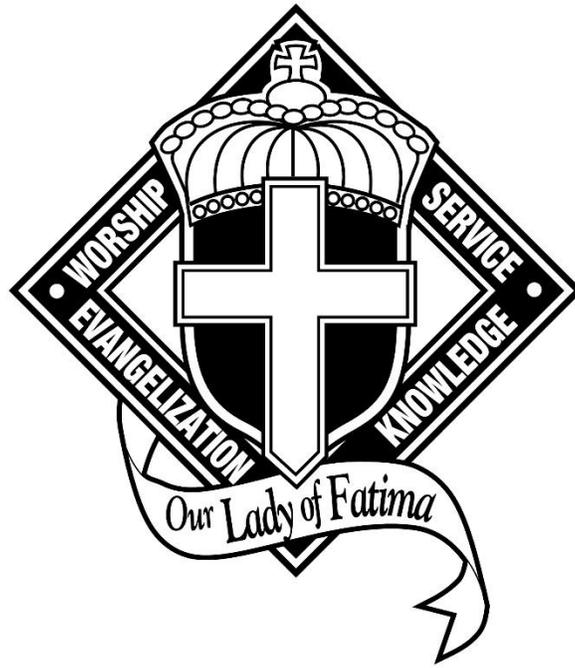


# Our Lady of Fatima School



## 2022-2023 Parent/Student Handbook

1625 Center Avenue  
Los Banos, CA 93635  
(209) 826-2709

Dear Parents and Students,

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 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 school year.

Through prayer, education, sacraments, caring and stewardship, we strive to serve the needs of God's people and to gain a richer understanding of the gospel message of love.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Sincerely,

Mrs. Forte

## **Our Lady of Fatima School History**

Our Lady of Fatima School is an integral part of the educational ministry of St. Joseph Parish and operates under the auspices of the Diocese of Fresno. It is one of the eighteen elementary schools within the Roman Catholic Diocese of Fresno. The school currently has a Pre-K program and Kindergarten through eighth grade.

The inspiration for the addition of a school to St. Joseph Parish came to pastor Cornelius Casey in a dream. In the mid 1940's he began a campaign to raise the necessary funds. Property for the school was purchased in 1945, and plans were completed in 1948. Although Fr. Casey passed away before his dream could be realized, the parishioners of St. Joseph Parish and Monsignor Thomas Morahan worked diligently to make it a reality. The Our Lady of Fatima Society was established in 1946 "with a two-fold purpose in mind- to honor Our Lady of Fatima through prayer, and to raise the funds necessary to build a school." Construction was completed in time for the opening of school in 1950. The sisters of St. Joseph of Orange served in the school until 1970. The Franciscan Hospitalier Sisters of the Immaculate Conception served in the school from 1970 until 2000.

The school remains on its original site, with many new additions. The seventh and eighth grade classrooms were built in the 1960's, and the school hall was built in 1980. The former convent is shared with the parish and houses offices for the parent club, athletic director, and SCRIP program as well as the teachers' lounge. The parish church was constructed alongside the school in 1993, and a building for extended care and preschool was added in 2006. The facility has been well maintained and updated over the years. The Our Lady of Fatima Society continues to carry out its mission with the annual celebration in October, and financial support of the school; contributing funds to support the school's operating budget each year. To date, the Society has given over one million dollars to the school.

Throughout its 68 years of service to the Los Banos community, Our Lady of Fatima School has continued to assist students in becoming faith-filled and active members of the Christian community, life-long learners, responsible citizens, and self-aware and self-confident individuals. Our Lady of Fatima School is accredited through the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA). The school is also a member of the National Catholic Educational Association (NCEA).

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**This handbook contains the school’s most used policies and procedures, but is in no way an exhaustive list of all policies of Our Lady of Fatima School. The administration reserves the right to handle situations on a case by case basis in a fair and equitable manner.**

**Our Lady of Fatima School reserves the right to amend this handbook. Notice of amendments will be provided to the parents via the weekly newsletter and/or posted on the school website.**

**Section I: Mission, Philosophy, SLEs**

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**Our Mission**

Inspired by Our Lady of Fatima and rooted in our Catholic faith, OLF School fosters an environment of diversity and growth through spiritual development, academic excellence, responsibility to self, and service to others.

**Our Philosophy**

Our Lady of Fatima School exists to strengthen our parish community through the spiritual, intellectual, physical, emotional, social, and aesthetic formation of our students. Through a rigorous and comprehensive academic program infused with Gospel values, Our Lady of Fatima School students are able to experience opportunities for worship, service, moral formation and mastery of academic content. We foster an environment where students are given opportunities to reach their greatest potential and to recognize their unique talents and abilities. The students are empowered to face the challenges of modern society and use the skills they have developed to become leaders committed to justice, peace, and love.

**School-wide Learning Expectations**

**Graduates of Our Lady of Fatima School will be:**

1. **Faith-filled and Active Members of the Christian Community who**
  - Demonstrate a relationship with God and show respect for God's creation
  - Consider Catholic moral and social teachings when making decisions
  - Utilize all types of prayer in their personal relationship with God
  - Regularly participate in the sacramental life of the Church
  - Take an active role in service to the Church community
  
2. **Life-Long Learners who**
  - Use critical thinking and listening skills
  - Express thoughts clearly in written and oral form
  - Demonstrate a curiosity for learning
  - Meet deadlines and expectations placed upon them
  - Have a foundation in all academic subject areas
  
3. **Responsible Citizens who**
  - Recognize and embrace the diversity of mankind
  - Resolve conflict with others in a fair manner
  - Share their God-given talents for the benefit of others
  - Show respect for the ideas, opinions, and creations of others
  - Respond willingly to the needs of others
  
4. **Self-Aware and Self-Confident Individuals who**
  - Listen and follow God's plan for them in choosing their vocations
  - Use and accept their own strengths with humility
  - Possess good problem-solving and decision-making skills
  - Make positive and encouraging comments about others
  - Practice self-discipline

**Section II: Admissions Policies**

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**NONDISCRIMINATION POLICY**

The Catholic schools in the Diocese of Fresno, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of Fresno do not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of educational policies, scholarship and loan programs, athletic, and other school-administered programs.

The Special Needs Student: While the Catholic schools do not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in a school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs. Parents or guardians should realize that they may request a minor adjustment of services for students with a disability, but the student's teachers and principal must determine whether the school has the resources and training to educationally support the learning needs of all students.

**RIGHT OF ADMISSION**

The Catholic schools of the Diocese of Fresno reserve the right to admit, readmit, or deny admission to any student.

In the case that there are too few openings in a class, the following priorities will be used to accept students to Our Lady of Fatima School and Preschool:

1. Student with siblings currently enrolled in the school
2. Students who are children or grandchildren of alumni
3. Students who are members of St. Joseph Parish
4. Students who are members of other Catholic parishes
5. Non-Catholic students

Children entering Pre-K must be three (3) years of age by date of enrollment and potty-trained.

Children entering Kindergarten must be five (5) years of age by September 1st of the current school year.

Children entering First Grade must be six (6) years of age by September 1st of the current school year.

All students entering grades K-8 will be assessed prior to admissions. Kindergarten assessment is to evaluate school readiness; assessment in grades 1-8 is for grade placement and overall evaluation of academic performance. As part of the admissions process, students applying to the middle school (grades 6-8) will have an interview with the principal.

Newly admitted students are conditionally accepted into Our Lady of Fatima School for the first trimester of the school year. Full acceptance is contingent upon the student's level of performance in the areas of academics and behavior during the semester. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance from Our Lady of Fatima School.

**STUDENT TRANSFER**

Parents of new incoming students must fill out a release of records form in order to have records transferred from the student's previous school. At the time of registration parents must provide the following documentation for school entry:

- Birth Certificate (original)
- Baptismal Certificate (if Catholic)
- Immunization Records
- Health Records (school entry physical)
- Record of IEP (if applicable)

**PARENT ELECTION TRANSFER POLICY**

If a parent chooses to transfer a student from Our Lady of Fatima School to another school within the geographical area of Los Banos and wishes to return to Our Lady of Fatima School, the parent must meet with the principal. The two-year waiting period to be considered and assessed for re-acceptance will be considered on a case by case basis.

*The administration reserves the right, at their discretion, to require a student's withdrawal from school.*

*The administration reserves the right to require the withdrawal of any family who consistently is unsupportive of school philosophy, policies and/or the administration of the school. Administration is defined as superintendent and principal.*

It must be remembered that it is a privilege, not a right to attend a Catholic school.

**STUDENT RECORDS**

Our Lady of Fatima School is in compliance with the Buckley Amendment regarding access and review of students' permanent records. All information contained in student records is confidential. Requests to review the permanent records need to be sent to school at least 24 hours in advance and during normal business hours to ensure availability of personnel to retrieve records and to answer questions.

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 by non-custodial parents to review student's records will be respected. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. No records will be sent to transferring schools of students whose financial commitment is in arrears.

### Section III: Financial Policies

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#### **TUITION AGREEMENTS**

Tuition is the **moral** and **contractual** responsibility of all parents and guardians of students of Our Lady of Fatima School. The school will consider the parent who signs the registration papers the person of contact for all financial responsibilities.

#### **TUITION COLLECTION**

Families may choose tuition payments to be made annually, semi-annually, quarterly or monthly. Families choosing to make one annual payment will receive a 5% discount on their tuition. For the 12-month plan, the first full monthly payment is due July 1; for the 10 month plan it is due August 1. Each payment thereafter is due on the predetermined date that is agreed to with FACTS. Payments received after the 10<sup>th</sup> of each month or not paid in full are considered delinquent and will incur a \$25 late fee (NSF). If an account becomes seriously delinquent (60 days+) and no payment arrangements have been made, the account will be turned over to a collection agency. The family will also be held liable for all reasonable collection and attorney's fees related to collecting on the account. **Students may not be admitted to class if tuition is 60 days delinquent.**

#### **ANNUAL REGISTRATION FEE**

There is an annual registration fee per child that covers the cost of insurance, consumable textbooks, student fees, classroom supplies, and assignment books. This is due at the time of registration and is non-refundable. This does not cover field trips, athletics program, hot lunch, before/after school care, or other after school activities.

Statements will be available via FACTS.

All tuition, fees, and incomplete SCRIP and Parent Club obligations must be paid before registration will be accepted for the following year. These items must be paid two weeks prior to graduation for families with 8<sup>th</sup> grade graduates.

Financial difficulties affecting payment of tuition or fees during the school year may be discussed with the Principal to assess if different arrangements need to be made.

#### **RECRUITMENT INCENTIVE**

There is a recruitment incentive for any family who refers a new family to OLF. In order to be eligible for the discount, the new family must enroll their child/children at OLF in Kindergarten or higher and remain for the entire school year (excludes Preschool). An enrollment discount of 5% of your annual tuition will be applied when you register for the following school year.

**TUITION AND FEES 2022-2023**

Application/Assessment Fee: \$ 30.00

Eighth Grade Graduation Fee: \$150.00

**TK – 8TH**

	Registration	Annual Tuition
Plan A		
One child	\$250.00	\$5,050.00
Two child	\$400.00	\$8,650.00
Three+ child	\$475.00	\$11,660.00
Plan B	\$250.00	\$8,720

The difference between cost per student and tuition is generally covered through the fundraising of the Our Lady of Fatima Parent Club. Plan “A” tuition is for those parents participating in the Parent Club Fundraising efforts. Plan “B” tuition is for those parents wishing to opt out of the fundraising requirements, and thus pay the full cost of their child’s education out of pocket.

**TUITION/FUNDRAISING/SERVICE HOURS****SCRIP**

Regardless of tuition plan, each school family is responsible for earning a \$200 profit threshold through the SCRIP program. After the threshold is met, 75% of any additional profit will be applied towards that family’s tuition for that school year. Parents may choose not to participate in the SCRIP program by submitting a buy-out fee of \$300 before August 30.

**SCRIP PROGRAM 2022-2023**

SCRIP is a gift card that is spent just like cash. Each time you purchase SCRIP a percentage of the purchased amount is realized as profit to Our Lady of Fatima School. Money earned from SCRIP assists in helping to control tuition costs. **Purchasing SCRIP uses money you would be spending anyway; it benefits the school at no extra cost to you.** With all of our families participating we can make SCRIP a profitable fundraising tool.

The new SCRIP year begins May 1st. Our SCRIP program, ShopWithScrip, is an online program, so ordering is available anytime. This program opens up a menu of available stores and services you may purchase. Online you will see the percentages being offered by the various stores at the time of your purchase. Scrip is also available at the school. Using ShopWithScrip is user friendly, but if you have any questions or need help, we will be happy to assist you. Scrip is also available at the school.

### **2022-2023 SCRIP REQUIREMENT**

All families, both **Plan A** and **Plan B**, must purchase SCRIP to equal a minimum of \$200.00 in profit to our school. Profit percentages are calculated on purchases made during the SCRIP year, from May 1 through March 31.

**\*\*A \$300.00 buy-out** is also available. The buy-out must be paid before August 30. Once the buy-out fee is paid, there are no further SCRIP obligations for that school year.

### **ORDERING**

You may place your order online or drop off in the school office. You may pay with a debit card using Presto Pay online (you will need to set this up online) or you may pay with a check or cash. Pre-orders will not be placed without payment.

### **PICK UP AND PAYMENT OF SCRIP**

You may pick up your order in the school office during normal business hours. When this is not possible, other arrangements may be made by contacting the school office. Postdated checks cannot be accepted as payment.

### **RETURNED CHECKS**

If a check is returned by the bank, you will be required to pay the amount due, plus the returned check fee of \$30.00 immediately with a cash payment. All further SCRIP purchases would need to be through Presto Pay or cash.

### **TUITION CREDITS**

Tuition credits are credited to your school account once per year (May). Once your threshold of the \$200.00 is met all profit is split 75/25 75% to tuition and 25% to remain for operating costs.

### **SCRIP AND TAXES**

For your information, SCRIP purchases are **not tax deductible**.

### **VACATION PERIODS**

SCRIP will not be available for purchase in the school office during Christmas and Easter break, nor the month of July. The office is closed for summer break.

### **ADDITIONAL SCRIP POLICIES**

1. SCRIP expectations (as with all financial obligations to the school) must be fulfilled before re-registration for the next year can be finalized and before participation in any 8<sup>th</sup> grade graduation activities.
2. A \$200 profit threshold must be earned by each family for the school. After the threshold is met, 75% of any additional profit will be applied to tuition for that school year. You may choose to **NOT** participate in the **SCRIP** program by submitting a buy-out fee of \$300.00

before **July 1**. Families who choose to participate in the Scrip Program and fail to meet their requirement by March 31, will be assessed a fee based upon the profit they have earned:

<u>Profit</u>	<u>Fee Assessed</u>
\$0 - \$50	\$300
\$50.01-\$199.99	\$200 minus the profit earned

- The SCRIP program will be reviewed regularly by the administration and adjusted according to the needs of the school.

