

# *Our Lady of Fatima Catholic School*

2017-2018 STUDENT & PARENT HANDBOOK



*Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him and He will direct your paths. Proverbs 3:5-6*



Dear Parents and Students,

Welcome to Our Lady of Fatima Catholic School. Our school operates under the auspices of the Roman Catholic Archdiocese of Galveston-Houston, Office of Catholic Schools. We are accredited through the Texas Catholic Conference Education Department. We also hold membership in the National Catholic Educational Association.

Parents and guardians, as the first teachers of their children, lay the foundation for learning and faith. We join as partners, reinforcing and integrating our Christian values and educational experiences into the daily life of each student.

We are looking forward to this year with anticipation and wish to extend a warm welcome to everyone!

The purpose of this School Parent/Student Handbook is to provide parents and students with information that will help them understand school procedures and policies. Parents' and students' knowledge of the information in this handbook along with their cooperation will help make for a successful and productive year for all.

The school reserves the right to amend the contents of this handbook as needed during the school year. Parents will be notified in writing and an additional signature page will be required.

Questions concerning the procedures and policies in this handbook should be addressed to the school office at (409) 945-3326. The school office is open Monday thru Friday from 7:30 a.m. to 3:30 p.m.

Sincerely Yours in Christ,  
The Our Lady of Fatima Catholic School Staff

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# **ARCHDIOCESE OF GALVESTON-HOUSTON**

## **PHILOSOPHY**

We believe that the curriculum of the Catholic schools of the Galveston-Houston Archdiocese involves a total, Christ-Centered environment. This environment enables a community of learners to live and model Christian Catholic values and ethics.

We believe the pivotal point of the curriculum for each student is interaction with teachers. The vehicle for this interaction is the content area, central to the educational process.

We believe in a learner-centered curriculum that recognizes and supports the uniqueness of the individual and the development of the whole person. Therefore, our curriculum is based on the firm belief that every child, regardless of his/her preferred learning style,

can learn and reach beyond the level which he/she has already mastered.

We believe that rapid-societal changes challenge us to continually evaluate and update our curriculum utilizing current educational research and technological advances. We are therefore committed to the continuous professional growth of all responsible for delivering the educational process.

Finally, we believe that the outcome of all learning experiences in a Catholic school is the formation of an active, life-time learner. Each student becomes a Christian eager to embrace his/her responsibility of “message, community and service” to the world.

## **MISSION**

Catholic Schools in the Archdiocese of Galveston-Houston call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ.

In collaboration with families, we teach the values of our faith and tradition, serve our

community, and ensure academic excellence. Our schools are committed to the evangelizing mission of the church to educate and form witnesses who transform the world.

## **OUR LADY OF FATIMA MISSION**

The mission of Our Lady of Fatima Catholic School, an integral part of St. Mary of the Miraculous Medal Parish Community is to educate the whole child in the Catholic tradition—spiritually, intellectually, culturally, and physically—in Christ’s name.

## **PHILOSOPHY**

As Christian educators of Our Lady of Fatima Catholic School, we believe in our God-given mission to facilitate the growth of each child as a whole person with responsibilities to God and to each other. We aim to provide each student with the opportunity to acquire a personal relationship with God in an atmosphere on which the student’s entire life may well be permeated with the spirit of Christ. Since we are a Catholic school, we teach and abide by Catholic morals and beliefs in our worship, prayer, and daily living.

Students are expected to learn and participate in Catholic practices. The Catholic philosophy of education recognizes the role of parents as the primary educators of their child and the home as the most important educational institution. The impact of parents greatly influences the educational progress of a child. The Catholic school assists in the educational process by endeavoring to educate the whole child and to influence the religious,

mental, social, and physical growth of the child.

We encourage in each student a strong positive self-image by providing a friendly, supportive atmosphere characterized by understanding, gentleness, and sensitivity to the feelings of others. We believe that each student is capable of developing his/her ability to think critically and judge intelligently, using high moral values. Therefore, we emphasize the importance of the individual’s potential, academic achievement and intellectual growth.

We believe that our role as educators includes that of aiding the student to develop a wholesome attitude toward all of life experiences. We endeavor, therefore, to make each student aware of the needs and problems of modern times, and encourage the student to become involved in seeking solutions to those problems. In this way, we try to instill Catholic values and attitudes that will be relevant to the student’s adult life.

## **VISION**

Our Lady of Fatima Catholic School, in partnership with our families and school community, is committed to offering academic excellence grounded in the values of the Catholic faith. We believe all students are unique and capable of learning and developing to their fullest potential. In a nurturing, Christ-centered environment, we seek to educate the whole child in mind, heart, and spirit.



## **GOALS**

In the area of Catholic identity, St. Mary of the Miraculous Medal parish will serve to strengthen our visibility in the local and parish community, and continue to embed Catholic identity in the school and class-rooms. To enhance marketing initiatives, increase enrollment, expand technology, and the Giving Fund.

## **OBJECTIVES**

- Each student will demonstrate age-appropriate understanding of Church teachings.
- Each student will demonstrate age-appropriate incorporation of moral values, in actions toward one another, and the community as a whole.
- Each student will demonstrate respect, dignity, and Christ's love to one another and the community as a whole.
- Each student will be able to respond, using Christian truths and values, to the needs of the community.

## **ACCREDITATION**

Our Lady of Fatima is fully accredited by the Texas Catholic Conference Education Department (TCCED), which is recognized and approved by the Texas Education Agency (TEA).

## CONTACTS FACULTY & STAFF

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## **PARENT TEACHER LEAGUE (PTL)**

The Our Lady of Fatima Catholic School Parent Teacher League (PTL) is a parent group under the direction and supervision of the school principal that provide parents and educators a vehicle to foster collaboration in educational and social endeavors

As a parent EVERYONE is a member. If you choose to volunteer your time and resources you too can be an involved member or board member. We may ask you to select a project to lead or participate as a helper in one of the projects. You may choose to take another approach and remain on our email/call list so that we can contact to see if

you are available when we need extra help on a project. Below is a list of projects that PTL has sponsored within the past few years at Our Lady of Fatima Catholic School.

New to Fatima Family  
Room Mom Coordinators  
Spirit Uniform Shirt Sales (PTL Fundraiser)  
Fall Festival  
Spring Fund Raiser  
Teacher Appreciation Week May  
Field Day  
Catholic School Week  
Veteran's Day Program

## ADMISSIONS & ATTENDANCE POLICIES AND PROCEDURES

### *Nondiscriminatory Policy Regarding*

#### *Student Admissions*

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

#### *Admissions Policy*

Our Lady of Fatima Catholic School is an equal opportunity, fully accredited school, educating grades pre-kindergarten through eighth grade. Our Lady of Fatima School admits all students to the rights, privileges, programs and activities made available to the student body. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston. The following policies have been formulated in relation to student admissions:

Admission of each new student is conditional according to Archdiocesan guidelines and is based on a one-year contract. Readmission of current students each subsequent year is contingent upon the successful completion of academic courses and the demonstration of appropriate behavior on the part of both the student and the parent(s).

Students entering Our Lady of Fatima School must be qualified by their previous studies to pursue the course of studies they are electing. Students are expected to have a record of good standing from the school from which they transfer. Discipline records and/or Report Cards should have no conduct grades lower than an S-. Students must not have excessive absences and late arrivals. All new

students are admitted on a 9-week probationary basis. Admission of each student is a year-to-year contract.

*Admissions will be based on the following priorities:*

- A. Students presently attending Our Lady of Fatima Catholic School
- B. Siblings of students presently attending Our Lady of Fatima Catholic School
- C. Members of the parish
- D. Students transferring from another Catholic School
- E. Catholic students living outside the boundaries of St. Mary of the Miraculous Medal Parish
- F. Other students

Vacancies must exist within the established teacher/pupil ratio. All required forms must be returned and fees paid before placement is assured. Forms include: registration papers, emergency card, record of birth and sacraments received, health records, social security card, teacher recommendation (if applicable), and achievement records. Students asked to withdraw or those removed from Our Lady of Fatima School for disciplinary reasons may reapply for the upcoming school year under the following conditions:

- A. Student must be in good standing and have remained free of disciplinary actions at current school.
- B. Student must have completed the academic grade level the student was in while at Our Lady of Fatima and been recommended to the next grade level by the current school.
- C. Student's most recent report card must accompany re-admittance application.

Applications will be considered no earlier than March 1st before the upcoming school year.

- D. Space must be available in the student's grade level.
- E. The Our Lady of Fatima principal and admissions committee will review the application and Report Card. Upon review the Principal and committee must agree that the student should be re-admitted to Our Lady of Fatima. Re-admittance shall be probationary with 9-week periods set up for review. The review shall be done by the school administrator every nine (9)

weeks for the school year of re-admittance.

Students may be admitted to the seventh and/or eighth grade at the start of the school year if there is space available in accordance with the established teacher/student ratio, and

- They have been attending a Catholic school in another out-of-town location, or
- They are returning to Our Lady of Fatima School and have met all other admission requirements.

**All admissions and re-admissions are at the discretion of the administration and the admissions committee.**

## **PARENTAL RESPONSIBILITY**

Our Lady of Fatima Catholic School believes that the parents are important partners in the education of their children. The leadership, role-modeling, and training given by parents strongly influence the behavior and performance of the child. In enrolling your child in this Catholic school you agree to these important responsibilities:

- Understand and support the religious nature of the school.
- Read all communications from the school.
- Discuss in a sincere and respectful manner any parental concerns with the person most directly involved.
- Monitor the child's progress by reviewing homework assignments, class work assignments, tests, and agenda daily.
- Insure that the child arrives at school in proper attire and on time.
- Meet your financial obligations in a timely manner.
- Support school policies and the authority of the administration and teachers.
- Monitor the child's use of social-networking sites, such as Facebook and Instagram.
- The disruptive, threatening, or illegal behavior of a parent/guardian may result in the expulsion of that student.

