulting in zeros for those assignments.

The replacement fee for a damaged or lost Chromebook is assessed at \$100.

The replacement fee for a damaged or lost Chromebook Charger is assessed at \$50.

Fees must be paid in a timely manner. A billing invoice will be sent to the parent email. All fees must be paid prior to receiving a student report card.

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?"

Acceptable Use of Technology Agreement Form

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.

Student name Printed

Student Signature

Student name Printed

Student Signature

Student name Printed

Student Signature

Student name Printed

Student Signature

Parent Signature

Date

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.

Students Names:

Signed: _____

Date: _____

Athletic Code of Conduct Agreement

I have read and agree to abide by the Athletic Code of Conduct. I understand that participating in any sport is a privilege and not a right. I understand that it is the student's responsibility to maintain the requirements for eligibility to participate in any sport.

Student Signature

Date

Parent Signature

Date

Special Education Acknowledgement

Our Lady of Fatima Catholic School is a private, Catholic school and is not obligated to provide special education and related services to any student. Our Lady of Fatima Catholic School endeavors to the full extent of its capability to provide a quality education for your child. At the same time, Our Lady of Fatima Catholic School does not offer special education or related services. Because Our Lady of Fatima Catholic School does not offer special education or related services, the undersigned acknowledges that Our Lady of Fatima Catholic School is not required to make general accommodations for enrolled students, but only what are called “minor adjustments”. The nature and extent of such minor adjustments are within the sole discretion of the Principal.

The undersigned acknowledge that, should the Principal determine in his/her sole discretion that the minor adjustments put in place by the school have not resulted in satisfactory service of the needs of the student and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the Principal may disenroll the student, or the parents/guardians may withdraw the student from Our Lady of Fatima Catholic School. Alternatively, the student may be prohibited from attending Our Lady of Fatima Catholic School in future years.

Signed: _____

Date: _____

Parent/Student Handbook Signature Page

Please review the Parent/Student Handbook with your student(s). Once you have read the handbook please sign below and have all students sign. The signature pages must be returned to your oldest student's homeroom teacher by August 15 , 2022

Family Name_____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

***All parents and students must sign.**