### **TUITION ASSISTANCE**

No Catholic student resident in the diocese shall be denied access to a Catholic School solely on the basis of inability to pay full tuition.

It is our belief that a Catholic education is one of the most important investments a family can make in a child's future. We understand that for many families it is difficult to afford the full cost of tuition. It is for those families that the Our Lady of Fatima Tuition Assistance program exists. Based upon available resources and the number of applicants, Our Lady of Fatima School makes every effort to provide financial assistance to families in need. *Families must be on Plan A to be eligible for tuition assistance.*

In order to apply for tuition assistance, families must complete the FACTS application form by April 15, provide a copy of their annual Federal Tax Return and submit their request by the designated due date along with the application fee. Each family's demonstrated need, financial information, parish participation, and their students' academic records are evaluated. If a family is approved for financial aid, they will receive an award letter via email in May stating the amount of financial aid granted. **NO** assistance will be given to families who **do not** apply through the FACTS website.

Tuition Assistance is awarded for one academic year at a time. **You must re-apply for tuition assistance each year.** If financial aid is granted, it can be applied toward tuition only.

***In order to remain on tuition assistance, you must comply with the following:***

- Tuition payments must be made in full by the tenth of each month;**
- All efforts by parent and student must be made to ensure academic success and parish participation;**
- Your child(ren) must maintain regular attendance with no more than 3 unexcused tardies for the year;**
- Your participation in Parent Club fundraisers and SCRIP is required;**
- You must pay all registration and book fees.**
- Students who are placed on academic or disciplinary probation will lose financial aid.**

### **FINES/DAMAGES**

Students must keep hard-covered, non-consumable textbooks properly covered at all times. Fines will be imposed for lost or damaged school property, including but not limited to, textbooks and library books, duplicate or replacement of a lost report card(or envelope), overdue library books, or weekly folders. Parents are liable for any damages to property caused by their children. All fines must be paid in order for report cards, transcripts, or diplomas to be released.

### **WITHDRAWAL POLICY**

Families must notify the school in writing if a student is withdrawn from the school. Families are responsible for all tuition, fees, SCRIP obligation, and Parent Club participation fees accrued from the first day of school attendance through the close of the academic year as stated in the Tuition Contract. The school will not forward records for students who withdraw with an outstanding balance. Parents will be asked to complete an exit interview with the principal.

## Section IV: Health & Safety Policies

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Our Lady of Fatima School is committed to providing a safe environment on our school campus and at school-sponsored events. The following policies are meant to foster the physical, emotional, and psychological health, safety, and development of our students.

### HEALTH

#### IMMUNIZATION REQUIREMENTS

Students entering school must show proof of the following immunizations:

#### Students Entering Kindergarten

Immunization	Dosage
Diphtheria, Pertussis, and Tetanus (DPT)	Five (5) doses
Polio	Four (4) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses
Hepatitis B	Three (3) doses
Varicella (chickenpox)	One (1) dose

#### Students Entering Grade Seven

Immunization	Dosage
Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)	One (1) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses

All students from out of state must show proof of varicella (chickenpox) immunization.

Exemptions:

As of January 1, 2021:

Medical exemptions can only be issued through the California Immunization Registry – Medical Exemption website (CAIR-ME) by physicians licensed in California.

Schools and child care facilities may only accept from parents new medical exemptions that are issued using CAIR-ME.

Medical exemptions issued in CAIR-ME expire at the earliest of:

When the child enrolls in the next grade span (TK/K-6th grade, 7th-12th grade)

The expiration date specified in a temporary medical exemption

Permanent revocation of the exemption

#### Personal Beliefs Exemptions

Since January 1, 2016:

Parents or guardians of students in any school or child-care facility, whether public or private, are no longer allowed to submit a personal beliefs exemption to a currently-required vaccine.

Students entering school for the first time are required to have a school entry physical. The appropriate form to take to the doctor can be picked up in the school office. The physical must be conducted by a medical doctor and should be done no more than 18 months prior to the first day of the child's first grade school year. We encourage parents to complete this requirement prior to the start of Kindergarten.

#### **HEAD LICE**

Any and all cases of head lice or nits must be reported to the school office immediately. Though lice/nits are not a communicable disease, lice are great travelers. They multiply quickly and are constantly on vacation to someone else's head. Contrary to public opinion, their presence has nothing to do with cleanliness. There is no cause to feel embarrassed about their presence. Lice discriminate. They like some people and do not like others. We all just hope they do not like us.

The school follows a lice free policy, which means that children must be lice free to return to school. That requires both treatment of the hair with a minimum of the over-the-counter medicine available and use of the comb to clear the dead nits from the hair. When a child so treated is ready to return to school (two days after treatment has been completed), school personnel will check the child for lice, and will admit the student to class if no live lice are found. Parents need to bring the box top of the product used to treat the nits to school when the child is presented to return to school. The child will be re-examined one week later for live lice. If any are found, treatment will need to be repeated and the student will be re-examined for admittance to class 2 days following re-treatment.

#### **COMMUNICABLE DISEASES**

OLF personnel work cooperatively with state and local health agencies to prevent, control, and contain communicable diseases. Communicable diseases can be a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno. Some communicable diseases include; chicken pox, fifth disease, ringworm, all hepatitis diseases, and impetigo.

Any communicable diseases must be reported to the school immediately for the protection of the rest of the student body.

#### **MEDICATION**

School personnel cannot furnish medication for children. Prescription and over-the-counter medication may be administered only when proper authorization is on file in the office. Medication must be kept in the school office, with the exception of asthma inhalers and EpiPens needed for immediate administration

to a student in distress. Where reasonable and feasible, the student's medication should be self-administered. There is a specific authorization form for medication. Please request one from the office.

Medications sent to school must be in its original container. Over the counter medications (such as Tylenol), must be in original packaging and placed in a Ziploc bag, clearly labeled with your child's name, required dosage, and frequency of the dosage. Prescription medications must be in the original container with full prescription labeling and instructions visible and must be accompanied by the physician's authorization form.

If a student becomes ill or is injured at school, the school secretary will notify the home. **BE SURE THE SCHOOL HAS A CURRENT EMERGENCY NUMBER TO CALL IN CASE PARENTS CANNOT BE REACHED.**

Parents should be sure to inform teachers if their child has any health problems that need special attention, i.e., diabetes, epilepsy, hearing or vision impairment, asthma, allergies, etc. The teacher must know what steps to take to help the child in case of emergency or if the child needs special seating in the room because of vision or hearing problems. It is recommended that parents provide a note from the doctor regarding any special health problems or concerns.

### **AIR QUALITY**

Our Lady of Fatima School does monitor projected air quality to identify periods of unhealthy air quality as determined by the Real Time Air Quality Advisory Network (RAAN) in order to protect the health of its students. During periods of unhealthy air quality (AQI of 151 and above), the school may limit any afternoon strenuous outdoor activities for the entire school population including Physical Education and athletic events or practices.

Certain sensitive students with medically identified respiratory difficulties or diseases (such as asthma) may need to refrain from vigorous activities even before the general school population limits its activities. If you believe your child qualifies as an air quality "Sensitive" student, please request an "Air Quality Sensitive Group Form" from the school office.

### **SMOKING RESTRICTIONS**

To promote the health and safety of all students and staff and to model positive health habits for students, the use of tobacco products is banned on school grounds and in school vehicles. This prohibition applies to all employees, students, and visitors at the school or at any school-sponsored activities or athletic event where children are present.

### **SAFETY**

#### **CLOSED CAMPUS**

OLF has a closed campus policy. Once a student arrives at school in the morning, he/she must remain on the school grounds unless the student leaves with his/her parent or guardian. All students must be signed out in the office by the parent or guardian picking them up before leaving the school property, and they must be signed in upon returning. After the student is signed out, the student will be called to meet the parent in the office. This also applies to students receiving services at a different school site and

those involved in after-school sports, tutoring, or detention. The school accepts no responsibility for any child who leaves the premises without written permission.

All gates to the school will remain locked during school hours. If you are coming to campus for any reason; i.e. working in the classroom, SCRIP office, or during an event, you will need to be buzzed in at the front gate, sign in at the office and wear a volunteer pass. Non-enrolled children (younger siblings) may not accompany you on campus during times you are volunteering; you need to be focused on the task at hand, and the children cannot be left unsupervised anywhere on campus.

Any carpooling arrangements for the year must be clearly included on your authorized pick-up list for each child. Students will not be released to anyone not on your authorized pick-up list, even if the school personnel know the person. You must make the teachers and school office aware of any temporary pick up arrangements in writing at the beginning of the school day. Only in the case of an immediate emergency at the time of pick-up will phone call directives be accepted by office personnel. Be advised that the school personnel may ask anyone on your pickup list to provide photo identification before releasing your child into their care.

### **VISITORS**

All parents and visitors must sign in at the office; and if scheduled in a classroom, then may proceed directly to the class. Parents may not enter a classroom simply to speak to a child, to deliver homework, lunches, P.E. clothes, etc., without explicit permission from the principal. While on campus, it is important that you participate in any emergency drills that occur. Parents and visitors must also sign out when finished.

### **SUSPECTED CHILD ABUSE REPORTING**

Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and/or development. The faculty and staff of Our Lady of Fatima School are mandated reporters.

Our Lady of Fatima School employees comply with the reporting requirements of California's Child Abuse Reporting Law. The school will immediately report any known or reasonably suspected incidents of child abuse to a child protection agency (Diocesan Policy 4710). Reports will be made within a two hour window of awareness.

### **ILLEGAL HARASSMENT**

Our Lady of Fatima School is committed to providing a Christian learning environment that is free from any form of illegal harassment. Our Lady of Fatima School will treat allegations of illegal harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. (Diocesan Policies 3610 and 3611)

STUDENT THREATS

All student threats to inflict harm to self or others, whether seriously or in jest, online or in person, on or off campus, shall be taken seriously. Whoever hears or becomes aware of any threat made by a student shall report it immediately to a school administrator. Students making threats will face disciplinary and legal repercussions.

SEARCHES

The school reserves the right and duty to conduct a search of a student (including student personal property) and the physical plant and grounds of the school whenever the school's administration determines that there may be a potential threat to the health, welfare, or safety of any student, member of the staff, or visitor to the school.

Searches will be conducted with the principal present, or with the acting assistant principal in case of the absence of the principal.

PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS

While your child is at school, he/she may be photographed or videotaped by members of the school staff, by parents, and by others. At the beginning of each school year, you will be given a form to fill out to limit the photographing and videotaping of your child. You must indicate what type of restriction you would like. If the form is not returned to the school, or neither type of limitation is marked on the form, it will be assumed that you are not limiting any photography or videotaping of your child.

All students must take a school picture in the fall for the photo required for the student cumulative record file. This photo will also be included in the annual yearbook, unless you request to have it excluded.

**SAFE ENVIRONMENT**

In compliance with the diocesan safe environment program, if you wish to volunteer for any school activity in which children will be present the following is required:

1. Attend a safe environment training meeting every five years.
2. Read, sign and abide by the diocesan "Code of Conduct" form.
3. Have a current T.B. clearance on file.
4. Have a clear background check obtained by submitting your fingerprints for a Live Scan.

If you wish to drive for field trips, in addition to the safe environment information you must have on file:

1. A completed driver's form,
2. A copy of the current registration for the auto that will be used for the field trip,
3. A copy of the valid driver's license of the person who will be driving,
4. A copy of the insurance form which shows the limits of liability. The limits of liability for driving are set by the diocese and the limits are \$100,000/\$300,000.

Please check with the school secretary at the beginning of the year to make sure all of your required paperwork is on file and up-to-date. Please do not wait before a scheduled activity or field trip, as there may not be enough time to up-date your information.

It is understood that those parents driving/chaperoning for field trips will abide by and enforce all school rules and policies and will follow the direction of the supervising teacher or staff member.

### **BULLYING AND CYBERBULLYING**

All Catholic schools are committed to providing a caring, friendly and safe environment for all students, so they can learn in a secure atmosphere. Bullying of any kind is unacceptable. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Behavior is repeated or has the potential to be repeated over time (stopbullying.gov).

If bullying does occur, students are expected to inform any member of the school's staff and know that the bullying incident will be dealt with promptly.

### **SUPERVISION OF GROUNDS**

The school grounds are supervised from 7:45 a.m. until 3:00 p.m. or 1:40 p.m. on early release days. Children who need to be on campus before 7:45 in the morning or after 1:40 p.m. on minimum days must be registered for mornings and minimum days in the Extension Care.

Students who are participating in afterschool programs may not leave the campus before the activity begins unless they are going home with a parent.

Non-enrolled siblings are not allowed on campus during school hours or on field trips. If you are volunteering to assist in the classroom or chaperone a field trip, your full attention is needed to safeguard the students you are there to supervise.

Once campus supervision ends for the day, parents are responsible for their students and younger children if they have remained on school grounds for a meeting with a teacher or to set up for a school or parent club event. Children must remain in the presence and under the direct supervision of their parents. Once students have been released back into the custody of their parents, it is the parents' responsibility to supervise their children in accordance with school rules while on school/parish grounds. It is important that children not be allowed to play in areas near the classrooms while classes are in session as this creates a distraction to the students who are trying to learn.

Other parish groups as well as non-parish groups make use of the buildings and grounds after school and on weekends. The school is not responsible for the actions of those attending/participating in activities hosted by these groups.

### **RESTRICTED ACCESS TO CAMPUS AND SCHOOL ACTIVITIES**

To protect the safety and security of students, school employees and volunteers, all Catholic school campuses and their scheduled off-campus events and activities are closed to the public. The school, with or without cause, may at its sole discretion invite parents, guardians, relatives and friends of students and others to come on campus or attend off-campus school events and activities.

- A. The school shall reasonably attempt to control and monitor all visitors to campus during instructional time. All classroom visits must be pre-approved by the school designee.

- B. The school, with or without cause, may deny or limit entry and access to the campus or to off-campus events or activities to anyone including a student's parent or guardian.
- C. Registered sex offenders listed on the Megan's Law web site who are disclosed to the school are prohibited from coming on campus unless accompanied or supervised by a school employee.