### *Non-Custodial Parent*

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding his/her 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.

### *Separated & Divorced Parents*

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate Court Orders governing rights and duties of parents in regard to their child. Divorced and/or separated parents are required to file with Our Lady of Fatima Catholic School certified copies of the most recent Court Orders together with all amendments, modification and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable Court Orders. Failure to follow this policy may result in the involuntary withdrawal of the child from the school.

When parents choose to litigate their disputes in court both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel. School administrators inform the legal department immediately in the event the school, or any of its employees are served with subpoenas. Ordinarily the school will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.

Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity, and they will display a spirit of forgiveness.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it is appropriate that the principal contact the superintendent to discuss whether continued enrollment of the child is a viable option.

## **AGE REQUIREMENTS**

### *Prekindergarten (PK-3)*

A pupil entering Pre-K 3 must reach his/her third birthday on or before September 1. The child must be able to use the restroom independently. The child's social, emotional, and physical development can be affected by a child who is not independent in the restroom and who has regular accidents in the classroom in front of other children. Some children will have accidents at the beginning of school until they know where the bathroom is located, but most of these problems stop by the end of the first week. If there is an accident the nurse/teacher will assist the student in cleaning up. After 30 days and 3 accidents; parents will be called to assist the student in changing. All students must be completely independent in the bathroom before enrolling in the early childhood program.

### *Prekindergarten (PK-4)*

A pupil entering PK-4 must reach their fourth birthday on or before September 1.

### *Kindergarten*

A pupil entering in kindergarten must have reached his/her fifth birthday on or before September 1.

### *First Grade*

A pupil entering first must have reached his/her sixth birthday on or before September 1.

### *Transferring Students*

Students transferring to Our Lady of Fatima School are accepted on their grade level. The birth certificate, baptismal/sacramental certificates, social security card, most current report card, transfer notice, completed teacher recommendation form, and the standardized test results are required for enrollment. A copy of the cumulative record will be requested from the previous school for every transfer student. Additional testing may be required before the student is officially accepted into Our Lady of Fatima Catholic School.

## **TRANSFER/WITHDRAWALS**

The principal is to be given sufficient notification so teachers have ample time to complete records. The transfer must be obtained from the principal. Parents will complete an exit interview prior to withdrawal. Records will not be released to another school if tuition and all other fees are not paid in full.

## **RELEASE OF FINAL REPORT CARD/SCHOOL RECORDS**

Parents and students need to reconcile all obligations before the end of the school year; i.e., financial obligations, make-up-work, library fines, return of all library books, textbooks and equipment.

The report card will not be issued to the student or parent, nor will it be forwarded to another school, until all financial obligations are met. Student records also will not be released until all tuition, fees and fines owed to the school are paid in full. In addition, release of preliminary documents to a prospective (future) school will not be made at any time during the year if financial accounts are not reconciled first.

## **TUITION**

Please refer to the tuition schedule for information concerning tuition rates and plans available at Our Lady of Fatima Catholic School.

1. Monthly payments are collected by ACH Debits from your checking account, or by credit card charge through FACTS Tuition Management Systems. FACTS will assess each family a \$46.00 annual fee for this service. Tuition is due August through May of each school year, with a due date on or before the 10th of each month. Tuition payments received after this date will automatically incur a \$35.00 late fee. All application, registration, and other fees will be paid directly to the school. FACTS will process only tuition and Extended Day program (After-care) charges.
2. Any check payable to the school and returned for insufficient funds must be paid with cash, a money order or a certified check from a bank or lending institution. A \$35.00 late fee must also accompany payment.

3. Report cards will be given only if payments are current. If payments are not current, a conference can be held to discuss how to support the child, but grades will only be discussed as pass or fail. Delinquent tuition beyond the terms of a prearranged plan or 30 days may result in the dismissal of the student from Our Lady of Fatima Catholic School for the remainder of the semester. Re-admission for the following semester will not be allowed for families who have neither paid all tuition due, nor made acceptable arrangements. Our Lady of Fatima Catholic School reserves the right to limit participation in extra-curricular activities of students with delinquent tuition and fees. At the end of the school year, all payments must be current in order to receive report cards or to have records sent to other schools and/or register for the upcoming school year. For prospective graduates, all fees and tuition must be paid on or before May 5th in order to participate in any trips, activities, or ceremonies.



## FINANCIAL AID

Applications for tuition assistance for students in grades K-8 are available in the school office during registration and must be completed and submitted prior to January 29 each school year to Private School Aid Service, (PSAS) for any consideration. Applications may be completed online at [choosecatholicschools.org](http://choosecatholicschools.org). Families are notified by the school administration of available assistance. Qualifying students must maintain satisfactory academic progress and a

record of good conduct. Additionally, families receiving financial assistance or discounted tuition must complete 20 hours of volunteer work, to be documented and approved by school staff. Participants are expected to keep the school apprised of changing financial needs following acceptance of assistance. The only financial aid that Our Lady of Fatima Catholic School offers is through the archdiocese and PSAS.

## FUNDRAISING

Our Lady of Fatima Catholic School relies on funding through the support of Our Lady of Fatima Catholic Church, student tuition and fees and fundraising. Each year parents are required to participate in the school fundraisers. For the 2017-2018 school year, families are expected to participate in the World's Finest Chocolate Sale, Fall Festival and Spring Fundraiser. Funds raised by families enable the school to become financially stable while offering students an education based in strong Catholic principles coupled with a rigorous academic schedule.

**Please Note:** *The total annual tuition does not currently cover the cost of educating a*

*child at Our Lady of Fatima Catholic School which averages approximately \$11,000 per child. Therefore, all students that attend Our Lady of Fatima Catholic School are already receiving tuition assistance. When enrolling your child in Our Lady of Fatima Catholic School, parents are expected to support the school in all of its efforts in fundraising, volunteer functions, and other related activities. Each family will be required to complete a minimum of 10 hours of volunteer work, to be documented and approved by school staff each year. Our Lady of Fatima Catholic School bans any kind of door-to-door solicitation by parents or students.*

## **SCHOOL DONATIONS**

Our Lady of Fatima Catholic School is blessed to have such generous families. Families donate time and resources to the school. If you are making monetary or item donation to the school, it must come through the office, so we are able to inventory new items and write out a receipt for tax purposes. If you would like to donate an item to the school, please speak to the principal, so we can ensure that the item, specifically

technology, matches what we currently have in the classrooms. Communicating regarding the items ensures that the item will be allocated and utilized appropriately for the benefit of the entire school.

Many corporations match donations made to the school. Please check with your company to see if a donation program is in place.

## **LITURGY & WORSHIP**

### *All-School Mass*

All students in grades PK-8 ordinarily attend 8:15 a.m. Mass on Fridays when school is in session. If a holy day occurs during a week, students will attend the holy day Mass and the Friday morning Mass. In addition, students will be given opportunities during the year to participate in other types of worship in keeping with our Catholic faith and traditions. All parents are invited to worship with us. Please take into consideration that the older students, grades 4-8, act as role models to the early childhood students. Students in grades 4-8 sit with

younger student to model Mass behavior and support students in Mass.

All students must wear full dress uniforms when attending Mass.

### *Sunday Mass*

Families are encouraged to attend Mass together weekly. The 9:00 a.m. Mass is designated as an Our Lady of Fatima Catholic School Mass. Students will attend mass 4 times during the year. Students should wear their full dress uniform to the designated Mass. Students participate in the Mass by bringing the gifts to the altar.

## ATTENDANCE

In compliance with the Texas Catholic Conference Education Department, schools are in session 180 days each year. Parents/legal guardians are expected to honor the established calendar. It is strongly recommended to schedule medical appointments and vacations outside of school hours. If it is absolutely necessary for parents to remove a student from classes for reasons other than family emergencies or illness, a written request should be submitted to the principal indicating the reason for the absence and the number of days the student will be absent.

### *Daily Schedule*

7:15 a.m. Students arrive in Kukral Hall  
7:45 a.m. Morning Prayer  
8:00 a.m. Instructional day begins  
3:00 p.m. School dismissal  
3:15 p.m. After School Care begins  
5:30 p.m. After School Care ends

Daily school attendance is an effective way to assure continued academic progress. Students are to attend school unless there are valid reasons for absence. Excessive absences, as well as habitual tardiness, seriously affect school performance. Parents will be contacted when this situation arises, and consequences discussed.

The parent must provide a written note to the school stating the student will not attend the field trip. If the student is not able to attend a field trip due to medical reasons, a note from the student's primary care physician stating the specific medical restrictions must be submitted to the school nurse at least four days prior to the field trip. Once verification is completed by the school nurse, the student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the homeroom teacher. Field trips are scheduled for educational purposes and fulfill the learning objectives of the curriculum. If a

student is not permitted to go on a field trip by the school, the student should come to school, and the school will place the student in another class for the length of the field trip.

Parents are required to contact the school office by 9 a.m. on the day of an absence or in advance if known. Calls made by students are not acceptable. When a student is absent from school for any reason, a written excuse signed by the parent stating why the student was absent must be sent to the student's teacher the day the student returns to class. Please indicate the date(s) of absence(s), student name and reason for the absence. When a student's absence for illness exceeds five cumulative days, a statement from a physician verifying the illness or condition requiring the student's extended absence from school is needed. If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence to clarify the absence as one for which there are extenuating circumstances.

Parents are encouraged to contact the student's homeroom teacher via email to inform them of their child's absence. Parents may pick up missed work after 3:15P.M. Please call the office before 10:00a.m. or email the teacher before 10:00 a.m. if you would like to pick up absent work. Otherwise, students will have the same number of days to complete missed work that they missed school; i.e. a student missed one day, they have one day to make up work. Long term projects and tests will be made up the day the student returns to school.

Family vacations are discouraged during school time because it disrupts the student's learning process. If your family takes a vacation during school time, they will receive make-up work upon return from the trip.

Students not in attendance at 10:00 AM, or leaving the school prior to 10:00 AM for the remainder of the day, will be counted as absent for the day.

## ARRIVAL

The school day begins Monday-Friday with Morning Prayer at 7:45 a.m. Students may enter Kukral Hall at 7:15.

## DROP OFF/PICK UP CAR LINE

All students will be dropped off and picked up using the car line.

Morning drop off begins at 7:15 a.m. Teachers will be lined up in the front of the school's Kukral Hall to assist your student out of the car. Students enter Kukral Hall and sit with their class. Students that arrive after 7:45 A.M. and before prayer service ends will enter Kukral Hall and wait with the teacher on duty. Once prayer service is over; they will go stand with their class. Parents are encouraged to attend prayer. Please stand in the back of Kukral Hall during prayer service to ease dismissal for students. At dismissal from assembly, parents must remain in Kukral while the students are led to their classrooms. **Parents are not allowed to accompany children to their classrooms.** Once all children have left Kukral Hall, parents may exit through the Kukral Hall doors.

If your student arrives after 8:00am, they must enter through the front door of the school and be signed in by the parent. They will be considered late and a tardy slip will be given to their homeroom teacher.

All children should be picked up promptly at dismissal time. Please form a single file car line to pick up your children at the front of the school (A-N) and at the back of the school (O-Z and their siblings). Children will be assisted into the car or van by the classroom teachers in an orderly fashion. Please pull up as far under the covered area as possible. Pull slowly out into the parking lot and then stop to fasten seat belts. Parents are not permitted to exit their vehicle while in the car line to assist a student or allow a student to enter a vehicle from the driver's side. Doing this

endangers the safety of the children and slows the loading process. The car line must move quickly as there are many waiting. Do not use this time to conference with teachers. If you need to talk with a teacher, call the office and request a phone or face to face conference.

*Parents, please note: Students must be dismissed using the car line. Parents are prohibited from walking up to pick up their child.*

*Rationale: In order to provide safety for the students and to improve traffic flow, Our Lady of Fatima Catholic School expects to limit pedestrian crossing in the parking lot during the time of arrival and dismissal. It is imperative that the school have the cooperation of all parents and students.*

- Parents must work in cooperation with the school and act as a model to the students of the need to follow safety rules.
- For everyone's safety, traffic parking patterns must be observed by all. Please observe 5 MPH speed limit and do not pass other vehicles.
- Parents should not instruct students to wait in any other area. To do so is a violation of school rules.
- Parents should not devise shortcuts – all students are expected to be picked up in the carpool line.
- No students are to cross in between the exiting cars in the carpool line unless accompanied by a faculty member.

- Parents should instruct their child to always walk in front of their own car when loading or unloading.
- During morning drop-off, parents should stay in their vehicle and students should exit the vehicle in a prompt and organized manner.
- No student is allowed to walk through the parking area to a parked car.

- Students are not allowed to run, play ball, etc. in the carpool loading area.
- The use of cell phones when operating a vehicle on the church/school grounds is prohibited.
- Parents are invited to participate in Morning Prayer in Kukral Hall. If you would like to attend prayer, park your vehicle in the front parking lot, and walk to Kukral Hall with your student.

## **EARLY CHECK-OUT (DURING THE SCHOOL DAY)**

Leaving school during the day is discouraged in order to maximize instructional time. Please make every effort to schedule routine medical and dental appointments after school hours. If necessary, students may be picked up early from school. However, a note must be sent to the office stating the time you wish to pick your child up and the designated person who will be picking your child up. A note requesting early dismissal should be brought to the office by the student by 8:00 a.m. Parents/legal guardians or designated person must come to the office to sign the child out of school. Students will be called from the classroom when parents/guardians arrive for pickup. If your child returns to school the same day, he/she must check in through the school office before proceeding to class.

## **TARDINESS**

Tardiness has a direct impact on self-discipline and the overall discipline of the school. Habitual tardiness seriously affects school performance. To ensure an orderly, disciplined environment, school begins promptly at 7:45 A.M. on Monday through Friday. Tardiness is neither excused nor unexcused. Students must be in their classroom when the bell rings.

In addition, accreditation depends on adhering to a “Bell-to-Bell” schedule and requires a specific number of minutes per day for instruction. Please be supportive of the 7:45 A.M. daily start of school so that we may provide your child with an exemplary education. Students in grades 5-8 will experience even more disruption of their

schedules if they are tardy because of their class locations in the Middle School building.

- J The first bell rings promptly at 7:45 A.M. and the student is tardy if he/she is not seated in-line Monday through Friday for prayers in the Kukral Center.
- J Students may not be in the halls, at lockers, etc. when the bell rings.
- J A student is tardy if he/she arrives after the designated time set by the school schedule. Tardies will be issued beginning at 7:45 A.M. for all students.
- J A student who is late is required to report to the school office and be signed in by a parent before being

admitted to class. This includes being tardy on Mass days.

J On the fifth and subsequent tardy in a nine-week period, a student's parents may select one of the following:

- o One hour student detention, or
- o \$10.00 administrative fee charged to parent.

We encourage parents to make the decision on whether the tardy is the child's fault or the parent's fault and choose the consequence accordingly. A parent-principal conference may be called each nine weeks for excessive tardies of ten or more.

Exceptions to the tardy/absence policy are physicians' appointments. If a student has a doctor's or therapist's appointment in the morning, he/she must bring a doctor's or therapist's excuse/note and arrive to school prior to 9:00 A.M. (3<sup>rd</sup> period for junior high classes) in order NOT to be counted tardy or absent. Please contact the receptionist's office for questions regarding tardies.

## **EMERGENCY SCHOOL CLOSING**

In case of severe inclement weather or other generalized emergencies that may necessitate closing schools, Our Lady of Fatima will follow the decision of Texas City Independent School District. Our Lady of Fatima Catholic School will close if TCISD announces that they will be closed due to some such emergency. If there is a need for school closure while school is in session,

parents will be contacted via text through the IRIS System. Contact forms will be sent home in the welcome packet. They are due the first week of school. Please be certain that all e-mail addresses, work phone numbers, home phone numbers, and cell phone numbers are updated and reported to the school office.

## **FIRE & TORNADO DRILLS**

Fire drills are conducted during each school year at unannounced and varied times. All occupants must leave the building in an orderly fashion following routes mapped for each room.

## **USE OF SCHOOL CAMPUS & FACILITIES**

The grounds and buildings of Our Lady of Fatima Catholic School are private property. Use of any part of the facilities needs to be reserved through the Church Office at 409-948-8448. To insure the safety and security of all, the school playgrounds are off-limits to students and parents before and after school

hours. The playgrounds are also off-limits during the school day unless a staff member is present for supervision. Parents and/or students are not allowed to enter an empty classroom or building unless accompanied by a staff member.

## **LIBRARY**

Our Lady of Fatima Catholic School is fortunate to have an excellent library and media center. Our collection of books is steadily growing and a large variety of magazines and journals are available to students. Classes have a designated library period. Parents are urged to encourage reading, research and proper care of borrowed materials.

### *Books*

Books circulate for a period of two weeks, with one renewal allowed. The librarian may choose to allow a second renewal if no holds or waiting list exist for an item. Students in pre-kindergarten through first grades may check out one item at a time. These items do not go home. Parents of the students who wish to have books at home are welcome to establish a library account and check out books themselves. Students in second and third grades may check out up to three books at a time. Fourth and fifth grade students may check out up to four at a time. Junior High students may check out up to five at a time.

Fines are not charged for books which are turned in within a two-week period from the due date (not including holiday weeks such as Thanksgiving, Christmas, or Spring Break.) After that, the fine is five cents per book per school day. The definition of "day" is each regular school day the campus holds class. (Neither weekends nor holidays will be counted.)

### *Overdue*

If a student has an overdue book that book counts toward the total number of checkouts allowed. For example, if a second grade student has one book overdue, she may check out two other books. If a student has the maximum number of books checked out and/or overdue, she may not check out any new books. Exception: if a student has one or

more books that are overdue for more than one grading cycle, checkout privileges will be put on hold until the book(s) are turned in.

### *Book Damage*

If a student damages a book and a repair is possible, the student is responsible for paying the cost of repair. If the book is lost or beyond repair, the student is responsible for paying the replacement cost of the book. In cases for which a particular book is no longer available, or if an updated version of that book exists, or a newer/more accurate book is available, the student may be charged for that book as a replacement as long as the replacement fee is in line with a replacement fee for the lost or damaged book.

A book is not marked as "lost" until the cost of the fines accrued on it equals the cost of replacing the book. At that time, the book will be marked "lost" in the catalog. In most cases, that book still counts toward the student's total checkouts. A replacement fee for the book may be charged at that time.