There are some school events at which the attendance of preschool aged siblings is prohibited. This is to ensure the safety of the young children and the students, as well as in consideration of the age appropriateness of the event or activity. Any non-enrolled child under the age of 18 attending a school event must be supervised by his/her parent at all times.

#### ARRIVAL AND DISMISSAL PROCEDURES

All children who arrive before 7:45 in the morning must be registered in the morning Extension Care and go there upon arrival at school. Those children will be dismissed from E.C. at 7:45 when supervision begins in the yard. Any children arriving before 7:45 and not registered in the E.C. will be taken there, and parents will be invoiced \$17.00 per child, per day, for the service.

Children must be dropped off and picked up only in the church parking lot loop for safety reasons. No double parking is allowed when dropping off or picking up children. If your child is not waiting when you circle the loop, you will be asked to either go around again or park and use the crosswalk to pick up your child. This may be an inconvenience; however, it is also presumed that such direction will be respectfully taken, since the issue is one of safety for all of the children. Please do not get out of your car when stopped in the loop. Children need to enter and leave your car from the passenger side. Do not store backpacks in trunks, hatchbacks, or backs of SUV's. This requires students to stand between two vehicles to get their backpacks and poses an unsafe situation. Parents are asked to pay close attention during the drop off/pick up process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

Those parents who need to buckle a child into a child safety seat must park, exit the vehicle, and come to the sidewalk to escort the child to the car. Children legally required to be in a child safety seat will be properly restrained by the parent/guardian before the vehicle leaves the parking lot. Parents and guardians are responsible for complying with all state vehicle safety regulations (seat belts, safety seats, front seat passenger age/weight requirements).

Parking is not allowed directly in front of the main school building as that is a bus and handicap zone.

The driveway south of the old convent by the dumpster is a **FIRE LANE**. No parking is permitted there which would hamper the entrance of any emergency vehicles or fire engines to pass through the locked gate.

Children who walk to and from school need to have a note on file so stating, and a phone number for emergency contact. Students who have been given parental permission to walk home must leave immediately following dismissal and go directly home.

At no time are pets allowed on school grounds without the prior approval of the principal. If you have a family pet with you at drop-off or pick-up, the animal must remain in your vehicle.

Students not picked up at dismissal time, will be sent directly to the Extension Care, where they need to be picked up and signed out. Families will be invoiced for any use of the Extension Care.

### **BICYCLES, SKATEBOARDS, AND SCOOTERS**

Bicycles must be locked in the bike rack. Students need to walk bicycles on the school grounds. Students riding bikes to school must wear protective equipment as required by law. **Skateboards, roller blades, and scooters may not be brought to school.**

### **TRAFFIC PATROL**

Traffic Patrol provides for the safety of the children in school during regular drop-off and pick-up times. It is important that students, parents, and staff members respond respectfully to the requests and directions of those on traffic patrol. Everyone is expected to cross in the crosswalks.

### **PHONE CALLS**

The office phone is available in case of emergency. Calling to make arrangements for going home with someone after school is not considered an emergency. Forgotten homework, P.E. clothes, etc. are not emergencies. Illness, soiled clothing, and late cancellation of after school activities are considered “emergencies.”

### **EMERGENCY PROCEDURES AND CRISIS PLANS**

Our Lady of Fatima School conducts monthly safety drills. Faculty, staff, students, and volunteers are instructed in the procedures for fire drills, earthquake drills, and lockdown drills and are aware of the procedures to follow to keep the children safe. All regular employees are trained in first aid and pediatric and adult CPR. In case of an actual emergency parents will be notified as soon as circumstances permit. In the event of a building evacuation, students will be moved to one of the following secure locations:

basketball courts, backfield, or St. Joseph Church.

## Section V: Disciplinary Procedures

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Students' actions and attitudes should reflect a Christian ethic and be in accord with the moral and religious expectations contained in the philosophy and goals of Our Lady of Fatima School.

Discipline in the Catholic school is an essential aspect of Christian development. Its purpose is to educate students to an appreciation of the importance of developing responsibility and self-control, to build a sense of Christian community, and to provide an environment for learning; therefore, it is to be considered as an expression of moral guidance and not a form of punishment. All school disciplinary policies and procedures shall be consistent with the overall philosophy and goals of the school and should stem from a loving, accepting attitude toward the student as a person of dignity.

Throughout the discipline process, Our Lady of Fatima School faculty, staff, and administration encourage children to come to recognize their own value and self-worth and to develop self-discipline. They are encouraged to make age-appropriate choices and decisions compatible with what they believe. Children come to be responsible and accountable for the choices and decisions they make, are able, (with guidance at times) to determine appropriate consequences for inappropriate behaviors and are able to determine what amends to make to others when they have offended them.

In its original sense, discipline refers to systematic instruction given to disciples to train them as students in a craft or trade, or to follow a particular code of conduct or "order". Discipline does not always mean punishment. Instances in which students have made a poor choice are always teachable moments. Often, the discussion, apology, and restitution made to the person injured are sufficient to instruct the children involved. The goal of all externally imposed discipline is the growth of the child and the formation of self-discipline that will last the student throughout his/her life.

Following in this spirit, the school's disciplinary response to inappropriate behavior should normally be applied in the following sequence: classroom disciplinary practices, detention, consultation with the principal, probation, suspension, recommended transfer, and expulsion, and is at the discretion of the teacher and the administration.

### STUDENT CODE OF CONDUCT

The school may take disciplinary action if a student conspires or engages in any of the following activities on or near campus or at any school function:

- A. Any disruptive behavior or conduct at school or in public that reflects adversely on the school.
- B. Personal appearance or dress code violations.
- C. Disobedience, insubordination, or disrespect for authority.
- D. Lack of cooperation with the school's attendance policies including but not limited to unauthorized absence or excessive absences/tardiness, cutting classes or school with or without permission of parents.
- E. Forgery of any person's signature, falsification or misrepresentation of phone calls, notes, forms, or other school related documents.
- F. Cheating or helping others cheat.
- G. Obscene acts, possessing or distributing obscene materials, or engaging in habitual profanity or vulgarity.
- H. Attempting, threatening, or actually injuring, intimidating, degrading, or disgracing any student, member of the staff, or visitor to the school. The school's disciplinary response may include restitution.

- I. Attempting to damage or actually damaging school or private property. The school's disciplinary response may include restitution.
- J. Attempting to steal or actually stealing school or private property. The school's disciplinary response may include restitution.
- K. Possessing or selling firearms, knives, explosives or other dangerous objects.
- L. Possessing, using, being under the influence, furnishing, or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products of any kind (See policy 4980).
- M. Committing any serious offense against civil or Church law.
- N. Violating any other school policy, procedure, or practice.
  - 1. Bringing inappropriate items to school such as gum, sunflower seeds, rubber bands, squirt guns, water balloons, shaving cream, baseballs, skateboards, rollerblades, questionable books and pictures, White Out, Sharpie markers, radios, toys, trading cards, electronic devices, or anything that will detract from a learning situation or create a problem.
  - 2. Disobeying playground rules.
  - 3. Disobeying traffic safety rules.
  - 4. Being in off limits areas such as over or on any school fences, in an unsupervised classroom area, improper playground area, or on the grass in front of the school.

### **CODE OF CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

Parents who desire a quality academic, Catholic, and morally-based education for their children can best achieve this goal when the students, parents and school officials work cooperatively together. Normally, differences can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school (See policies 4960 and 4961).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the philosophy and Catholic principles of the school. 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.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning (See policies 4910, 4940, 4941, 4950, 4951, 4960, and 4961).

### **DETENTION**

A student may serve detention during or after school, for a violation of a teacher's classroom discipline plan or violation of school regulations.

Detention will be proportionate to the act committed and to the age and grade of the student. Detentions will be assigned in 15 minute intervals with the maximum being 45 minutes for one offense. Detentions for longer than 15 minutes will be served after school. Detentions to be served outside of school hours shall only be allowed when parents have been given advanced notice. Detention forms must be signed by the parents and returned to the school.

Detention may be postponed for good cause as determined by authorized school officials. Situations that **do not** constitute good cause include practices, tutoring, ball games, lessons, and appointments that can be rescheduled.

*Recess/Lunch Detentions* – In school detentions are issued at the discretion of the individual classroom teacher or yard duty personnel. These detentions are served in the office, on the playground, or in the teacher's classroom.

*After School Detentions* – (Grades 4-8) Parents are notified of inappropriate behavior in writing via a Detention Form. After school detentions are scheduled each Tuesday afternoon from 3:00 - 3:45 p.m. Pick up area for students serving detention is the school office. Parents must park across the street and come in to pick-up their child. If you are late picking up your student, they will be sent to Extension Care and you will be invoiced.

Note: Detention date and room location are indicated on the face of the detention form.

*An unexcused absence from a scheduled after school detention will result not only in a make-up detention, but will cause the issuance of an additional, penalty detention.*

## **ACADEMIC AND DISCIPLINARY PROBATION**

A student may be placed on probation for either academic deficiency and/or for misconduct. In all cases, a conference will be held with the student, the student's parents and the school principal prior to formal probation being given. After the conference and if probation is judged necessary by the school, the student and the student's parents or guardian shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted. A written record of student probation shall be kept for reference should more serious academic or disciplinary actions become necessary. Students placed on academic or disciplinary probation will be ineligible for extra-curricular activities.

## **SUSPENSION**

A student may be suspended for either serious misconduct or for continuing misconduct after having been placed on probation. A suspension may assume the following forms or a combination of them:

- A. Non Privilege suspension where the student loses the right to participate in any nonclassrelated school activity on or off campus.
- B. On campus suspension where the student is required to report to a specific place on campus during school time. The student shall be assigned academic work to make up for the loss of class time.
- C. Home suspension: The student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of class time. Home suspension should generally not exceed five (5) school days.

Normal Suspension Procedures:

1. **Notice:** The principal shall notify in writing the student and the student's parents of possible suspension, of what school regulation has been violated, and of the evidence that has led the school to reasonably believe that the student was involved in the breaking of a school regulation.
2. **Conference:** A conference shall be conducted by the school's principal regarding the student's possible suspension. The student, the student's parents and appropriate school personnel shall be invited to this conference. At this conference, the student shall be afforded the opportunity to explain his/her understanding of the infraction. After the conference the student, the student's parents or guardian, and the diocesan Superintendent of Catholic Schools shall be informed in writing of the following:
  - (a) The principal's decision and justification for suspending or not suspending the student.
  - (b) If the student is suspended, the reason for the suspension, the length of the suspension, and any other disciplinary actions or requirements of the school including probation, restitution, etc.

Emergency Suspension Procedures:

1. The principal may, without following the steps included in "Normal Suspension," impose an immediate suspension on a student when, in the judgment of the principal, such critical, emergency action is in the best immediate interest of the student, any other student, members of the school staff, visitors to the school, or the general good of the school. In "emergency suspension" situations, the procedures required in "Normal Suspension" shall be followed as soon as practical after the emergency condition has subsided.
2. **Right to Appeal:** The student's parents or guardian or the student with parental permission may appeal the principal's decision to the superintendent of the school in writing within three (3) school days of the principal's decision. During an appeal, the superintendent may postpone the suspension.
3. **Written Record:** A written record of the procedures followed in the suspension process shall be kept for reference should more serious disciplinary action become necessary.

**EXPULSION**

A student may be expelled for continuing misconduct (after having been placed on probation and/or suspension) or for serious misconduct. Some examples of serious misconducts include, but are not limited to, disobedience, insubordination, or disrespect for authority; threatening or causing physical or emotional injury; possession of a weapon or other dangerous object; possession of or ingestion a substance which is not legally possessed by the student under the laws of the State of California; etc.

The school shall judge the need to expel a student on a case-by-case basis. The school shall determine whether an expulsion is appropriate based upon the student's prior disciplinary record, the circumstances involved in the disciplinary offense, the gravity of the offense, and the safety of the student and others. Expulsion is the permanent removal of a student from the school.

**EXPULSION PROCEDURES****A. Cases Involving Continuing Misconduct:**

1. **Notice:** The school's principal shall notify in writing the student and the student's parents of possible expulsion, of what pattern of behavior has led the school to believe that expulsion is appropriate, and of the evidence upon which this assessment is based.
2. **Conference:** A conference shall be conducted by the school's principal regarding the possible expulsion. The student, the student's parents, the school's and appropriate school personnel shall be invited to this conference. At this conference the student shall be afforded the opportunity to explain why he/she believes that expulsion is not warranted and/or how he/she will change or improve his/her behavior so that expulsion will not be necessary. After the conference the student, the student's parents or guardian, and the diocesan Superintendent of Catholic Schools shall be informed in writing of the following:
  - (a) The principal's decision and justification for expelling or not expelling the student and the superintendent's concurrence with this decision.
  - (b) If the student is not expelled, the principal shall determine any other disciplinary actions or requirements of the school including probation, suspension, restitution, etc.

**B. Cases Involving Serious Misconduct:** The principal may, without following the steps included in "Cases Involving Continuing Misconduct," impose an immediate suspension on a student when, in the judgment of the principal or delegate based on the seriousness of the misconduct, such critical, emergency action is in the best immediate interest of the student, any other student, members of the school staff, visitors to the school, or the general good of the school. In "Cases Involving Serious Misconduct" situations, the procedures required in "Cases Involving Continuing Misconduct" shall be followed as soon as practical after the emergency condition has subsided.

**C. Student Withdrawn from School during Expulsion Process:**

1. **Withdrawal with Expulsion Process Concluded:** In serious cases of misconduct where there is a question as to the future safety of the student or others, the school will complete the expulsion procedures even if the parents or guardian have removed the student from the school. If the student is formally expelled, the student's records will indicate that "the student was withdrawn from the school by a parent or guardian and expelled for cause."
2. **Withdrawal with Expulsion Process Not Concluded:** On a case-by-case basis involving less serious causes for expulsion, the school may discontinue the expulsion process when the child's parents or guardians voluntarily withdraw their child from school before the process is concluded. If the school allows a voluntary withdrawal for a particular student, the student's records will indicate that "the student was voluntarily withdrawn from the school by a parent or guardian after expulsion proceedings were initiated."

**D. Right to Appeal:** The student's parents or guardian or the student with parental permission may appeal the principal's decision to expel the student to the diocesan Superintendent of Catholic Schools in writing by register mail within three (3) school days of the principal's decision. During an appeal process, the expulsion shall be postponed, but the student may be suspended as determined by the principal.