### *Refunds*

If a lost book is paid for, then found and returned in the same condition it was checked out, a refund may be given up to the last official day of class for the school year in which the time was lost. After that, no refunds will be given, but the librarian may choose to offer the student some form of reward.

### *Holds*

A student who owes money to the library will have a hold placed on his or her permanent record until that amount is paid.

### *Persistent Incidences of Damage and/or Loss*

The librarian will handle students who repeatedly damage and/or lose books on an individual basis. The librarian may choose to limit the number of books checked out at a time, suspend library privileges, or restrict student checkouts to in-library or on-campus use only.

### *Universal Due Date*

All material are due two weeks before the end of the school year, or two weeks before the known date of a student's withdrawal.

## **INSTRUCTION & GRADING**

### *Evaluation and Reporting*

The core curriculum of Our Lady of Fatima Catholic School complies with time allotment and subject requirements of the Texas Catholic Conference Education Department (TCCED). Various education and athletic opportunities are available to our students as electives and extracurricular activities. The school year is divided into four nine-week quarters. Every grade a student earns, both academic and conduct grades, will be the result of an honest, careful evaluation of all phases of the student's work and effort. Education at Our Lady of Fatima Catholic School involves the emotional, social, intellectual and spiritual development of children. Evaluation procedures reflect the consideration of each of these aspects. Grades are based on discussions, participation, written work, quizzes, portfolios, projects and tests. The teacher determines the weight of each grade. Teachers will share the grade breakdown at the beginning of the year.

### *Progress Reports*

All students will be issued a Progress Report at the midpoint of each quarter. Progress reports must be signed and returned to the homeroom teacher. If a parent would

like to schedule a conference regarding the progress report, they may call the office or send the teacher an email to set up an appointment. Teachers may also contact parents to discuss issues regarding academic progress and/or conduct. Teachers will contact parents if their child has changed significantly since the previous reports.

### *Report Cards*

Report cards are sent home after every nine week quarter. Parents will be notified if their child's grade(s) drops a letter grade since the last reporting period. If a parent would like to schedule a conference regarding the report card, they may call the office or send the teacher an email to set up an appointment. Teachers may also contact parents to discuss issues regarding academic progress and/or conduct. Report Cards will not be sent home if the student's account is delinquent. All accounts must be in good standing for any school records to be released.

### *Standardized Testing*

Standardized Tests are meant to give the teacher and the administrator a certain amount of information regarding the native endowments and the educational growth of



the student as he/she advances in age. Achievement testing is one of several means of assessing pupil performance. All students in the Archdiocese participate in the testing program. Special consideration may be given to students who have been diagnosed as having a learning impairment/condition. A student must have written documentation of prior accommodations having been provided in such areas as grading and delivery of instruction as well as having been implemented throughout the school year.

Those students with disabilities not identified through IDEA do not require special scoring. They may be tested in a special environment so that distractions are reduced for them, as well as for the other students in the regular classroom.

Any adjustment made in achievement testing must be requested from the Catholic School Office. Our Lady of Fatima Catholic School participates in the Archdiocesan Testing Program. The Iowa Test of Basic Skills and the Cognitive Abilities Test (CogAT) are utilized in this program. The Iowa Test of Basic Skills is administered yearly to students in grades kindergarten through eight. The Cognitive Abilities Test is given in grades two, four, six, and eight.

Standardized Tests are given each year during the spring semester. Testing dates are clearly indicated on the school calendar each

year. Attendance during the week of testing is extremely important. Students that miss school during the week of testing for any reason other than illness or a family emergency will not be allowed to make up any section of the test that is missed. Only test sections that are completed will be scored. Test results of each student are recorded on the Permanent Record Card. Parents will receive their child's test scores sometime during the month of May.

Testing dates for the 2017-2018 year are: April 9-20, 2018. Our Lady of Fatima Catholic School will be a closed campus during standardized testing. Visitors will not be admitted to visit for any reason.

### *Textbooks/School Materials*

Proper care is expected of all textbooks and school materials (including technology). Lost or damaged textbooks or school materials are to be paid in full. Students are responsible for the books, textbooks and school materials issued to them or being used by them. All textbooks must be covered. If books are not covered or treated respectfully, appropriate fines/consequences will be issued. Parents may request a second set of books for home use. They will be issued if they are available.

### *Grading Scale*

Outstanding	Above Average		Average		Below Average		Failing	Letter Grades (Conduct)
A+ 99-100	B+ 91-92	91-	C+ 84-85	84-	D+ 76-77	76-	F Below 70	E Excellent
A 95-98	B 90	88-	C 80-83	80-	D 72-75	72-		S Satisfactory
A- 93-94	B- 86-87	86-	C- 78-79	78-	D- 70-71	70-		N Needs Improvement
								U Unsatisfactory

## *Honor Roll*

### **Grades 2 thru 8 for each Nine Weeks Superior Honor Roll: All A's**

All A's and/or E's in all subject areas:  
English, Reading, Spelling, Math, Science,  
Social Studies, Religion, Computer, Spanish,  
PE, and Music

Conduct grade of S or E

### **Outstanding Honor Roll: A/B Academic Honor Roll**

At least one A and all B's and E's in all  
subject areas: English, Reading, Spelling,  
Math, Science, Social Studies, Religion,  
Computer, Spanish, PE, and Music

Conduct grade of S or E

## *Communication*

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas through weekly website updates, conferences, progress reports and report cards. Student success can only be attained through cooperation between parents and educators. Concerns about a student will be addressed initially by the classroom teacher and parent. In the event concerns continue, referrals for additional assistance and resources may be pursued through the principal. Teachers must be contacted first in order to resolve an issue. If you do not feel that the issue has been resolved to your satisfaction; contact the principal.

Appointments with the administration and/or with teachers must be scheduled in advance. A teacher attempts to return phone calls and emails within 24 hours during the school week. Please note that messages left for teachers may not be retrieved until the close of the school day.

## *Conferences*

Conferences are scheduled twice per year, October and February and when deemed necessary by the parent, teacher or

administration. Parents wanting to speak with teachers concerning their children's progress may request an appointment by calling or emailing the teacher at school. Although the teacher may not be called from class for a telephone call, he/she will return your call at his/her earliest convenience. Parents are welcome to communicate with teachers through e-mail.

School events, such as Open House, Meet the Teacher and/or other special occasions are not conference times. Teachers cannot discuss student progress at special events. Please refrain from discussing items meant for personal conference times at school events and schedule conferences at appropriate times in order to maintain confidentiality for students and families.

## *Promotion & Retention*

**PROMOTION:** A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade. Promotion from Early Childhood shall be based upon accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth.

**RETENTION:** A student may not be retained more than twice from grades K-8 and no more than once in the same grade. Every effort should be made by the school administrator to provide alternative programs or adjust the regular program for children with special needs. If a child receives a yearly average below 70, the child fails the subject. When a major subject is failed, the student is expected to attend summer school or an approved tutorial. Failing final grades may result in a student not being promoted to the next grade level. Parents will be notified by the student's classroom teacher if there is a concern about progress early in the year, so interventions can begin to support student success.

If all possibilities have been explored and the school cannot meet the needs of the

student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, the principal has the right to request withdrawal of the student (if currently enrolled) or deny re-enrollment.

### *Friday Folder*

Each Friday student work is sent home for review. It is a communication tool used to inform parents of their students' weekly progress. A note may be written in the agenda or weekly report indicating missing or incomplete assignments, behavior problems, detention, missing supplies, grades, averages, handouts or to see an attached note. Review all work in the folder and contact the teacher if you have any questions or concerns. Sign the assignment book or teacher made sign in sheet to acknowledge receiving all of the work sent home. Classroom teachers will inform parents if they require the assignment book or teacher created communications tool.

### *Assignment Books*

Each student will carry an assignment book, issued to him or her by the homeroom teacher at the beginning of the year. The assignment book is an organizational tool. Each student in Grades 2-8 is given an assignment book to record his/her daily assignments, tests, and long-range projects. Many parents verify completion of homework by initialing the assignment book. Teachers may require you to sign the assignment book nightly as a means of daily communication. Classroom teachers will inform parents if they require the assignment to be initialed or signed daily.

### *Homework*

If a student is unable to come to school due to illness, the parent/legal guardian is expected to notify the school office and request homework assignments by 9 a.m. Work may be picked up after 3:15 P.M.

Our Lady of Fatima Catholic School policy requires homework that includes both written

assignments and review/study of material presented in class. There is no absolute minimum or maximum length of time per evening, as each student's needs and ability will dictate the amount of time needed to complete home assignments or study projects and maintain or master basic skills. All students are expected to have homework completed and turned in on time.

The guidelines below reflect the average daily time frame for homework at each grade level. Times are based on average students – many students will finish faster and some students may require additional time to complete homework assignments. If your child is taking an excessive amount of time to complete their homework, please contact the teacher.

Teachers will monitor homework times at the beginning of each quarter, by giving students the opportunity to complete homework in class to review time taken. If your child is taking more time to complete homework contact the teacher.

### *Homework Time Guidelines:*

- 15 minutes Grades PK thru 1
- 30 minutes Grades 1 thru 2
- 45-60 minutes Grades 3 thru 5
- 60-90 minutes Grades 6 thru 8

### *Late Work*

Students that do not complete assigned homework will be required to complete it during recess or other breaks.