E. Written Record: A written record of the procedures followed in the expulsion process shall be kept.

### **RECOMMENDED TRANSFER**

Recommended Transfer is the school's decision to permanently remove a student from the school without the stigma of a formal expulsion. The administration may recommend transfer due to any of the following circumstances:

- A. The student will not profit from continued attendance (e.g. severe academic deficiency, emotional instability, etc.). In cases of severe academic deficiency, the school may only impose a Recommended Transfer after having previously placed the student on Academic Probation.
- B. The student's continued attendance will make demands upon the school which the school cannot meet.
- C. The student's parents or guardian have failed to meet their obligations to the school that they accepted upon enrolling their child (e.g. failure to meet their tuition commitment as contracted with the school, etc.).
- D. The student's parents or guardian have failed to cooperate with the school staff and have not complied with the school's policies, practices, or programs (e.g. interfering with the school's administrative functions or disciplinary actions, etc.)

### **RECOMMENDED TRANSFER PROCEDURES**

- A. Notice: The school's principal shall notify in writing the student's parents, and the student if appropriate, of the possible Recommended Transfer, of what has led the school to believe that Recommended Transfer is appropriate, and of the grounds upon which this assessment is based.
- B. Conference: A conference shall be conducted by the school's principal regarding the possible Recommended Transfer. The student's parents, the student if appropriate and appropriate school personnel shall be invited to this conference. At this conference the student and/or the student's parents or guardian shall be afforded the opportunity to explain why they believe that a Recommended Transfer is not warranted. After the conference the parents or guardian, the student if appropriate, and the diocesan Superintendent of Catholic Schools shall be informed in writing of the following:
  - 1. The principal's decision and justification for giving or not giving a Recommended Transfer and the superintendent's concurrence with this decision.
  - 2. If the student is not transferred, the principal shall determine any other actions or requirements of the school.
- C. Right to Appeal: The student's parents or the student with parental permission may appeal the principal's decision to transfer the student to the diocesan Superintendent of Catholic Schools in writing by registered mail within three (3) school days of the principal's decision. During an appeal, the student may be temporarily removed from school as determined by the principal.
- D. Written Record: A written record of the procedures followed in the Recommended Transfer process shall be kept.

All disciplinary policies and procedures implemented by Our Lady of Fatima School shall be in compliance with diocesan policies and procedures.

## Section VI: Communication and Conflict Resolution

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### COMMUNICATIONS/CONTACTS/COURTESIES

In order to reduce mailing costs, a weekly newsletter will be sent via email to all parents every Monday.

If you wish to contact a teacher, please call the school office and leave a voicemail message. Teachers may not be called to the phone during school hours except in case of an emergency. Teachers are not to be contacted via home phone or personal cell phone (including, but not limited to text messaging) about school-related matters.

The following courtesy procedures are asked of parents:

1. Please notify the school immediately of any change of address or phone number.
2. If you wish to speak to a teacher about your child, set up an appointment so that the teacher can be ready for your visit.
  - a. A parent makes an appointment to discuss the area of concern with the student's teacher.
  - b. If necessary, and an issue has not been resolved through the teacher, the Principal and the teacher may meet with the parent to address the concern.
  - c. Dropping by the classroom before or after school to discuss a serious concern with the teacher is inappropriate. The teacher needs this time to prepare for the day and may be scheduled for yard duty or other assignments at this time.
3. Take concerns and problems to the correct person. Criticism, accusations, rumor spreading and other gossip are damaging to all parties involved and will not be tolerated.
4. If for any reason you must transfer your child(ren), a withdrawal conference with the Principal is required.

Teachers will also make use of progress reports, report cards, standardized testing results, and the SLE Rubric to communicate with you about your student's progress throughout the year. The first parent/student/teacher conference is scheduled the second week of October.

Additionally, each teacher has established a communication process for his/her classroom.

All communication from the school will be made with the parent or parents who completed the tuition contract for the students, unless other arrangements are made in the school office. If parents would like to receive additional copies of communications from the teachers and school office, arrangements must be made for this as well. There may be an additional fee for duplicate report cards, weekly envelopes, etc.

All written communication (hot lunch notices, sports information, field trip information, room parent memos, etc.) must be approved by the teacher and principal before printing and distribution. Room parents must consult with teachers before plans are made.

**DISPUTE RESOLUTION PROCEDURES (DIOCESAN POLICY 2400)**

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

**To Resolve Disputes:**

Step One: Disputes shall be presented within ten (10) school days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent's complaint regarding a teacher's homework policy (or an incident in the classroom) should be taken directly by the parent to the teacher for resolution.

Step Two: Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) school days of the incident that caused the dispute or within ten (10) calendar days of the presentation described in Step One above, to the principal for his/her review and decision. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as he/she sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) school days of the referral described in this Step.

Step Three: If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the superintendent for his/her review and decision. The superintendent shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral to him/her described in this Step.

## Section VII: Attendance

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### DAILY SCHEDULE

8:00	First Bell
8:03	Morning Prayer begins
10:00 – 10:15	4 -8 Recess
10:30 – 10:45	TK- 3 Recess
11:45 – 12:30	4 – 8 Lunch and Recess
12:15 – 1:00	TK - 3 Lunch and Recess
2:00	TK and Kindergarten Dismissal
2:45	1-8 Dismissal
1:25	Wednesdays' Early Dismissal TK-8

### ATTENDANCE

A student is required to attend school every day unless he or she is sick. Parents must notify the school office with a reason for absence if their child is not in school. The office phone number is **(209) 826-2709**.

Regular school days begin at 8:00 a.m. and conclude at 2:45 p.m. for grades one through eight. The TK and Kindergarten day begins at 8:00 a.m. and ends at 2:00 p.m. Parents are responsible for seeing that their children are in attendance and on time for classes. Failure to attend school regularly may result in

1. "Incompletes" on trimester reports,
2. Possible retention if absences have been excessive for the year,
3. Possible non-acceptance of the student for the coming academic year. Excessive absence or tardiness may also result in notification of Child Protective Services.

Parents are also responsible for seeing that their children are picked up at the closure of school. Kindergarten students must be picked up when they are dismissed at 2:00 p.m. or be registered and attend Extension Care.

### EARLY DISMISSAL

A child, who will be leaving school before dismissal time, must bring a note to the office in the morning indicating that there is an appointment that day. The child will receive an early dismissal slip from the office for the teacher. When it is time to pick the child up, just report to the office. The student will be called to the office where he/she can be signed out for the appointment. If a child is absent for more than half of the day (3.5 hours or more), it will count as a full day's absence.

### MINIMUM DAYS

Students must be picked up promptly on minimum days. . The day before the start of a vacation period is usually a minimum day, as are the days of parent teacher conferences. Students are dismissed at 12:00 on those days unless otherwise noted in the letter home or monthly calendar, and they must be picked up in the loop by 12:15 p.m. Students will be sent to the Extension Care if not picked up promptly on those and other school days and an invoice for \$17.00 per child, per day, will be mailed.

Please carefully read the weekly newsletter and monthly calendar for the schedule of minimum days.

### ABSENCES FROM SCHOOL

- California State Law requires that all students attend school on a daily basis.

- School absences are classified as either excused or unexcused.
- **EXCUSED ABSENCES:** illness, the death of an immediate family member, doctor/dental appointments, and a subpoena from a court.
- All other reasons are considered **unexcused absences**.
- Parents must either call the office or provide written proof excusing their child's absence on the day their child returns to school.
- The note should include the student's name, the date of the absence, the reason for the absence and the signature of the parent of guardian.
- After 10 days of **excused absences**, a doctor's note will be required to excuse any additional absences.
- If absences extend past 10 **consecutive** days, the student **may be dis-enrolled from school**.

It is necessary to call the office between 8:00 and 9:00 a.m. on days when a child will be absent from school. A written excuse dated and signed by the parent or guardian is required the day the student returns to school following an absence. Students must be fever free for 24 hours before returning to school.

When a student is absent for three or more days, a parent may call the school office before 9:30 a.m. to arrange to pick up the work at the end of the school day. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teachers when they return to school. Students will be allowed one day for each day of absence to complete make up work. **Students who are absent during the regular class time may not participate in after school sports, academic competitions or any other extracurricular activity scheduled for that same day.** On rare occasions, the principal and teacher may determine an exception to this policy.

## EXCUSED AND UNEXCUSED ABSENCES

### Excused Absence:

For the purpose of determining whether a student is truant, an excused absence is an absence which the school has reviewed and has determined does meet the following school requirements for an excused absence: student illness; death in the immediate family; family emergency; observation of a religious holiday; circumstances causing reasonable parent/guardian concern for the student's health or safety; and/or other situations beyond the control of the student, as determined by the principal. An excused absence must be accompanied by a note and **DOES NOT** exempt a student from completing all the school work assigned by teachers.

### Unexcused Absence:

An unexcused absence is an absence which the school has determined does not meet the school's requirements for an excused absence. Such absence is considered to be a truant absence. An unexcused absence **DOES NOT** exempt a student from completing all the school work assigned by teachers.

**Excessive absences, thirty-six (36) days or the equivalent of 36 days including tardies, during one school year without a medical excuse signed by a doctor, may be cause for a student to be retained in the current grade for another year.**

As described in California Education Code, a student "who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof, is a truant." (48260) Also, a student "who is absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed chronic

truant.”(48263.6) Chronic truancy may be reported to child protection services and/or law enforcement.

## TARDINESS

Help your child excel in school:

- **The most important part of the instructional day is in the morning. Make sure that he/she gets to school on time everyday!**
- The first school bell rings at 8:00a.m. The instructional day begins at 8:03a.m.
- **Tardy:** Students arriving after 8:03a.m. are considered late.
- Students will be marked tardy for any reason if they arrive late (for example: car trouble, overslept, missed bus, etc).

Students who are not present in the classroom by 8:03 a.m. are tardy and need to report to the office for a tardy slip. Tardy slips will not be issued during Morning Prayer; students should come to the office after attending prayer.

**Arriving promptly at school is of the utmost importance for your children.** If they are late, it is difficult for them to be focused, and time is needed for them to get oriented, which takes away from readiness to learn. Late arrivals also disrupt the learning that is already taking place in the classroom.

### **Tardiness to school:**

- Students arriving late to school will need to be accompanied by a parent when checking in at the main office. Parents will no longer be able to drop off their child in front of school and drive away. All gates leading onto campus are locked at 7:40 am and it is not safe for students to be alone in front of the school. Parents will need to park and walk their child in when arriving late.
- Students arriving late to school will lose their morning recess.
- Students with tardies to school will not be eligible for attendance awards during the school year.

**Excused Tardy:** An excused tardy is a scheduled doctor or dental appointment. A note from the doctor or dentist is required. Also excused are tardies as a result of foggy weather and illness. Tardies due to weather or illness must be explained in a note signed by the parent.

**Unexcused Tardy:** All other tardies are considered unexcused. All tardies and absences whether excused or unexcused are recorded in the Official Attendance Register and on the student's report card.

Three (3) tardies equals 1/2 day absence. Three early withdraws of less than 3.5 hours =1/2 day absence. Students who are away from school for an appointment of 3.5 hours or more will be counted as absent for ½ a day.

A total of three unexcused tardies are allowed before disciplinary action will be taken.

The fourth unexcused tardy will result in a note home to the parents. The fifth and each subsequent unexcused tardy will result in a fifteen (15) minute detention. Habitual tardiness may also result in retention, probation, suspension or expulsion from school.

## VACATIONS DURING THE SCHOOL YEAR

Vacations and other non-emergency trips which cause a student to miss school are discouraged. Children need the instructional time to learn. A student is expected to make up all work which the class completed during any such unexcused absence. **Teachers are not expected to take their lunch time to administer tests. Arrangements for making up missed tests will be made at the teacher's discretion. Parents and students may NOT ask teachers to have assignments prepared for the student before any such vacation.** Teachers prepare lesson plans on a weekly basis, and are not in a position to, nor are they expected to provide work for weeks in advance.

## PERFECT ATTENDANCE

Perfect attendance is defined as attending school every day, and:

- Being tardy no more than three times per trimester
- Having an excused absence of less than half a day (less than 3.5 hours)

## CUSTODY AND/OR RELEASE OF A MINOR

No organization, agency, or person shall be allowed to assume individual custody of any student unless:

- A. Explicitly authorized in writing by a parent or legal guardian; or
- B. Officially authorized by active duty police officer or Child Protective Services agent (see also policy 8530).

It is the responsibility of a child's parent or legal guardian to inform the school of any changes in a child's custody status and home arrangements. In cases involving divorce or separation, each parent may take custody of the child and review school records unless a certified court order or restraining order limiting a parent's access to a child and his/her records has been presented to the school.

Parental differences regarding a child's custody or visitation must be resolved by the court. The school will not honor any verbal or written requests to limit another parent's access to his/her child unless this limit is contained within an official court or restraining order submitted to the school.

In cases in which a legal guardian has assumed parental responsibility for a child, court documentation (e.g. certificate of guardianship, power of attorney, etc.) must be submitted to the school before the school will recognize and honor this relationship.

**Section VIII: Academic Procedures**

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## CURRICULUM AND INSTRUCTION

**Religious Education**

Daily religious instruction takes place in all grades, Preschool through Eighth Grade. Students study Catholic doctrine and tradition, Scripture, Liturgy, and Social Justice teaching throughout the religion and other subject matter curriculum. Students also participate in other important practices of our Catholic faith.

**Confession**

The Sacrament of Reconciliation is available to the students at the school during the seasons of Advent and Lent. Students and their families are encouraged to avail themselves of the sacrament weekly at St. Joseph Church as scheduled in the parish bulletin.

**Mass**

All-school Masses are scheduled generally for Friday mornings at 8:15 a.m. These Masses are prepared by different classes and attended by Grades TK-8. Formal uniform is required wear at Mass. **Students who are not dressed in formal uniform for Mass will be issued a uniform violation.** Pre-K students begin attending select Masses during the second trimester of the school year. Attendance at weekly school Masses does not fulfill the Sunday obligation. We encourage families to attend Saturday evening or Sunday Mass as scheduled in the parish bulletin.

**Sacramental Preparation: Holy Eucharist/Reconciliation**

**Second Grade-Students** will be prepared for Reconciliation and Holy Eucharist (First Holy Communion) through the Second Grade Religion curriculum. Parents are required to attend designated parent meetings and family workshops prior to the reception of the sacraments.

**New Students grades three or higher without Sacramental Preparation** will be referred to the St. Joseph Parish Religious Education Program Director for proper placement for sacrament preparation.

**Christian Service**

All students have the opportunity to participate in service projects sponsored by the Student Council during the seasons of Advent and Lent. Each class also plans at least one service project of their own to be completed during the course of the school year.