Frequent failure to complete homework assignments will seriously affect the student's grade and a parent-teacher-student conference will be required. The student is responsible for completing and turning in his or her assignments. Completed work must arrive to school in the student's backpack. Work is considered late if it is not turned in at the directed teacher time. Assignments should be turned in on the date and time it is due. Any work brought in by parent or emailed by

parent is considered late work. If it is turned in during class because student forgot it or was working on it, then it is late. Please stress with your child their responsibility of putting completed homework in backpack the night before, so that it is not forgotten. Late assignments will receive a 10 point per day deduction. If work is not completed by the third day, the student will receive a teacher-assigned detention to complete the work. The highest possible grade to be received on a completed assignment at that time will be a 50. Any work turned in on the fourth day and thereafter will be recorded as a zero.

### *Absent Work*

When a student is absent, he or she should first access the website and/or talk to his or her teacher to get any warm-ups, notes, assignments and upcoming quiz or test dates missed. The student should talk to each teacher outside of the class time or at the teacher's discretion, to be certain all assignments are known, to discuss assignment due dates, and to schedule make up times for quizzes and tests.

A student missing work, tests, quizzes and/or tests, due to late arrival, early departure or mid-day appointment, is expected to turn in the assignments and make up quizzes and/or tests that day, when possible, or the following school day.

Teachers may contact parents to schedule make-up work after school.

Absent work should be completed in a timely manner. A student has as many days as he/she was absent to turn in absent work without being penalized.

### *Tutoring*

Tuesday Tutoring is offered for students in kindergarten through eighth grade. It ends promptly at 3:45P.M. Students must be picked up at the front of the school. Tuesday Tutoring is offered for students that need extra help on current lessons. It is not meant to be a substitute for intensive tutoring. Teachers will contact parents if they believe tutoring is needed. Parents will be contacted via email Monday afternoon to schedule Tuesday Tutoring. Drop-ins are not acceptable.

Tutoring starts Tuesday, September 6.

### *Child Find*

The Individuals with Disabilities Education Act (IDEA) requires that local school districts (where the Catholic school is located) locate, identify, and evaluate all private school students suspected of having a disability. This "Child Find" process must be conducted in consultation with private school representatives to ensure equitable access for private school students. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, we will offer services to children with special needs, when possible.

## **SPECIAL NEEDS LEARNERS & REFERRALS**

### *Introductory Statement*

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of

the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Our Lady of Fatima and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

### *Legal References to Special Services*

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Our Lady of Fatima Catholic School, the local district is Texas City ISD). This “Child Find” process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently call “Section 504), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Our Lady of Fatima and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

### *Records for Special Needs Learners*

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Our Lady of Fatima Catholic School, upon request. These records are kept on field at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the

principal and any other appropriate staff member working with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

### *Criteria for Acceptance of Students with Special Needs*

In making a determination regarding the admittance of a particular student, the school will review the child’s ability to meet the school’s academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student’s demonstrated ability to meet grade level requirements;
- Record of student’s ability to follow school rules and regulations; and
- Students’ ability to meet the physical requirements of attendance.

### *Our Lady of Fatima Services for Special Needs Learners*

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. If an admission is determined the school will begin the procedures with parents to discuss a Catholic Accommodation Plan.

### *Currently Enrolled Students*

If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the principal as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a Catholic Accommodation Plan. Accommodations for a child will be noted on the report card and in the child's permanent folder.

### *Student Success Expectations for Special Needs Learners*

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

### *Accommodations for Special Needs Learners*

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with an intervention specialist after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the principal, intervention

specialist and classroom teacher after all available information has been reviewed.

*Standardized Assessment for Students with Special Needs*

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may

require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the intervention specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

## **SPECIAL TESTING**

Under the advisement of the administration or teachers, your child may be referred for academic, behavioral or speech therapy evaluations. Lists for referral recommendations including Texas City Independent School District may be obtained in the principal's office. Parents may also choose to use their own private health care providers. Once the testing, evaluations or assessments are completed, a meeting is held at the school to discuss results and recommendations for your child's academic success at Our Lady of Fatima Catholic

School. A copy of the test results must be provided to the school office.

If a student has been tested for special concerns, a copy of the test results must be submitted to Our Lady of Fatima Catholic School. Failure to provide this information may prohibit the staff of Our Lady of Fatima Catholic School from meeting the individual needs of the student, and consequently, present reason and provide cause to question his/her continuation in the school program. Accommodation plans provided by the archdiocese are provided in planning for student success.

## **RECORD VIEWING**

Parents/legal guardians wishing to view student records must make the request in writing twenty-four hours in advance.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the 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 and/or a copy of the custody section of the divorce decree to be filed in the student record's file.

## **ARCHDIOCESAN APPEALS PROCESS**

Although the Archdiocese of Galveston-Houston endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or legal guardian meeting the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or legal guardian's satisfaction, the parent or legal guardian may institute a formal grievance. A

formal grievance must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the archdiocese's current appeals process/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within archdiocesan schools.

## **PARENTAL COMMUNICATION OF CONCERNS**

In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Persons

having a problem with another individual should go directly to that person before going to that person's superior.



If parents have a concern with a teacher, they must discuss the difficulty first with the teacher.

If the parent feels the concern is not resolved, the parent may make an appointment with the principal.

Appointments with the principal or with teachers need to be requested in writing or by calling the school office to make an appointment. A teacher will return phone calls within 48 hours.

## **PARENT/STUDENT COMPLAINT PROCESS**

Every effort shall be made to resolve situations so that the student's education remains positive. Before differences become formalized grievances, both parties shall make every effort to resolve problems through open communication.

The purpose of this process is to provide students and parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes at the lowest possible level in a cooperative, conciliatory Christian atmosphere.

No person shall be discriminated against because of filing or participating in this complaint process, and no reprisals of any kind shall be taken against any person because of participation in this complaint process.

The process is not intended to be adversarial in nature and legal counsel shall represent neither party to the complaint during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and archdiocesan level.

It is the intent of this policy to resolve student/parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. Prior to using the steps set forth in this process, a student or his/her parent shall meet with the person with whom he/she is having a dispute. If the matter is not then settled to the complainant's satisfaction, the complainant shall present the complaint in accordance to the procedures within this process. Any parent who wants to embark upon this process will contact the principal regarding the student/parent complaint process procedures and forms.

## VISITORS, GUESTS AND FIELD TRIPS

### *Visiting Procedures*

Chaperones of field trips, school volunteers, and others who have regular contact, which includes eating lunch with the students or visiting the classroom, are required to participate in the VIRTUS program. More information about this program and registration for it can be found online at [www.virtus.org](http://www.virtus.org). VIRTUS is considered active for five years from the date of the class and then a refresher course must be taken to renew for another five years.

For the protection of every student in attendance at Our Lady of Fatima Catholic School, no one is allowed on the school premises without first receiving clearance from the school office.

All visitors must go to the office and sign in. A pass will be provided to remain on school grounds. Visitors are requested to sign out in the office upon completion of visitation.

All parent volunteers, visitors, and guests are required to check in at the school office and obtain a visitor/volunteer badge to be worn while he/she is on the school campus. Student visitors to Our Lady of Fatima Catholic School, such as family members and graduates, are expected to make arrangements in advance with the principal. These visits are ordinarily limited to the lunch period. Our expectations are that all visitors will remain well-mannered and be well-dressed while on campus. All visitors are expected to check in and out of the school office. Volunteers are asked to sign in and designate where they are assisting. This will enable the office staff to locate them if they receive an emergency call at school or need to be reached.

### *Virtus (Required for all Volunteers)*

All volunteers are required to follow specific guidelines. The Archdiocese of Galveston-Houston requires that volunteers in the Catholic school system complete the Application for Volunteer Service, Volunteer Code of Conduct, Criminal Background Check, and attend a VIRTUS training class. A criminal background check will be conducted on each volunteer.

VIRTUS is a child sexual abuse awareness program adopted by the National Council of Catholic Bishops. It is entitled “Protecting God’s Children” and is offered throughout the Archdiocese at various locations, dates, and times. The training is a three-hour session. Everyone who takes the training will be registered with the archdiocesan database.

Parents and/or family members are prohibited from volunteering unless they have completed Virtus training. Parents wishing to visit for lunch and class parties, must also be Virtus trained.

### *Volunteer Dress Code*

Volunteers should dress appropriately for a Catholic school campus. Overly casual attire, exercise clothing, sports attire, or shorts/skirts of an inappropriate length should not be worn.

### *Volunteer Responsibilities*

As a volunteer, you are responsible for:

- Arriving on time and staying for the agreed upon time.
- Logging all hours worked on the Volunteer Hours Form, getting approval, and turning in form to front

office. **Remember, you are responsible for ensuring your volunteer hours are logged!**

- Notifying the appropriate persons if you are going to be absent or tardy.
- Performing your tasks to the best of your ability.
- Understanding that the administrator values your service, but may not always be able to honor your preferences for days, times and places of service.
- Supporting the authority of staff and administrators.
- Upholding parish and program rules.

Keeping confidential information that you have gained during your volunteer service that is private to young people and/or their families.

Promptly making known the confidences of young persons that involve issues of health, life and/or safety.

Keeping young people under your supervision safe and appropriately occupied.

Notifying your supervisor or the administration about unsafe conditions or issues causing you concern.

Supporting the teachings of the Catholic Church and living in accordance with those teachings.

Enjoying being part of our ministry team.

Praying for our community and the youth we serve.

(Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN (NCEA, 2007))

## FIELD TRIPS

Educational field trips may be appropriate at each grade level and taken after proper planning, which includes: the assessment of their educational value, correlation with the subject, assurance that the objectives are appropriate for the grade level of the students, pre-trip teaching and preparation and appropriate follow-up activities. Please be aware that field trips are not family outings. Please follow all guidelines presented by the teacher for each individual field trip.

According to state law, students are not to take part in field trips without **written** permission from parent/guardian. No phone permissions are allowed. **Students must return the specific required form completely filled out; no other form will be accepted.** Permission slips include a statement of liability: I/we have given the instructions required above, and I/we release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our

son/daughter as a result of this trip, and waive any claims against them that must be signed off on in order to attend the trip.

Parents will always be notified in advance of a planned field trip. If parents do not wish for their child to participate, the school should be notified and provisions made for the child.

**No siblings or other children may attend field trips.** If a parent is chaperoning, they may not bring siblings or other children along. Chaperones must drive themselves and meet at the venue. They must adhere to the schedule of the field trip. They may not make extra stops or purchase items for the students that are assigned to them. Only chaperones are invited to attend field trips. Please do not stop by the field trip venues, including park lunches, in order to maintain organization and safety for all students.

Teachers will inform parents of the number of chaperones that are required for the field trip.

Field trips are privileges and students can be denied participation if they fail to meet

academic, financial or behavioral requirements.

## DELIVERIES

Only school personnel go directly to the classrooms. Lunches or any other items must be left with office personnel to deliver to students.

**All visitors must go to the office and sign in. A temporary pass will be provided to remain on school grounds, upon surrender of Driver's License or other suitable ID.**

**Visitors are required to sign out in the office upon completion of visitation, and held ID will be released upon return of visitor's badge.**

All main doors will be locked during the school day. Visitors must come to the front office.

## LUNCH VISITATION POLICY

Parents are allowed to have lunch with their student during their student's lunch period, so long as the visits are not disruptive to the educational process. Parents eating with their child must sit at designated "Family Lunch Tables" and will not be allowed to sit with a child's class. Please only bring food for your child. All lunch rules and school regulations

will be adhered to even though a parent is present. Microwave ovens are not available to students. Parents must sign in and out at the reception desk and obtain a visitors badge before entering the lunch area. This badge must be worn until you sign out. **All lunch visitors must check into the office, must be VIRTUS trained, and obtain a visitor pass.**

## CLASSROOM PARTIES

Our Lady of Fatima Catholic School class parties are scheduled for the following holidays, All Saints Eve Christmas, Valentine's Day and End of Year. Room Parents should work with classroom parents and consult with the teacher(s) involved. Parties should be kept simple and at a minimum. Teachers must be involved in the planning of the parties and approve the party activities. Teachers are not allowed to have birthday parties for students during instruction.

Parties are time to celebrate and enjoy fun and fellowship. Classroom teachers will work with parents to plan classroom parties.

### *Birthday Snacks*

Any birthday snack should be handed out during the last few minutes of lunch. Parents may drop snacks off at the office. Please check with the homeroom teacher regarding any allergies, so parents can plan for an alternative snack.

**Please, notify in writing our school nurse regarding any food-related allergies that your child might have. She will in turn notify your child's teacher(s).**

### *Party Invitations*

Invitations to parties outside of school are to be given to **all** students in the class if they are handed out on school grounds. Permission to

hand out invitations is to be given by homeroom teachers. No limousines, helicopters or other distractions are permitted on the school premises.

## **UNIFORM POLICY**

At Our Lady of Fatima Catholic School, students wear a uniform to help promote discipline and to foster pride in being a student of Our Lady of Fatima. There are two uniforms at Our Lady of Fatima, one for Mass days and one general school uniform. Uniforms can be ordered in two ways. Mass Day uniforms may be purchased at Parker Uniforms, 209 W. Main St. League City. Parents may also order uniforms online: [www.parkersu.com/store/school/1477](http://www.parkersu.com/store/school/1477)

The Our Lady of Fatima monograms for red polo shirts, sweaters and jackets only can be done at Scribbles Texas City, 2825 Palmer Hwy, Texas City, TX 77590.

Students must be in complete uniform at all times in all grades. Students may wear the school uniform daily except for full dress

days. Students must wear full dress on Mass Days, Holy Days of Obligation and other special days. Parents will be notified about full dress days. Parents will be notified if their son/daughter is out of dress code.

Students may wear a navy OLOF monogrammed jacket or cardigan during cool weather.

Students are not allowed to wear jewelry to school except stud earrings on girls and religious necklaces for boys and girls. Girls may not wear finger nail polish. Girls may not have any body piercing, tattoos or hair color other than natural. There will be days throughout the school year designated as Spirit Days. Students may purchase Spirit T-shirts through the school office to wear on these days with school pants, shorts, or skirts.

## *Boys' Uniform Requirements*

*Boys in 1st through 8th grade are required to keep their shirttails in. Boys in Pre-K and Kindergarten are not required to have a belt.*

### **Pre-K thru 2nd grade**

**Mass Day Uniform** (can be worn daily)

Navy blue slacks, white short sleeved oxford shirt with OLOF logo monogram, a brown, black or navy belt, white socks and brown or black.

**School Uniform** (worn every day except Mass Days) Navy slacks or shorts, red polo style shirt with OLOF logo monogram (short or long sleeves), white socks (socks must be visible), and a brown, black or navy belt. Closed toe everyday shoes, no light up shoes. Students may wear the OLOF navy monogramed cardigan or fleece jacket during cool weather.

### **3rd thru 8th grade**

**Mass Day Uniform** (can be worn daily)

Navy pants, short sleeved white oxford OLOF monogrammed shirt with school monogram, plaid tie, a brown, black or navy belt, white socks and brown or black shoes.

**School Uniform** (worn every day except Mass Days) Navy slacks or navy shorts, red OLOF monogrammed polo (short or long sleeves), white socks (socks must be visible). Closed toe everyday shoes, no light up shoes. Students may wear the OLOF navy monogramed cardigan or fleece jacket during cool weather.

## *Girls' Uniform Requirements*

*Girls must have their shirttails in if they wear the polo style shirts. Girls in Pre K and Kindergarten are not required to wear a belt.*

### **Pre K thru 2nd grade**

**Mass Day Uniform** (can be worn daily)

Red plaid jumper, white Peter pan shirt, white socks (socks must cover entire ankle bone) with brown or black shoes. Navy tights or leggings can be worn during cold weather months.

**School Uniform** (worn everyday except Mass Days) Navy jumper, navy slacks, navy shorts, red polo style shirt with OLOF monogram, a brown, black or navy belt with the slacks or shorts if they have belt loops, and white/navy (socks must cover entire ankle bone). Navy/white tights or leggings can be worn during cold weather months. Closed toe everyday shoes, no light up shoes, glitter, or bright colors. No boots. Students may wear the OLOF navy monogramed cardigan or fleece jacket during cool weather.

### **3rd Grade thru 8th Grade**

**Mass Day Uniform** (can be worn daily)

White middy blouse with OLOF monogram, red plaid skirt, navy /white knee socks and brown or black shoes.

**School Uniform** (worn everyday except Mass Days) Navy slacks, navy skirt or navy shorts, red polo style shirt (short or long sleeve) with OLOF monogram, a navy, brown or black belt with the slacks or shorts if they have belt loops, white crew socks (socks must cover entire ankle bone) or navy or white knee socks. Navy/white tights or leggings can be worn during cold weather months. Closed toe everyday shoes, no light up shoes, glitter, or bright colors. No boots. Students may wear the OLOF navy monogramed cardigan or fleece jacket during cool weather.

### *Non-Uniform Days (Free Dress Days)*

During the school year, special days may be designated as non-uniform or “free dress” days. Students are instructed as to what constitutes appropriate attire for these occasions. Failure to dress appropriately will result in a student being given a school uniform from lost and found, sent home, or exclusion from the special activity/event. Students with repeated uniform violations will be denied the privilege of participating in “free dress” days as determined by the administration.

Certain types of apparel are inappropriate for school even on non-uniform dress days. Such clothing would include halters, short shorts, short skirts, spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, and ragged clothing. Parents will be called to bring appropriate clothing for students who report to school in such attire and could be sent home.

### *Spirit Days*

Students may wear Spirit Shirts and uniform bottoms on Wednesdays. The only uniform change on Spirit Days are the shirts.

### *Personal Grooming*

**Boys:** Hair must be neatly cut. It cannot be below the collar, below the eyebrows, or below the earlobes. None of the extreme, trendy, or exaggerated haircuts (including lines, designs sculpting or shaving of the head) or unnatural hair colors will be allowed. Boys are not allowed to wear hair accessories, such as bandanas. Earrings are not allowed during school or any school function, and excessive jewelry is not allowed. No body piercing (including magnetic rings) or tattoos (including temporary or henna tattoos) are allowed. Jewelry is not permitted during P.E. or any sports activity. Facial hair is not permitted. Boys should be clean-shaven at all times. Boys may not wear heavy chains. Only one thin necklace worn inside the shirt is permitted

**Girls:** Hair should not interfere with vision. None of the extreme or exaggerated haircuts, hairdos, fake hairpieces, or unnatural hair colors will be allowed. No bandanas or kerchiefs may be worn. Jewelry should not distract the student or others from learning. Jewelry may be worn during PE or sports activities, only at the discretion of the teacher or coach. No body piercing (including magnetic rings) or tattoos (including temporary or henna tattoos) are allowed. All nails must be an appropriate, “sports” length. Makeup, nail polish, or artificial nails are not allowed; however, minimal makeup in good taste is allowed with parent and staff approval **ONLY for girls in grades 6-8**. The Principal is the final authority of what is appropriate.