**Family Life Program**

Family Life education is an essential part of the curriculum of a Catholic school.

The Church recognizes the primacy of parents in the education of their children especially regarding the teaching of human sexuality. Since human sexuality is incorporated into any comprehensive Family Life program, parents who do not wish their children to participate during the genitally explicit segments of the Family Life instructional program (grades 5 & 6) shall petition in writing to the principal to remove their children during such instruction.

Parents who do withdraw their children from the genitally explicit segments of the Family Life program shall be notified when these segments are taught. They will also be encouraged to provide their children a human sexuality education within the family setting.

The school shall notify parents at the beginning of each school year what options they have regarding the Family Life Program.

### **Language Arts**

Through our Language Arts Program, students in kindergarten through eighth grade develop skills in the areas of reading, writing, spelling, grammar, listening and speaking. Our curriculum covers the range of skills from word recognition, decoding and phonemic awareness in the lower grades to applied writing, public speaking, and literary analysis in the upper grades. Students learn to apply their reading, writing, listening and speaking skills across the curriculum.

### **Mathematics**

Students in kindergarten through eighth grade develop math skills in the areas of number sense, algebra and functions, measurement and geometry, statistics, data analysis and probability, and mathematical reasoning. Students in seventh and eighth grade are assigned to one of three different levels of math, depending on prior performance.

### **Science**

Students in kindergarten through fifth grade explore science concepts in the areas of physical science, life science, and earth science. They also develop skills in the area of investigation and experimentation and put the scientific method to use in completing class projects. Students in fourth and fifth grade participate in the school science fair every other year, while junior high students participate annually. Sixth grade students focus on earth science; seventh grade focuses on life science; eighth grade focuses on physical science.

### **Social Studies**

Students in kindergarten through eighth grade develop skills while studying history, geography, economics, government and citizenship, and people, cultures, and social values. Students in fourth grade focus on California History. Sixth grade students focus on ancient civilizations; seventh grade focuses on world history from medieval to modern times; eighth grade focuses on American History and the Constitution.

### **Physical Education**

Through the physical education program, students learn the importance of staying healthy and physically active throughout their lives. In addition to learning the fundamentals of team sports, students in kindergarten through eighth grade learn about and develop manipulative skills, rhythmic skills, body management, fitness concepts, aerobic capacity, strength and endurance, flexibility, body composition, self-responsibility, social interaction skills, and group dynamics.

In combination with our health, safe environment, and family life curriculum, students also learn about healthy habits in relation to food, sleep, medications, drugs, and alcohol.

### **Fine Arts**

Students in all grades are exposed to and participate in activities and projects in the areas of music, visual, and performing arts. All school music practice is held once a week as students prepare music for Friday's Mass.

### **TESTING PROGRAMS**

The **STAR Reading and Math** Assessments will be administered in Grades K-8 throughout the school term. Parent reports are discussed with parents at conferences each year.

ARK (Assessment of Religious Knowledge) tests are administered in Grades 2 through 8 in April of each school year.

**GRADING**

Our Lady of Fatima School uses the FACTS online grading and communications system. Parents have online access to their children’s grades, assignments, attendance records, and many other features using their personal username and passwords on FACTS secure site, [www.factsmgt.com](http://www.factsmgt.com). Usernames and passwords, as well as training will be made available to parents at the start of each school year.

Grades 1-3 are assigned grades using the following scale:

97-100 %	O (Outstanding)	92-96%	O-
85-91%	S+	78-84%	S (Satisfactory)
70-77%	S-	60-69%	NI (Needs Improvement)
Below 59	U (Unsatisfactory)		

Grades 4-8 are assigned grades using the following scale:

97-100%	A	93-96%	A-
89-92%	B+	85-88%	B
81-84%	B-	78-80%	C+
74-77%	C	70-73%	C-
66-69%	D+	63-65%	D
60-62%	D-	59 and below	F

Modified grading scales may be used for individual students on a case by case basis as determined by the principal in consultation with the teacher and parents.

**GRADE POINT AVERAGE**

Grade point averages are assigned as follows:

A = 4.0		O = 4.0
A- = 3.7	B+ = 3.3	O- = 3.5
B = 3.0	B- = 2.7	S+ = 3.15
C+ = 2.3	C = 2.0	S = 2.5
C- = 1.7	D+ = 1.3	S- = 1.85
D = 1.0	D- = 0.7	NI = 1.0

Trimester grade point averages are computed on a unit times grade point ratio. Core academic subjects are worth 5 units each, while other subjects are worth 2 units each. All graded classes are included in the calculation of grade point averages.

## HONOR SOCIETY AND HONOR ROLL

Students in grades four through eight are recognized each trimester for attaining high academic achievement based on the following criteria:

**Honor Society:** GPA for Honor Society is 3.7 – 4.0.

**Honor Roll:** GPA for Honor Roll is 3.3 – 3.69.

**Honor Society and Honor Roll Disqualification:** Any grade of 'D' or 'F' (NI or U), will disqualify a student from Honor Society or Honor Roll. Student performance is evaluated on the SLE Rubric must also be taken into consideration. Students must have an E (Exceeds Expectations), M (Meets Expectations) or N (Not Assessable at this time) in all applicable areas to receive Honor Roll.

**Christian Virtues Award:** This award is given to students per semester in grades Kinder through eighth who demonstrate through their actions the Christian virtues of charity and service to the needs of others.

## HOMEWORK

Homework is assigned by the teacher as an extension of a learning experience begun in the classroom. It is expected that assigned work will be submitted to the teacher on the day it is due, unless the student has been absent. The following time allotments represent only a guideline for homework: Kindergarten (20 minutes); Grades 1-2 (30 – 35 minutes); Grades 3-4 (35 – 40 minutes); Grades 5-6 (45 – 60 minutes); and Grades 7-8 (60 – 90 minutes). Please keep in mind that students who work slower may take longer than the above time allotments to complete their homework.

Late homework brought to school will **not** be delivered to a student; it will be placed in the teacher's mailbox if it is brought to the office after school begins. It is within the teacher's discretion to mark it late or not.

It is important that parents remember that homework is to be completed independently by the students, unless otherwise directed by the teacher. Teachers use the homework to assess student achievement of learning objectives, and the only true determination of that is work completed with little or no assistance from parents and siblings. The exception would be long term/special projects in which parent supervision while using certain materials is needed. If your child is struggling on daily homework, please discuss this with the teacher.

## MAKE-UP WORK

Students who have been absent are responsible for asking their teachers for make-up work. In the case of younger children, parents must request the homework. This work must be completed in the time specified by the teacher. Teachers are not required to accept make-up work for unexcused absences. Arrangements for making up missed tests will be made at the teacher's discretion. When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange to pick up the work at the end of the school day. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teachers when they return to school. Students will be allowed one day for each day of absence to complete make up work. Parents need to pick up the student's homework no later than **3:00 p.m. in the classroom or the office if so arranged.**

**STUDY HALL**

Study hall is available to students in grades one through eight during recess on Tuesdays and Wednesdays and lunch on Wednesdays to work on missing or late school work, previously assigned homework, or to make up missed tests and quizzes. The librarian supervises study hall and assists students. Students must bring all items necessary to complete assigned work with them to study hall. Study hall is not punishment; it is an opportunity for students to complete work for credit towards their grades. Students must have a pass from the teacher to attend study hall.

**PARENT/STUDENT/TEACHER CONFERENCES**

Parent/student/teacher conferences are held once a year, at the middle of the first trimester. A parent may request a conference at any time by calling the school office. Calling ahead to schedule the appointment ensures that the teacher is able to see the parent.

**PROGRESS REPORTS**

Progress reports are issued at the mid-term of each trimester. They will be e-mailed to parents.

**REPORT CARDS**

Report cards are issued at the end of each trimester for Grades T K – 8. Report cards will be e-mailed to parents and sent home with the student..

**SLE RUBRIC**

Included on the report card is a copy of the School-wide Learning Expectations Rubric. This is an assessment of student progress towards attaining the School-wide Learning Expectations, and looks beyond just academic performance. This is a tool to help encourage students to strive to meet all of the goals of their Catholic education. These expectations are developmental, therefore, behavior that “meets expectations” in Kindergarten would “need improvement” in a third grader and so on. The expectations are greater for students in the upper grades.

**ACADEMIC PROBATION**

Students achieving a GPA lower than a 2.0 will be placed on academic probation until the next reporting period arrives. Parents will be notified of the probationary status and any remediation plans or restrictions in place during the probation.

**RETENTION**

Retention in a grade for a second year requires careful consideration to determine if that option would benefit the student.

If, in the teacher’s judgment, retention is a possibility, the principal must be notified as soon as possible. A conference is held with the parents no later than the end of the first trimester to discuss the circumstances with them.

Both parents and teachers must consider the necessity of providing special assistance (e.g. tutoring, etc.) to the student in question or of directing the student toward some alternative program that is more realistically suited to his/her needs. Follow-up conferences with the parents need to be held to evaluate the academic progress of the student. Evaluations and reports to parents must indicate failure to achieve minimum objectives in at least two subjects.

After all procedures have been followed, the principal shall make the decision regarding final grade placement. (Diocesan Policy 4542) A child moved to the next grade against the academic advice of the principal and teacher is **transferred** to the next grade, not **promoted**.

## GRADUATION REQUIREMENTS

In order for students to participate in year-end activities and graduation exercises:

1. Students need to have satisfactorily completed all academic work expected of students in the eighth grade.
2. Student behavior needs to be acceptable according to the standards of behavior as stated in this handbook, and specific classroom expectations.
3. Parents need to have completed all financial responsibilities to the school. This includes tuition, work hours (Parent Club responsibilities), graduation fees, and any restitution for missing or destroyed school property. This must be completed two weeks prior to graduation.

In addition to non-participation in year-end/graduation activities, diplomas, awards, report cards, etc. can be withheld if any of the above criteria are not met.

## LIBRARY USAGE

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out.
3. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

## TECHNOLOGY USAGE

### Personal Electronics

Cell phones, I-Pods, I-Pads, tablet computers, electronic readers, etc. should not be brought to school. There are phones in the office if a phone call is necessary. If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she will turn in the cell phone to the teacher upon arrival in the morning and place the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's backpack or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s).**

### Electronic Devices

Diocesan policy **#3630 No Right of Privacy or Confidentiality for Electronic Systems** reads:

Catholic schools do not grant any employee or student any right of privacy or confidentiality regarding the use of all electronic mail or messaging systems (E-mail Systems), all computer systems (Computer Systems), to include but not be limited to desktop computers, laptop or tablet computers, PDAs, computer network, software programs and connections to the World Wide Web (Internet), and all telecommunications systems (Telecom Systems), including but not limited to telephone, intercom, voice mail, fax, pager, cell phone, and two-way radio telecommunications, while on campus or at a school-sponsored event or activity. This policy includes the use of all Electronic Systems (which is

defined as but is not limited to any E-mail Systems, Computer Systems, and Telecom Systems) whether owned or operated by the school, a school employee, or a student.

The school has the right to have access to and disclose in its discretion all information generated or created on, retrieved from, stored on, sent or received on, or otherwise communicated in any manner over employee-, student-, or school owned Electronic Systems operated at school or at any school-sponsored activity.

### **Internet Use**

All students are required to sign a technology agreement and have it cosigned by their parents. Failure to sign and return this agreement will exclude the student from technology use at school. Use of Our Lady of Fatima School name or logo, pictures of students or staff at Our Lady of Fatima School, pictures of students in Our Lady of Fatima School uniform, videos taken at Our Lady of Fatima School activities or any other form of media that would identify students or staff at Our Lady of Fatima School are strictly forbidden to be used on the internet unless written permission is given by the school and the student's parents. Students who violate this policy or the technology agreement will be disciplined.

### **Technology Concerns**

**Social Networking Sites:** Students should not send, receive, or accept "friend" requests to or from members of the school staff on any social networking sites. Parents and students should not be offended if a faculty or staff member declines a "friend" request.

**Blogs:** Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Sexting:** Students involved in possession or transmission of inappropriate photos or suggestive text on their cell phones or other electronic devices face disciplinary action up to and including suspension and/or expulsion, regardless of whether the incident occurred during school hours, or on school grounds.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face disciplinary action.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

*Our Lady of Fatima School strongly recommends that **no** student at Our Lady of Fatima School have a personal internet site.*

### **Telephone Use**

The office phone is available in case of emergency. Calling to make arrangements for going home with someone after school is not an emergency. Forgotten homework, PE clothes, etc. are not emergencies. Illness and late cancellation of after school activities are considered emergencies. All urgent calls made by or on behalf of a student will be made from the main office phone.

## CLASS PARTIES

**Class parties are limited to the following**---the Feast of Kings when we return from Christmas vacation, Valentine's Day, and End of the Year. Younger siblings may not attend those parties. These celebrations need to consist of simple treats, and need to be planned with the classroom teacher in advance. Surprise celebrations for a teacher need to be cleared with the principal. Any requests to parents for money must be cleared with the principal in advance, and any exceptions to this policy must have prior approval of the principal. **Any additional celebration request must receive written permission from the Principal a minimum of one week in advance.**

## STUDENT BIRTHDAYS

Each week all student birthdays falling in that week will be recognized during Morning Prayer. Students will be granted a non-uniform dress day (following school dress code guidelines) on their birthday (Monday if the birthday falls over the weekend). July birthdays will be acknowledged in June and August birthdays will be acknowledged in September.

Parents are allowed to bring a small snack to share with their child's class in honor of his/her birthday. These should be limited to simple fare, such as cookies and juice, ice cream, donut, etc. which can be highly eaten during the morning recess period. More elaborate and full meal celebrations are discouraged. Arrangements need to be made with the classroom teacher at least three days prior. Birthday celebrations will not be allowed during instructional time.

Flowers and balloons always add a special touch on birthdays and other celebrations; however, they may not be delivered at school. Students should not exchange individual gifts at school. This gesture creates hurt feelings among other students.

For the same reason, personal correspondence of any kind, including party invitations, thank you notes, etc. may not be distributed at school. If inevitable, prior clearance from the teacher must be made, keeping in mind that the correspondence must be given to each student in the classroom.

## FIELD TRIPS

Field trips are determined at the discretion of the classroom teacher. Chaperones who meet all requirements are chosen by the teacher to assist with the supervision of the children.

The following guidelines need to be followed in planning and executing all 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 and 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 academic performance and/or poor conduct.
8. Teachers plan field trips at least three weeks before the planned date.
9. A "request" form is submitted to the principal for approval at least two weeks before the planned trip.
10. A teacher's notice to the parents explaining all aspects of the field trip must go out at least a week before the trip. If the teacher has any questions, he/she will consult with the principal.

11. A standard permission slip obtained from the office goes out with the notice. Students will not be permitted to participate in a field trip unless the form is completely filled out and returned within 48 hours of the permission slip being sent home.
12. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
13. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
14. All monies collected for the field trip are **non-refundable**.
15. Electronic devices are **not allowed** on field trips unless otherwise directed by the teacher with approval of the administration.
16. 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. 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 25 years of age or older.
19. Teachers must leave a list of drivers/chaperones in the office along with drivers’ cell phone numbers. Permission slips will be distributed to the chaperones for the students for whom they are responsible. These permission slips must be returned to the teacher at the end of the field trip.
20. These guidelines also apply to all Extra-curricular activities.

\*All Safe Environment and driving information must be on file in the office ahead of time in order for parents to drive and/or chaperone for a field trip. The morning of the field trip is too late to complete volunteering information.

## LUNCH

Children need to come to school in the morning with their lunches. Fast food lunches are discouraged, and **habitual bringing of lunches to school for children once the school day has begun is not permitted.**

Snack and lunch items should be healthy and include foods that will provide long term energy for the students (proteins, whole grains, fruits, vegetables). Gum, sunflower seeds, soda, candy and excessive “junk food” is not allowed. These items will be put back in the lunch box to be taken home.

Sharing food is discouraged due to food allergies. Uneaten food should be put back in lunch boxes and taken home. We encourage this so that parents will be aware of what students are and are not eating at lunch.

Hot lunch is provided two times per month from September through May. Snacks and drinks still need to be sent with students on hot lunch days.

Milk is available for purchase at the beginning of the school year.

Students may not leave the campus for lunch, unless signed out by a parent. OLF School is a closed campus.

Any other arrangements for lunch for either individual students or an entire class must be pre-approved through the teacher and the principal.

## LUNCH AND PLAYGROUND RULES

### Lunch Guidelines

1. Students are to remain seated while eating. Students will deposit trash in the garbage cans after they have been excused from the tables. Students may not get up while eating to go to the trash cans.
2. Students are responsible for cleaning off the tables and the area under the tables before being excused from the tables.
3. Throwing food is prohibited. Trading of food is discouraged.

### Playground Guidelines

1. Girls wearing the proper uniform shorts (navy blue bike shorts) will be allowed to play on the monkey bars. If the yard duty teachers see any girls on the bars without the proper shorts, they will be told they cannot play on the bars until they are wearing the correct shorts. They may continue to play in the playground (swings, slide, etc.) but not on the bars.
2. Balls or playground equipment may be taken out before school begins in the morning, except for Friday mornings.
3. The students will be allowed to play tag/chase as long as they are not pushing and ramming into each other when tagging. They also cannot pull on each other's clothing. Yard duty teachers will handle this on a case by case basis if they find that students are playing too roughly.
4. Students may use only rubber balls for kickback. Soccer balls, basketballs, volleyballs and footballs are not allowed for this game. Students may use the soccer ball for kickball and the other balls for the games which they are intended.
5. Students playing on the field (when it's not wet) can go as far back as the first baseball diamond, no students should be any further out in the field than that.
6. Students who have been repeatedly told not to play in and around the bathroom will begin to be benched if caught doing it again. Students who are caught for the first time will be given a warning.
7. Balls are not to be thrown against the wall of any buildings or on the roof. Balls may be retrieved from the preschool play area, unless they have purposely been kicked over the fence. All balls left on the playground at the end of the day will be gathered up and placed in PE shed.
8. On wet days in which it is not raining, the playground will remain locked to keep students off the swings and slides. The field will also be off limits. Students will be allowed to play with balls on the blacktop.
9. It is important that students are on the yard during recess times. The only exceptions are those who need to be in study hall (with the permission of the teacher) or in the office. Students cannot "hang-out" in the library or the computer lab.
10. Parents who are on the yard during recess time will be invited by the yard duty staff to assist with supervising the yard. If they do not wish to help, they need to leave the yard duties to their tasks. It is important that the yard duties are not distracted from their responsibilities.

## EXTRA-CURRICULAR ACTIVITIES

Students in select grades are eligible to participate in the following extra-curricular activities:

Volleyball	Basketball	Flag Football
Baseball	Softball	Cheerleading
Academic Decathlon	Yearbook	Traffic Patrol

Student Council

Altar Serving

Choir

**Title IX**

Our Lady of Fatima 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."

**DETERMINATION OF ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is encouraged; however, growth in Christian values and academic success are primary and take precedence over any extra-curricular activities.

Everyone begins the school term eligible for extra-curricular activities, unless on probation from the previous term.

**Criteria for Extra-Curricular Activities**

1. Students must maintain a C average (2.0 GPA),
2. Any student with a D or F and numbered comment 11-25 on their most current grade report will be ineligible.
3. Consistent effort is reflected in class participation; using study time well and completing work on time. In the case of absences, the student is responsible for seeing the teacher for make-up work and for completing the work in a timely manner.
4. Students must be committed to be present at games and practices, meetings, etc. appropriate for the activity. Absences must be excused with a written note upon returning to the next function.
5. If/when fundraisers are part of a program, students and parents are expected to participate.
6. If/when driving to an away function is part of the program; parents must be committed to taking turns driving.
7. Absences from school must be limited. Absence from school will also disqualify the student from that day's extra-curricular activity.
8. The signed student/parent consent to abide by the above criteria is necessary.
9. Physical Exam form completed by a medical doctor is required before the student will be allowed to participate in sports.
10. Sports meeting: all parents and athletes are required to attend mandatory sports meeting in order to qualify for athletic program.

Students failing to meet these requirements anytime during the duration of the activity will be placed on probation and will be required to remedy the situation within two weeks. Failure to remedy the situation may result in removal of the student from the activity. Students placed on academic or disciplinary probation or suspension will be ineligible for extra-curricular activities.

**EXTENSION CARE**

Extension care is available before school from 7:00 a.m. to 7:45 a.m., and after school from 2:00 p.m. to 5:30 p.m., and from 1:25 p.m. on Early Release Wednesdays. Extension Care is structured to provide a safe and caring environment for your child. Our program includes snack time, quiet time for homework, crafts and outdoor play.

**Extension Care will NOT be available on the school day immediately before the start of Thanksgiving, Christmas, Easter, or summer vacation. Children that are not picked up by 12:15 will be charged the drop-in fee of \$17.00 per child, per day.**

For the safety of your child, if your child is not picked up by 3:00 p.m. or after a sport or school activity, they will be sent to Extension Care.

When you pick up your child from Extension Care, someone must come inside and sign the child out.

Students who attend Extension Care are required to obey all school rules and show respect for Extension Care personnel. Students who refuse to follow school rules will be issued time outs, detentions, suspended and/or may be removed from Extension Care.

### Extended Care Rules

Extended Care begins immediately following dismissal from classroom.

Daily Schedule:            3:00 – 3:45 pm Sign In & Outside Play  
                                     3:45 – 4:00 pm Snack  
                                     4:00 – 5:00 pm Homework  
                                     5:00 – 5:30 pm Free Time & Clean Up

Extended Care students must sign in with Extended Care Teacher.  
Extended Care students playing sports must sign in first and then report to Extended Care on the designated Extended(s).

TK and Kindergarten students will be picked up at 2:00 dismissal  
1 – 8 Students will be picked up at 2:45 by the awning adjacent to the library

Always be respectful to one another and Extended Care Teachers

Use an inside voice when indoors

Use only language your parents and Jesus would like

Keep hands, and feet, and other objects to yourself at all times

During Homework Time all students must be working quietly on teacher assigned work or reading quietly

All students must pick up after yourself: trash, toys, crayons, other

Use the bathroom appropriately: remember to flush the toilet and wash your hands each time. Go to the bathroom, do your business, and come right out, NO LOITERING

Follow all safety rules on the playground and field & report accidents to a teacher immediately

Follow all safety rules when crossing the street

All Extended Care students must be picked up no later than 5:30 pm

Students are expected to follow all rules without exception. Students choosing not to follow rules:

1<sup>st</sup> Reminder: Discussion with Extended Care Teacher

2<sup>nd</sup> Reminder: Discipline Report & Time Out

3<sup>rd</sup> Reminder: Discipline Report and Phone Call Home

4<sup>th</sup> Reminder: Discipline Report and Visit with Mrs. Darnell

5<sup>th</sup> Reminder: Loss of Extended Care Privilege (length of time decided by administration)

**Section IX: Uniform and Dress Code**

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**For Girls Grades TK-3**

Dennis Uniform Plaid Jumper or Skort  
 Navy Blue Dennis or Lands' End Uniform Pants  
 Navy Blue Dennis or Lands' End Uniform Walking Shorts  
 Khaki Dennis or Lands' End Uniform Pants Khaki Dennis or Lands' End Walking Shorts  
 Dennis or Lands' End Uniform Green and White Polo Shirt (long or short sleeve, with or w/o logo)  
 Dennis or Lands' End Navy Blue OLF Logo Sweatshirt – Crew Neck or ¼ Zip  
 Dennis or Lands' End Navy Blue OLF Logo Girls Cardigan Sweater (Button or Zip)  
 Dennis or Lands' End Navy Blue OLF logo Jacket

**Dark Colored bike shorts to be worn under jumper**

**Plain White, Navy or Black Socks or Tights, all socks must cover the ankle bone**

**Black, Brown, or Navy Blue belt to be worn with pants and walking shorts**

**Black or White shoes (no boots, high tops, open toes, or backless)**

**For Girls Grades 4-8**

Dennis Uniform Plaid Knife pleat Skirt or Skort  
 Navy Blue Dennis or Lands' End Uniform Pants  
 Navy Blue Dennis or Lands' End Uniform walking shorts  
 Khaki Dennis or Lands' End Uniform Pants  
 Khaki Dennis or Lands' End Walking Shorts  
 Dennis or Lands' End Uniform Green and White Polo Shirt (long or short sleeve, with or w/o logo)  
 Dennis or Lands' End Navy Blue OLF Logo Sweatshirt – Crew Neck or ¼ Zip  
 Dennis or Lands' End Navy Blue OLF Logo Girls Cardigan Sweater (Button or Zip)  
 Dennis or Lands' End Navy Blue OLF logo Jacket

**Dark Colored bike shorts to be worn under skirt**

**Plain White, Navy, or Black Socks or Tights, all socks must cover the ankle bone**

**Black, Brown, or Navy Blue belt to be worn with pants and walking shorts**

**Black or White shoes (no boots, high tops, open toes, or backless)**

**For All Girls:**

Hair Accessories – **Solid Navy Blue, Dark Green, White, or Black**  
 or school plaid hair accessories purchased from Dennis.

Jewelry – Earrings: one per ear, and must be studs (no hoops or dangles of any kind)

Necklaces: religious in nature, small in size, and worn inside shirt

Bracelets: religious in nature, one on either wrist

Watches are okay.

Make-Up, nail polish, artificial nails are not allowed. Students are also not allowed to color their hair.

Hair: Bangs may not hang over the eyebrows or face.

Skirts, jumpers, or skorts must not be any shorter than 3 inches above the knee.

**For Boys K-3**

Navy Blue Dennis or Lands' End Uniform Pants  
 Navy Blue Dennis or Lands' End Uniform walking shorts  
 Khaki Dennis or Lands' End Uniform Pants  
 Khaki Dennis or Lands' End Walking Shorts  
 Dennis or Lands' End Uniform Green and White Polo Shirt (long or short sleeve, with or w/o logo)  
 Dennis or Lands' End Navy Blue OLF Logo Sweatshirt – Crew Neck or ¼ Zip  
 Dennis or Lands' End Navy Blue OLF Logo Boys Cardigan Sweater (Button or Zip)  
 Dennis or Lands' End Navy Blue OLF logo Jacket

**White, Navy, or Black Crew Socks, all socks must cover the ankle bone**

**Black, Brown, or Navy Blue belt to be worn with pants and walking shorts**

**Black or White shoes (no boots, high tops)**

**For Boys 4-8**

Navy Blue Dennis or Lands' End Uniform Pants

Navy Blue Dennis or Lands' End Uniform walking shorts

Khaki Dennis or Lands' End Uniform Pants

Khaki Dennis or Lands' End Walking Shorts

Dennis or Lands' End Uniform Green and White Polo Shirt (long or short sleeve, with or w/o logo)

Dennis or Lands' End Navy Blue OLF Logo Sweatshirt – Crew Neck or ¼ Zip

Dennis or Lands' End Navy Blue OLF Logo Boys Cardigan Sweater

Dennis or Lands' End Navy Blue OLF logo Jacket

**White, Navy, or Black Crew Socks, all socks must over the ankle bone**

**Black, Brown, or Navy Blue belt to be worn with pants and walking shorts**

**Black or White shoes (no boots, high tops)**

**For All Boys**

Hair: Must be above the ears and may not touch the eyebrows or the collar of the shirt. Hair may not be colored, and “fad” haircuts are not allowed (i.e. Mohawk).

Jewelry: Necklaces: religious in nature, small in size, and worn inside shirt

Bracelets: religious in nature, one on either wrist

Watches are okay.

No piercings of any kind.

**Items in bold print may be purchased from any retailer, as long as they fit the style, size, color requirements of the uniform code. All other items must be purchased from Dennis or Lands' End.**

**Formal Uniform (Girls & Boys)**

Boys must wear long pants and girls must wear skirt (grades 4-8), or jumper (grades TK-3\_ on Mass days and for events in which they are asked to wear their formal uniform to represent the school. Students in grades TK-8 must be in white shirts and navy blue pants or school plaid skirts/jumpers for formal uniform days. All students must have either a school sweatshirt or cardigan for formal uniform days.

**PE Uniform (Girls & Boys)**

P.E. Uniforms are required for grades 5-8..

Plain gray or navy sweats will be permitted in cold weather.

Dennis or Lands' End Navy Blue Mesh P.E. Shorts

Dennis or Lands' End Ash Gray P.E. Shirts

\*Students should not change into athletic uniform or athletic practice clothes during P.E.

**For both boys and girls**

Undershirts must be plain white.

Warm caps may be worn outdoors only on cold days and baseball caps may be worn outdoors only on hot days. Hats or caps may never be worn indoors, unless a specified “hat” day.

All sweatshirts are to have an OLF logo

Outdoor jackets may be purchased elsewhere to be worn on the playground, but cannot be worn inside the classroom or the church. Jersey Knit fabric items are sweatshirts, and therefore not considered outdoor jackets.