## STUDENT BEHAVIOR POLICY

### *School Discipline*

The Archdiocesan Policy Manual says, “The true goal of any disciplinary measure in the school is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with moral principles.”

The primary goal of Our Lady of Fatima Catholic School is the on-going formation of the Christian person. It is the privilege of faculty and parents, as Christian educators, to help the student form behavioral patterns consistent with Christian social standards. We are reminded that the Christian social principle “treat others the way you would have them treat you” (Matthew 8:12) should be the basis of our behavioral code. “Love one another as I have loved you.”

Our school will be using the Love and Logic Approach this year. In this approach, we will be focusing on the children’s positive behavior and finding and bringing out each child’s greatness. This is a powerful approach that consistently produces extraordinary results ...an approach that helps all children to flourish in remarkable ways. The Love and Logic Approach is the most Christ-like example of classroom management. Students will celebrate their accomplishments and work together to build a community that is centered on the whole child, spiritual, moral and intellectual growth and well-being in a Catholic environment.

In order to be effective, teachers will establish routines and procedures that are conducive to learning in order to Build a Caring Classroom Culture, Build Connection Within the Classroom, and Build Student Competence for Problem solving and Decision-Making. Love and Logic Classrooms are where:

1. Mistakes are opportunities for learning
2. Relationships are key to great classrooms and great learning
3. Empathy is the foundation of great relationships
4. Students can build strength through practicing problem solving.

### *Conduct*

Students are expected to adhere to the Code of Conduct. A student's classroom conduct and general conduct is measured according to the following scale:

- E – Excellent
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

The following handbook segment page explains the behavior expectations determining a student's conduct grade.

"Homeroom Conduct" Grade is used to reflect the behavior of a student outside the classroom, such as: homeroom, hallways, cafeteria, snack, playground, assemblies, Mass, field trips, at dismissal and other school sponsored activities. Teachers or staff members will note problems in the Friday Folder and/or contact the parent by e-mail or phone.



### *Behavior Expectations*

The foundation of Our Lady of Fatima Catholic School behavior expectations is that students are expected to model Christ-like behavior at all times.

### *Building a Caring Classroom Culture*

Work and Play Well with Others

Be considerate of others' safety as well as your own

Be polite and patient towards fellow classmates

Use respectful language when speaking to fellow classmates

Be respectful regarding personal space

Refrain from Excessive Talking and Inappropriate Noises and/or Language

### *Building Connection within the*

#### *Classroom*

*Respect Authority*

Develop positive teacher/student relationships

Have respectful attitude towards others

Remember that the teacher is in charge at all times

Use respectful language

*Demonstrate Self-Discipline*

Remain seated and quiet during instructional time

Raise your hand to be recognized

Keep hands and feet to self

Keep comments to self (verbal, written, and social media)

Cell Phones be kept in back packs at all times

Remain quiet in line

Gum chewing is prohibited on school grounds, field trips and/or any event sponsored by Our Lady of Fatima Catholic School.

### *Building Student Competence for Problem solving and Decision-Making*

*Demonstrate Diligent Work Habits*

Have all materials ready for class at appropriate times

Remain attentive and listen to instructions carefully

Stay on task

Turn in assignments on time

Keep homework assignments written in planner

*Exercise Appropriate Lunchroom Behavior*

Follow lunchroom rules

Demonstrate proper table etiquette

Clean-up table and floor when it's your turn

*Practice Proper Playground Behavior*

Follow rules on playground

Follow all instructions of teachers

Show respect to playground teachers

### *Dishonesty, Cheating and Plagiarism*

Looking onto another's paper, asking for answers, obtaining or seeking answers electronically (for example, by camera or phone), copying and/or presenting another's work or idea as one's own is considered cheating. Additionally, knowingly assisting another by giving or showing answers is considered cheating. Cheating of any sort, or copying someone else's work, on class assignments, homework assignments, quizzes, tests, projects and/or semester exams is contrary to the principles of Our Lady of Fatima Catholic School.

If a student is caught cheating, they will receive a zero for the assignment, serve a detention during lunch, and will have to complete an alternate assignment. The highest grade they may earn is a 70% on the alternate assignment.

### *Possible Consequences If You Choose to Misbehave*

Redirection/Guidance towards personal responsibility and decision-making skills  
Silent lunch for part or entire lunch period  
Isolation from recess activities  
Notify principal – conference with principal (parent notification) detention

Serious offense –principal’s office – call to parents- detention and conference

Any student who breaks rules or regulations or displays other inappropriate conduct in the major offenses category, or who continually breaks orderly conduct rules, may be subject to immediate probation, suspension or expulsion at the principal's discretion. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

Our Lady of Fatima Catholic School reserves the right to search desks and any personal property when it is deemed necessary by the administration.

## **CAFETERIA EXPECTATIONS**

Lunches are brought daily from home in appropriate lunch kits and containers that can easily be managed by the child. Glass containers are not allowed. Lunches should be nutritional and easy for a child to eat within the 30 minute lunch period. No food may be brought from home that needs to be heated at school. No microwave is available to students. Drinks should be limited to healthy alternatives such as water, juice, and/or milk.

Proper behavior is expected of the students during lunch time. To facilitate quick service, students should refrain from talking and go through the lunch line one time only. Each student is responsible for leaving their table area clean, depositing all trash in the proper receptacles, and

- Students should remain seated at the table to eat.
- Students should raise their hand if they need assistance. Permission to leave the table must be given by an adult monitor after the student raises his/her hand.
- Students will refrain from sharing food.
- Students should clean their own eating area. Students will take turns wiping off the table and sweeping the floor before they leave.
- Students will be given a recess period when they have finished eating.

## **FIREARMS & WEAPONS POLICY**

Weapons such as handguns, firearms, or other similar devices are strictly prohibited from the Our Lady of Fatima Catholic campus. Any student with such an item found on his/her person or in his/her belongings will be subject to immediate expulsion from Our Lady of Fatima Catholic School. In addition, information will be provided to Galveston County and/or the City of Texas City

authorities who will determine if criminal charges will be pursued against the student and/or the parent or guardian.

Knives, razors, or any similar articles capable of inflicting serious bodily injury are also prohibited from being brought on campus. Doing so will result in immediate probation, suspension, or expulsion at the discretion of the principal and/or Pastor.

## **SCHOLASTIC & BEHAVIORAL DISMISSAL**

### *Suspension*

If, in the judgment of the principal, a student is guilty of misconduct serious enough to warrant it, the student may be suspended from class for up to three days. The student and parents will have a hearing, in person if possible, regarding the reasons for the suspension.

The suspension will take one of two forms. It may be an "in-school suspension" during which time the student is not allowed to attend classes with fellow students, but is required to complete all regular class work in another location. It may be an "out-of-school suspension" during which time the student is required to remain away from school; school work will be given and parental supervision required. The form the suspension will take will be at the discretion of the principal. Full credit for work completed during an in-school suspension or out-of-school suspension will be given only if it is received by the teacher(s) on the assigned due date.

### *Disciplinary Probation*

A student's continuous misbehavior may result in the student being placed on disciplinary probation. The Principal will determine the length of time of the probation, and will notify the student and his/her parents, in person, if possible, of the reasons

and terms of the probation. During the probation and at the end of the probation, the parents will be informed of their child's progress. At the conclusion of the probation, the principal, in consultation with the student's teachers, will determine if sufficient improvement in behavior has occurred. If insufficient progress is noted, the student may be asked to leave Our Lady of Fatima School.

### *Expulsion*

A student's continued enrollment at the school will be subject to his/her meeting scholastic and behavioral standards as set by the principal and standards' committee. If any student fails to meet these standards, and the Principal believes that continued enrollment of the student in the school is not in the best interest of the student or the school, the principal shall so advise the Pastor.

If the pastor and the principal decide that the student should be expelled, the principal shall arrange a conference with the parents or guardians of the student, and explain to them the reasons for the expulsion. A written notification of the expulsion, stating the circumstances and dates of the infractions shall be sent to the Archdiocesan Superintendent of Schools.

**The disruptive, threatening or illegal behavior of a parent/guardian may result in the expulsion of his/her child.**

## **INTERNET POLICY**

Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has a firewall that prevents students from entering inappropriate sites and is continuously updated. The school believes that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents/legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects

each family's right to decide whether or not to allow for access.

### *What is expected?*

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

## **RULES OF APPROPRIATE USAGE**

### *Personal Safety and Personal Privacy*

Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

### *Social Networking*

Accessing social networking websites (e.g. Facebook, My Space, Twitter, Kik, tagged, etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

### *Illegal Copying*

Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or

school policy is prohibited. This includes, but is not limited to copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

### *Inappropriate Materials or Language*

No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized e-mail, chat or instant message, blogs, and discussion forums is also prohibited. A good rule to follow is never view, send, or access materials which the user would not want his/her teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

### *Succinct Advice*

- These are guidelines to follow to prevent the loss of technology privileges at school.
- Do not use technology to harm other people or their work
- Do not damage the network or any technology resource in any way
- Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses
- Do not violate copyright laws
- Do not view, send or display offensive or pornographic messages or pictures
- Do not share your password or in any way obtain another person's password
- Do not waste technology resources such as disk space or printing supplies

- Do not trespass in another's folders, work, or files
- Do notify an adult immediately if by accident, you encounter materials, which violate the Rules of Appropriate Use

### *Blogging/Computer Use/Cyberbullying*

A weblog, or blog, is a type of website where entries are made (such as in a journal or diary) and displayed in a reverse chronological order. Blogs offer commentary or news on a particular subject; some function as more personal online diaries. A typical blog combines text, images, and links to other blogs, web pages and other media related to its topic.