Students are not allowed to have tattoos, body piercings, or hologram contact lenses.

Shoes are to be solid black or solid white. A small logo, such as the Nike swoosh or the Adidas stripes, will be allowed (Black logo on white shoes, white logo on black shoes)

**There are to be no hooded sweatshirts.**

**No Cargo Pants or Shorts.**

**Dress Code: Whether students are in uniform or non-uniform dress, the following applies:**

1. Clothes and shoes must be neat, clean, and in good repair at all times.
2. Students' hair must be neat and clean at all times. Hairstyles that may be considered inappropriate will be handled on an individual basis and the principal and faculty reserve the right to tell a student that he/she needs to get a haircut **and expect that the hair will be cut in a timely manner.**
3. Shoes must be laced appropriately and tied in such a way that the shoes stay on the feet when students are playing on the yard or are involved in P.E. activities. Sandals, high-heeled or dress shoes are not allowed. **Boots may not have more than 1½" heel and are only permitted on free dress.** Shoes must be safe for running, climbing slides, etc. **All shoes must be enclosed front and back and socks worn at all times. No sandals or flip flops may be worn.**
4. Only appropriate attire is allowed for non-uniform dress days. Girls may wear shorts, skirts, or skorts that are no shorter than three (3) inches above the knee. **Leggings, yoga pants, or stretchy pants are not allowed.** Boys may wear walking shorts that are neither too short nor too long. Tank tops, spaghetti straps, strapless tops, or sleeveless shirts are not allowed.
5. If non-uniform dress wear is considered inappropriate, the student will be sent to the office to call home for other clothing. If there is consistent disregard for guidelines for non-uniform dress those days will become limited.

### **UNIFORM / DRESS CODE VIOLATIONS**

Teachers will conduct regular uniform checks. Students found to be in violation of the uniform or dress code will be given a uniform non-compliance slip that explains the item to be corrected. Girls wearing make-up or nail polish will be sent to the office to remove said items. Other corrections are expected to be made by the following day. In the case where new items must be purchased, corrections must be made in a timely manner (up to 3 days). The first uniform non-compliance slip is considered a "fix-it" slip. The second uniform violation will require the student to call home for proper uniform attire to immediately be brought to school. Students will remain in the office until uniform items arrive and will be responsible for any class work missed while they are in the office. In addition to the consequence for a second slip, a third uniform/dress code violation will result in the loss of the next non-uniform dress day. Those receiving a fourth slip will be assigned an afterschool detention of 30 minutes, a negative comment code on the report card, and in-eligibility for honors at the end of the quarter. Continued uniform violations will result in continued disciplinary action, including the loss of extra-curricular activities and possible suspension.

### **LOST & FOUND**

It is essential that all sweatshirts, P.E. clothes, etc. be visibly marked with the student's full name. Found items will be deposited in the container outside the school office. Unclaimed items will be donated. **Section X: Preschool Handbook**

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### **PRE – KINDERGARTEN PROGRAM DESCRIPTION**

Our program has a balance of small group activities, teacher-directed activities, and free-choice child initiated activities with the teacher's role as a facilitator of learning. Our goal is to meet each child's needs through active hands-on exploration, problem solving, and discussion. We focus on the following areas:

**Spiritual:**

- Learn about God and the importance of their relationship with God,
- Learn about gifts from God and how God desires us to treat each other.

**Social and Emotional:**

- Develop self-esteem and confidence in their abilities,
- Establish relationships with classmates and teachers,
- Follow routines and guidelines,
- Play respectfully with others.

**Cognitive Development:**

- Distinguish numbers, shapes, size concepts, comparisons, patterning, etc.
- Learn problem solving skills

**Fine Motor Development:**

- Develop small muscle skills,
- Learn to have a correct grasp of pencils and crayons,
- Develop cutting skills

**Gross Motor Skills:**

- Develop large muscle coordination to include; running, jumping, skipping, catching, throwing, climbing, and crawling.

**Language Development:**

- Learn new vocabulary and communication skills.

**Literacy:**

- Begin to recognize letters, sounds, rhyming words.
- Become familiar with books.

**Self Help Skills:**

- Learn and develop self-help skills to include: caring for personal needs, classroom, and assisting with daily tasks.

**WEEKLY ROUTINE**

**Large Group:** Prayer, calendar, music, pledge.

- Small Group:** Religion, writing, oral language, nutrition, cultural awareness, health and safety, science concepts, and gross motor activities.
- Free Choice:** Explore areas and problem solve.
- Literacy:** Listen to stories, engage in oral language development, and develop pre-reading skills
- Art:** Planned and child initiated work to develop creativity and fine motor skills.
- Music and Movement:** Planned listening, singing, dancing, etc.
- Outdoors:** Gross motor play

*For review of the complete Pre-K curriculum, see the curriculum guide which is available in the Pre-K classroom.*

### GENERAL GUIDELINES AND PROCEDURES

#### Non-Discrimination Policy (see page 7)

**Admission:** The school is open to three and four year old children only. **They must be potty-trained.**

**Enrollment:** All enrollment applications must be fully completed and registration fees paid before a child is considered enrolled in the program.

#### Financial:

- There is a registration fee payable at the time of enrollment. This fee is non-refundable.
- Tuition is due on the first of each month beginning August 1<sup>st</sup> and ending with the last payment on May 1<sup>st</sup>. Payments received after the 10<sup>th</sup> of each month will be assessed a late charge of \$25.00.

#### Absences:

No deductions or refunds will be made for absences. The tuition contract guarantees a place for your child and is the basis for staff salaries and expenses. Please call the office by 9:00 a.m. if your child will be absent.

#### Air Quality:

We are concerned about adequate health protection for our children from air pollution episodes that occur during school hours. In light of that, the pre-school staff will take action to restrict physical activities after notification of poor air quality by the school's administrator, superintendent, and/or the County Health Services Department.

**Behavior Guidelines:**

Assisting students to manage themselves is a form of guidance rather than a form of punishment. The goal is to help children develop their own problem-solving, choice-making, and self-monitoring skills within a framework already established at OLF School.

The Pre-K is designed to be child-safe and to encourage pro-social age appropriate student behavior. A positive approach is used with the children to ensure their safety and well-being while at school. Staff members are trained effectively to use positive approaches such as redirection, logical consequences, role modeling, removal from the activity, and discussion with parents.

For the safety of the children and staff, any continuous negative behavior by a child such as biting, hitting, or language use will be evaluated, as well as continuous disruptive behavior that interferes with other children's learning. There can be a week probation period to determine if our program meets the needs of the child. The program administrator and director reserve the right to request the withdrawal of any child whose behavior is consistently not in keeping with school guidelines and expectations.

**Child Abuse Reporting (see page 16)**

**Code of Conduct Covering Students and Parents/Guardians (see page 22)**

**Birthday Parties:**

Parents may provide a simple treat for the class on their child's birthday. Please make prior arrangements with the director a minimum of one week in advance. Unless the entire class is invited to an "out of school" birthday party, invitations may not be sent to school for distribution as it causes hurt feelings for those left out.

**Buckley Amendment/ Student Records (see page 8)**

**Care of Property:**

1. All articles of clothing, lunch boxes, and bags need to be marked with the student's name and grade.
2. Damage to property which occurs because of violation of school regulations or willful malice or undue carelessness must be replaced by the student.

**Class and Individual Pictures:**

The school contracts with a professional photography company to take pictures of the students both in the fall and spring.

While your child is at school, he/she may be photographed or videotaped by members of the school staff, by parents, and by others. At the beginning of each school year, you will be given a form to fill out to limit the photographing and videotaping of your child. You must indicate what type of restriction you would like. If the form is not returned to the school, or neither type of limitation is marked on the form, it will be assumed that you are not limiting any photography or videotaping of your child.

All students must take a school picture in the fall for the photo required for the student cumulative record file. This photo will also be included in the annual yearbook, unless you request to have it excluded.

**Dress Code:**

Pre-K students may wear uniforms, but uniforms are not required. Any durable pants or shorts in good condition are acceptable. Other guidelines regarding school attire follow:

1. No make-up of any kind or nail polish may be worn to school.
2. Only stud type pierced earrings are allowed.
3. Shoes need to be in good taste and in good condition and must be worn with socks at all times. Cowboy boots, flip flops, open-toed or open-heeled shoes may **not** be worn. Shoes must have a rubber sole (non-skid bottom).
4. No oversized clothing or ill-fitting clothes may be worn at school or at school related functions.
5. If girls wear skirts, they must wear shorts underneath.

**All students must have a full change of clothing at the Pre-K at all times. The clothing needs to come to school in a plastic bag with proper identification on it.**

**Hair Policy:**

All students' hair must be neat and clean at all times. Boy's hair may not be longer than the hairline on their necks. Eyebrows need to be showing in the case of bangs for both boys and girls. Hair may not be dyed, tinted, bleached or altered in color in any way. No hairstyle, whether for girls or boys, may be such that it can be a distraction for others. Hairstyles that may be considered inappropriate will be handled on an individual basis.

**Emergency Card:**

Emergency forms must be completed and turned into the Director prior to the first day the child arrives at Pre-K. (Current address; home, work and cell phone numbers; physician's name and phone number; and authorized people who may deliver and/or pick-up your child.

The office must be notified immediately of any change in student's address or phone number, and of any change in the emergency numbers on file at school. This will guarantee prompt action in case your child becomes ill or has an accident while at school.

**Communications:**

The teacher and or director will communicate with parents through the Bright Wheel App. Parents will also receive the weekly school newsletter via email.

**Student Assessment:**

Ongoing assessment is done throughout the year by the preschool staff. Student progress in attaining preschool goals and skills is communicated to parents at the end of each trimester.

**Fundraising:**

We encourage parents of Pre-K students to actively participate in the Parent Club fundraisers and attend Parent Club meetings. We also encourage our Pre-K families to participate in the SCRIP program.

**Parent Meetings:**

Parents are expected to attend the Pre-K parent meeting and any meetings mandatory for all school parents. These meetings are designed to:

1. Strengthen the growth of faith community at home and school,
2. Acquaint parents and faculty with each other,
3. Provide parents with knowledge of the academic, spiritual, and social programs and expectations of the school,
4. Provide necessary Safe Environment training for parents.

**Volunteering: See Page 18****Arrival and Pick-Up:**

All Pre-K students must be signed in with a full signature by the transporter, parent, or guardian upon arrival to school each morning. A health check by staff is required daily before each child is signed in.

All Pre-K students must be signed out by the transporter, parent, or guardian when picked up at the end of the school day. Only those adults who are on the child's pick-up authorization list may check out the child. If there is any question about the person picking up a child, the staff will ask for photo identification. Non-custodial, biological parents cannot be denied access without court order. Any changes to the authorization list must be in writing and received by the school prior to the release of the child. These guidelines will be strictly enforced to ensure the safety of your child. No child will be released to any individual under the age of 18 regardless of relation.

Each parent is responsible for signing in their child upon arrival and signing out their child upon pick-up. Pick-up time for morning students is 11:30 am. Pick up time for afternoon students is 4:30 pm. Please call the school to notify staff of late arrival.

All preschoolers need to be walked into the building each day.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed.

**Before and After School Supervision:** The responsibility for supervising children is a serious one; therefore the following policy exists for the safety of the children.

Our Lady of Fatima School is not able to accept responsibility for supervising children in the morning before 7:15 a.m. or after 4:30p.m. and disclaims all such responsibility. To assist parents in the proper care and supervision of their children, Extended Care for Pre-K children in the mornings will be available from 7:15 – 8:00 a.m. There is a nominal fee for this care. Pre-K children may not be on the grounds before the Extended Care portion of the Pre-K program opens at 7:15 a.m.

Picking up children from Pre-K at the predetermined time is important. State regulations mandate Preschool programs with strict student-to-staff ratios. We hire staff based on the registration agreement. Failure to pick up a child in a timely manner can threaten the proper ratios and thus cause additional

staffing needs. Children may not be picked up after 4:30 p.m. Should such an occasion arise, the family will be billed according to our Extension Care rates.

**Health and Immunizations:**

**Health:** The school is a place for well children. Children with signs of contagious infections will not be accepted at school. Children must be free from fever 24 hours before returning to school. If a child is sent home with a fever, s/he may not return the next day. Children need to stay at home if they are experiencing any of the following symptoms: diarrhea, fever, cough with mucus secretion, rash or skin infection with drainage, vomiting, pink eye or conjunctivitis, head lice or nits.

**Health and Safety of Your Child:**

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us the following necessary forms which include:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| Emergency Information Form        | Parents Rights Form           |
| Child's Permission Health History | Personal Rights Form          |
| Physician's Form                  | Admission Agreement Form      |
| Immunization Record               | Consent for Medical Treatment |

**Dispensing Prescribed and/or Over the Counter Medication (see page 14)**

**Immunization:**

The following immunizations are necessary prior to a child being admitted to Pre-K:

**Immunizations (shots) Needed Before Starting Preschool**

18 months–5 years	3 Polio 4 DTaP 3 Hep B 1 MMR on or after the 1st birthday 1 Hib on or after the 1st birthday** 1 Varicella
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**Exemptions:**

As of January 1, 2021:

- Medical exemptions can only be issued through the California Immunization Registry – Medical Exemption website ([CAIR-ME](#)) by physicians licensed in California.
- Schools and child care facilities may only accept from parents new medical exemptions that are issued using CAIR-ME.
- Medical exemptions issued in CAIR-ME expire at the earliest of:

- When the child enrolls in the next grade span (TK/K-6th grade, 7th-12th grade)
- The expiration date specified in a temporary medical exemption
- Permanent revocation of the exemption
- 
- 
- **Personal Beliefs Exemptions**
- Since January 1, 2016:
  - Parents or guardians of students in any school or child-care facility, whether public or private, are no longer allowed to submit a personal beliefs exemption to a currently-required vaccine.

**Nebulizer Use:**

Our Lady of Fatima Pre-K will provide care for children needing to use a nebulizer. The use of said equipment on our campus must be preceded by the parent/guardian filling out and following the prescribed steps as outlined on “Child Care Facilities Consent/Verification Form “For Nebulizer Care.”

**Medical or Dental Emergencies:**

In case of medical or dental emergency pertaining to your child, the Pre-K staff will follow instructions as given on your “Consent for Medical Treatment” form.

**Meals and Snacks:**

Pre-K personnel will provide a morning and afternoon snack. Parents need to provide a lunch for children on a daily basis. If your child is arriving before 7:30 AM, you may send your child’s breakfast to be eaten here. Lunch needs to be nutritious (no soda or candy). Do not send things for lunch that need to be warmed. **No** soda or candy.

**Birthdays:** To conform to state regulations, only commercially-produced, store bought items are allowed. Home baked items cannot be served to the children. Teachers are valuable resources in recommending appropriate foods. Food allergies and other food related restrictions require careful selection of appropriate items.

Birthday invitations for parties outside of the school are solely the responsibility of the family. Invitations may be distributed at school only if you are inviting the entire class, otherwise please do not send birthday invitations to school.

**Naptime:** Nap mats will be provided for each child for daily napping. Your child will need a crib sheet to fit the rest mat, and a small blanket, which must be taken home on weekends and laundered. **No** pillows or stuffed animals/toys.

**Personal Belongings & what to bring to school:** Each child needs to bring a backpack with an extra pair of clothes and shoes in the event of an accident. All belongings need to be labeled. Extra clothes can be stored in the child's cubby. We prefer that children do not bring toys from home. Bringing toys from home can cause problems. Exceptions to this policy will be that a child may bring a toy for show and tell activities. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

**Parent Volunteers:** If parents wish to volunteer it is necessary to complete the Safe Environment program, be live scanned, and have a current TB test. Parents who volunteer are there to help and should not have siblings with them while they are volunteering. Siblings should also be monitored by the parent during pick-up and drop-off time for safety reasons.

**Pick-up Policy:** The Pre-K closes promptly at 4:30 p.m. It is expected that all children will be picked up by 4:30 p.m.

**Readmission Policy:** If a child is removed from school because of differences with a teacher, director, or administrator, the child needs to remain out of Our Lady of Fatima School for a period of one year. After one year, the new application will be carefully considered.

**Traffic Safety:** The safety of our children is of utmost importance. When picking up your child after school, you must park your vehicle in the church parking lot and come into the Pre-K classroom, sign out your child and leave together. The gate by the hall will be the only gate open at that time for safety reasons. Children will not be allowed to enter or leave the Pre-K classroom unless parents have both signed them in when they arrive and signed them out when they leave.

**Visitors:**

All visitors, including parents, must check in at the main office to obtain a visitor's badge before proceeding to their destination on campus.

**Withdrawal:** Parent initiated withdrawal for his/her child from the program requires two week's notice. Final tuition due or amount refunded will include the two week notice requirement.

**Unless stated otherwise in this section, all policies and procedures of Our Lady of Fatima School are also in effect for Our Lady of Fatima Preschool. Policies and procedures contained herein should not be construed to be an exhaustive list. The director and/or school Administrator may change or add to the policies as deemed necessary at any time.**

## Section XI: Parent Club Handbook

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### OLF PARENT CLUB MISSION STATEMENT

To develop a close relationship between home and school, that parents and teachers may cooperate intelligently in the Catholic training and education of each student. To sponsor fund raising programs and educational exchange for the exclusive benefit of the school; all said funds to be devoted solely to educational and charitable purposes.

The OLFPC is a non-profit organization, existing to support the school, in promoting community among the parents and to raise funds.

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### INTRODUCTION

The Our Lady of Fatima Parents' Club Board members have designed this handbook as a reference for all parents, in particular our parents who are new to the school. With so much going on within the school environment and classrooms, it is often hard to remember our responsibilities as members of the OLFPC.

The OLFPC Handbook contains a summary of the most important policies and fundraisers for the parents at Our Lady of Fatima School.

### OLF PARENTS' CLUB BOARD MEMBERS

All Board positions are voluntary and are exempt from all general (not mandatory) hours requirements. Feel free to contact any board member with any questions or concerns about Parent Club activities. Please see insert for Board Member's contact information.

### OLFPC BOARD MEETINGS

Board meetings are scheduled at the convenience of the Board members, but are usually held the third T of each month, two days prior to the general membership meetings. The meetings are open meetings. Anyone wishing to address a topic needs to contact the President of the Board a week in advance of the meeting to be placed on the agenda.

### GENERAL MEMBERSHIP MEETINGS

General membership meetings of the OLFPC are usually held the third Thursday of each month during the school year. Any change in date or time of a meeting will be posted in the weekly letter. Parents are encouraged to attend, as important issues are discussed. One hour per family can be earned for each Parent Club meeting **attended in full**. The class with the highest percentage of parent attendance receives \$30.00 for their class fund.

### HOURS (PLAN A FAMILIES ONLY)

A minimum of 30 hours is required, of which 4 hours must be earned from the Spring Gala/Silent Auction. No transferring of hours between families is permitted unless approved *in advance* by the OLFPC Board. Hours can be earned *only* by parents, step-parents, grandparents and/or legal guardians unless otherwise pre-arranged and approved by the Parent Club Board. Hours earned for any fundraising event need to be turned in to the office **no later than 30 days after the event**. Hour slips are located in the

school and OLFPC offices. Plan A families agree to pay \$50.00 for each unearned hour below the required 30 hours, and for each mandatory hour not earned unless stated otherwise herein.

**Unearned Silent Auction hours will be charged \$100.00 per hour.** (See *Plan A Tuition Payment Option Agreement*). Event hours and clean-up hours are worth 1.5 hours each. Hours may be offered for any event or activity, at the discretion of the Parent Club Board, but can also be earned, for example, at the Basketball Tournament (late January/early February) and the Celebration in October. Come to Parent Club meetings to find out more about earning hours at fundraisers. Again, one hour per family can be earned for each Parent Club meeting **attended in full**. Another way to fulfill your hours is to work in the classroom. Up to five hours of classroom help per family can be used towards fulfilling your 30 hour requirement.

Canceled Events – should a fundraising event associated with a mandatory hours or sales requirement (e.g. for example, the Spring Gala/Silent Auction, Oktoberfest, etc.) be canceled, the Parent Club Board may, in its discretion, transfer the mandatory hours or sales requirement from the canceled event to another fundraising event (or events) during the current school year. The ‘replacement event(s)’ may be sponsored by the OLF Parent Club, or another similar non-profit organization for the benefit of the school. When determining whether to transfer a mandatory hours or sales requirement from a canceled fundraising event to another event(s), the Parent Club Board will also determine whether a reduction of the hours or sales requirement is appropriate, in the circumstances.

The “Hours” Chairperson, which is a year-round position, is in charge of posting and updating each family’s hours earned throughout the school year. Please be sure to fill out an hour’s verification form each time you complete hours. One copy should be given to the event chairperson, one turned in to the school office for the hour’s chairperson, and one copy is for your records. Questions or status of hours can be directed to the Board or Hours Chairperson. A summary of hours earned to date will be presented by the hour’s chairperson at each general meeting.

## TICKETS

Tickets for fundraisers that are distributed equally to each family **must be sold and the money returned by the designated date**. Money must be in an envelope with your name and the amount clearly marked on the outside. Failure to return money for tickets/calendars by due date will result in a late fee. One half hour can be earned for each additional event ticket or calendar sold. (See *Plan A Tuition Payment Option Agreement*)

## PERSONALLY DONATED ITEMS

Personally donated items for fundraising events can earn ½ hour for each \$25.00 value donated based upon the actual value. **Please note: It is the donor’s responsibility to provide VALID proof (receipt of purchase) of the item’s current value if the item is donated in lieu of hours served. The items submitted must arrive prepared for sale at the auction. Approval of the item, and its value, remains the discretion of the chairperson for that event.** *Procured items do not count as personally donated items.*

## FUNDRAISING EVENTS

The Head Chairperson(s) for a fundraising event is a position designated by the OLF Parent’s Club Board, and shall be a person(s) approved by the Board. Person(s) designated to serve as a Head Chairperson(s) for the following fundraising events shall be hours exempt from all general hours and mandatory requirements for the school year: Spring Gala/Silent Auction; Oktoberfest; OLF Celebration; Raffle Calendar; and Christmas Poinsettias. However, that person(s) shall remain responsible for all sales requirements that accompany all fundraising events (even an event in which the person(s) serves as a Head Chairperson).

- **Our Lady of Fatima Celebration**

The Our Lady of Fatima Society was established with the sole purpose to celebrate and honor Our Lady. The celebration started in 1946 to honor Our Lady of Fatima. However, the Society did not start until 1950. Since that time, the society helped build the school and in celebration of Our Lady of Fatima has managed to donate over 1.2 million dollars to the school.

In recent years, the Society ranks have grown older and lost many members, thus the Society has asked the O.L.F. parents to help during the celebration. The celebration is held the second Sunday in October. However, the Novenas start nine days prior to that date. The celebration includes numerous activities in addition to the novena. The society has a procession and Blessing of the Animals on Saturday followed by an animal auction and lunch. Saturday night there is the Mass followed by the traditional candlelight procession. After this religious event there is dancing and food in the parish hall.

On Sunday, there is Mass at 11:00 a.m. followed by a procession with lunch, auction and dancing afterwards. A bake sale is held following Mass and **each family is required to bring a wrapped, baked item**, which needs to be dropped off anytime in the morning prior to 7:00 Mass or a **\$20.00 donation**. All OLF students and parents are encouraged to participate in the procession and the celebration following. All families are required to complete **2 mandatory work hours**. (See *Plan A Tuition Payment Option Agreement*)

Parent involvement is greatly appreciated and we encourage participation in any or all aspects of the celebration. Forms of participation are procurement routes, donating items for the auction, helping with delivery and setup of tables and chairs, as well as serving and clean up.

Students have the opportunity to participate in the children's choir, Mass and processions. Information and updates are sent home in the family envelope.

- **Oktoberfest**

Our first fundraiser of the year will be held in the fall during the month of September. This fun and exciting event is a good way to start earning your hours and meeting people early in the school year. A letter to each family with information and tickets to be sold will be mailed out early September and everyone is encouraged to respond to volunteer correspondence regarding positions available or contact any chairpersons. Meet people and earn hours early in the year. Our children benefit from all that we do. Each family is required to sell for (4) tickets and complete **4 mandatory work hours (excludes ticket sales)**.

- **Memorial Fund**

Several lasting tributes to those of cherished memory have been created through memorial and monetary gifts of thanksgiving to our school. The name of loved ones and friends so honored are inscribed in a memorial book. Their families receive cards expressing the donor's thoughtful intentions. They are remembered daily in the prayers of the students of our school and at weekly Masses. Truly, these fond and respectful remembrances become living memorials – memorials living on in the lives of our youngsters.

Other forms of expression such as thank you, marriage, get well, or new baby may also be sent to love ones through the Memorial Fund.

The Memorial Fund is staffed by a team of two volunteer parents.

### ▪ Raffle Calendar

The Raffle Calendar fundraiser runs for a calendar year beginning on 1 January and ending on 31 December. Sale of eight (8) calendars is required per family at \$50.00 each and is due the first week of December. Each page of the calendar consists of faculty, staff and students. The raffle is drawn daily, except for Wednesdays, which gives each purchaser 313 chances to win. Daily winners are listed monthly on the school website as well as in the church bulletin. The calendars make a wonderful gift as well as a keepsake of your child's school year. Calendars sold above the required amount can earn one half hour each. (*See Plan A Tuition Payment Option Agreement*)

### ▪ Christmas Poinsettias

Each family is required to sell 4 plants. Every extra poinsettia sold in addition to the required 4 is good for 0.5 hours.

### ▪ Basketball Tournament

Our Lady of Fatima School hosts an annual Basketball Tournament held in January. The tournament is an event which takes place at the Los Banos High School. Hours can be earned many ways throughout the tournament.

A snack bar is available all week and the parents of children playing any sport are encouraged to work shifts and may be asked to provide refreshments. A drive-thru only dinner is prepared and each family is required to sell dinner three (3) dinner tickets. (*See Plan A Tuition Payment Option Agreement*)

In the past, our Wildcat Cheerleaders teach a cheer to the younger children which is usually performed two nights during the tournament. This is done only for fun and is strictly voluntary. Practices are held a week or two before the tournament begins. For a small charge, parents may be asked to purchase matching shorts, t-shirt and pom-poms for the performance.

### ● Spring Gala / Silent Auction

The Spring Gala takes place in March and is our largest fundraiser of the year.

Attendees in excess of 500 people gather for a gourmet dinner along with a silent and oral auction. Preparations for this fundraiser begin in December and January with procurement. Procurement is parents requesting donations from local and outside businesses, family and friends for goods and/or services.

Opportunities to earn hours are available to parents by chairing a committee, or serving on a committee especially the two days prior to the auction. **Each family is required to sell two (2) tickets and four (4) working hours per family must be earned from this event (excludes ticket sales).** Unearned Silent Auction hours will be charged \$100.00 per hour. (*See Plan A Tuition Payment Option Agreement*)

Each class makes a project for the live auction which is coordinated by room parents. It is suggested that room parents and teachers make contact early in the year regarding the project.

### ▪ Raffle – “Pot of Gold”

Each family will be required, per contract, to sell 3 books of raffle tickets. The tickets will be \$5 each or \$20 for a book of 5. Any sales beyond the 3 books will increase your child's odds of winning a

prize. We will be distributing tickets to each family at the beginning of February and the drawing will take place at the auction in March. As you sell the tickets, please return the stubs with the money in the provided envelope. Please indicate the student's name who will receive credit for the sale of said tickets. There will be a ticket sales contest between the students and classes!

You can send your ticket envelope back to school in your family folder. If you need more tickets or would like a flyer to display at your workplace, please indicate so on your envelope and additional tickets and flyers will be sent home to you.

**Preschool families are required to sell the following:**

- OKTOBERFEST  
Tickets – Sale of two (2) tickets required
- CALENDARS  
(November-December) Sale of one (1) calendar @ \$50 each

***We encourage all families to get involved early in the year. The opportunities to earn hours are abundant and it's a great way to meet other families and become a part of our school family.***

**Section XII: Handbook Acknowledgement**

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**Student/Parent Agreement**

We, the undersigned, have read and agree to be governed by the guidelines stated in the Parent/Student Handbook for Our Lady of Fatima School for the school term 2021 – 2022. We understand the guidelines contained in the handbook, and recognize both the right and the responsibility of the school to establish guidelines to ensure the safety and growth of the children.

We agree to abide by and support the guidelines as stated in the handbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Family Name

\_\_\_\_\_  
Student Signature\*

\_\_\_\_\_  
Student Signature\*

\_\_\_\_\_  
Student Signature\*

\_\_\_\_\_  
Student Signature\*

**[\*Parents/legal guardians can write in the name(s) of young children.]**

\_\_\_\_\_  
Mother/Legal Guardian Signature

\_\_\_\_\_  
Father/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**This form must be signed and returned to school within one week of distribution.**

**Thank you!**