Blogging provides another venue for students to make threats and offers opportunities to post potentially defamatory statements about school personnel and other students. Deliberate defamation of others is not consistent with Christian values and students should be held accountable for intentional harm they cause others.

**The school or parish owns the school or school's name and administrators have the right to restrict its use, in the same way student/parent handbook rules can prohibit unauthorized use of names and logos on 'blogs'.**

A Catholic school administrator can impose consequences for conduct occurring outside school. What students do off-campus can detrimentally affect a school's reputation, so long as the parent/student handbook, which can and should be a contract, states that the administration reserves the right to discipline students for off-campus conduct. (Sr. Mary Angela Shaughnessy, SCN, JD; NCEA Notes/May 2006)

Social networking websites (for example, Facebook, Instagram, Twitter, etc.) should contain no pictures with the Our Lady of Fatima name or logo present in the

background, on a uniform, or in any other way part of a picture.

Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone text messages, or Facebook postings, or Twitter postings.
- Creating a website for the purpose of mocking certain students, or school personnel.

- Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
- Forwarding "private" photos or videos to other students/people.
- Pretending to be someone else by using someone's online screen.

Cyber-bullying is a form of harassment and will be treated as a severe infraction. Consequences up to and including expulsion may be taken against any person who engages in any type of harassment, including cyber-bullying.

## **CELL PHONES, ELECTRONIC DEVICES & PERSONAL ITEMS**

According to archdiocesan policy "Students are strictly forbidden to use cell phones during school hours." All cell phones must remain off and in a stored backpack, not in a purse or pocket, at all times during the day. A first offense of the cell phone policy results in the phone being turned over to the principal. The phone will be released only when the parent sign for it and a \$15.00 fee is paid. If a student needs to use the phone, they must ask permission to come to the office.

Digital cameras, iPods, and other electronic devices may not be brought to school without

specific permission. If such items are brought, the same policy concerning cell phones will apply.

Girls' purses must remain closed during class time and during change of classes.

For the safety of all, skateboards Hover Boards, Heelies are not permitted on campus.

Our Lady of Fatima School reserves the right to check backpacks, purses, and pockets when there is suspicion of forbidden and/or controlled substances.

## **ATHLETICS/EXTRACURRICULAR ACTIVITIES POLICIES & PROCEDURES**

Students who are participating in, or attending, extra-curricular activities must have faculty and/or parent chaperones. It is important that students be picked up promptly when the activities are over. We cannot accept responsibility for students not picked up promptly after an extra-curricular event. Students not picked up on time will be waiting in the Extended Day program room and parents will be charged for this service, including a registration fee.

While at practices, games, pep rallies, or any other related activities, appropriate, respectful and above all, Christian behavior, is expected at all times towards coaches, sponsors, other students, adults, officials/referees and individuals from other schools. Disrespectful, unsportsmanlike conduct will not be tolerated. Such behavior includes but is not limited to: being late, demonstrating a negative attitude, rolling one's eyes, talking back, using a loud or inappropriate tone and taunting others. Such offenses will result in one or more of the following consequences as deemed appropriate by the coach/sponsor: a warning, not dressing out in free dress/uniform during the school day, not participating in some or all of the activity (i.e. game, practice) or

another appropriate consequence as outlined in the code of conduct.

More severe offenses that are especially disrespectful or a continual violation of lesser offenses will warrant more severe consequences as deemed appropriate by the coach/sponsor, principal. Such behavior includes but is not limited to: any tampering and/or destruction of any physical property on school premises or other campuses, making gestures, using foul language, making racial/sexual slurs, spitting, pushing, kicking, hitting, tripping, throwing or kicking dirt into eyes/face, and pulling pants down. These behaviors will result in one or more of the following consequences: no participation in the activity for an extended period of time, removal from the team, suspension from school, and/or another appropriate consequence.

### *Eligibility Policy for Athletics/ Extracurricular Activities*

A student must be present for a minimum of 3 instructional hours to take part in that school days after-school activity, including, but not limited to athletic practices and/or

games, dances, special assemblies, etc. Exceptions may be dealt with only if there was a funeral, high school visitation, injury, or extreme emergency. The principal will decide if this is applicable.

Participation in **any** extra-curricular activity will be dependent on grades and conduct.

### *Eligibility Based on Conduct Grades*

- An N or U in conduct on a progress report or report card will result in a two-week ineligibility to participate in any athletics/extracurricular activities, dances, field trips, special assemblies, and pep rallies.
- A student who is ineligible because of a U in conduct, may not try out for a sport during the ineligibility period, and therefore, may not participate in the sport. Conduct must improve to an S to reinstate eligibility.
- “Homeroom Conduct” Grade is used to reflect the behavior of a student outside the classroom, such as: homeroom, hallways, cafeteria, snack, playground, assemblies, Mass, field

trips, at dismissal and other school sponsored activities.

- Ineligibility begins twenty-four hours after notification of said conduct grade.

### *Eligibility based on Subject Grades*

- An F (69% or below), on a progress report or report card, will result in an automatic ineligibility for two weeks. During this two-week period, students may not participate in any extracurricular meeting, practice or game. At the end of the two-weeks, the student must have brought the class average up to a passing grade. If not, the student will be ineligible again for another two-week period.
- A student, who is ineligible due to grades, may try out for a sport if the try-outs fall in the ineligible period. They may not participate any further; however, until the ineligibility period is completed and the grade has been brought up to eligibility status.
- Ineligibility begins twenty-four hours after notification of said grade.

## **SUSPECTED CHILD ABUSE**

OLOF abides by the Child Abuse Prevention, Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect are reported to Child Protective Services.



## ILLNESS/CONTAGIOUS DISEASE

If your child is sent to the office because of serious illness or accident, you or the person listed as an emergency contact will be notified. It will be your responsibility to get medical attention unless the emergency is so great your child must be taken from school to be immediately treated. You will be notified as soon as possible. Emergency rooms will not render emergency care without the parent or guardian's permission. Therefore, the office must be kept informed of any telephone number change. For the protection of all the students, the following rules have been established and will be followed at all times. A child having one or more of the following symptoms will be sent home:

- fever of 99.6 degrees or higher (Students must be free of fever for 24 hours before returning to school.)
- suspected contagious disease
- vomiting
- diarrhea
- general malaise, feels too badly to remain in class.

If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. A student will not be sent home to be left alone, unless your permission is given. A student will be expected to participate in all day activities following an illness unless a note from the parent is put on file in the office.

## MEDICATION POLICY

Your child may have an illness that requires medication for relief or cure that does not prevent his or her attendance at school or have a health condition that requires attention at school. Please notify, in writing, health conditions that may require attention during school. According to Texas State legislature, medication may be dispensed to a student by school personnel if the following requirements are met by the parent or legal guardian requesting the service. Catholic Schools of the Galveston-Houston Archdiocese adhere to Texas Education Code 21.914 on the administering of medications by school employees.

Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to

prescribe the medication before/after school and at bedtime.)

Medication (prescription or non-prescription) may be administered to students only upon **written request by the parent/guardian and physician**. The request must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, exact dates medication is to be given, liability release, **signature of the parent/guardian and physician**. Parents, guardian, or designated adult must deliver and pick up medicine to be administered.

All medication, prescription or non-prescription, must be in its original container and be properly labeled in English. A properly labeled prescription is one with a pharmacy label stating the student's name, name of the medication, and date prescription was filled. Non-prescription medication must

be in the original container indicating directions for use and labeled with student's name.

- All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required.
- It is the responsibility of the student to report to the designated area to take his/her medication.

- At the end of the school year, all medication is to be picked up by the parent or destroyed.
- In the absence of the health coordinator, the principal designee must administer medication.
- A Daily Log for Medication will be maintained on each student taking medication at school.

## **OUR LADY OF FATIMA CATHOLIC EXTENDED DAY PROGRAM**

Our Lady of Fatima School Before/After School Program follows the guidelines of the Archdiocesan School Office. The Extended Day Program serves students until 5:30 p.m. Monday-Friday. Services are provided for students attending Our Lady of Fatima in grades Pre-Kindergarten through Eighth Grade. The After School Program is open only when school is in full day session. Parents must register students and pay a fee to utilize the program. Drop-ins are allowed and will be charged a daily fee billed to the parents. Students are picked up at the extended day room in the afternoons. Parents must knock on the back door of the school to pick up their child.

### *Emergencies & Safety*

With the children's safety and well-being in mind, it is extremely important that each parent fill out a registration form and adhere to the instructions given. One of the most important regulations concerns the child's leaving of the premises of the Extended Day.

- Parents or guardians should not take children from the school grounds without notifying the Extended Day Staff and signing the child out.
- Parents or guardians should not send people whose names are not on the

registration form to ask for the release of children. For the child's safety, the release will not be granted. In certain situations a note may be sent requesting that a child be released to persons not already listed on the registration form. Phone calls asking for this release will not be accepted. In all situations a valid ID must be presented, such as a driver's license.

- If there are any court orders in place, concerning your child, you must send a copy for the Extended Day to keep on file.
- In order for a child to attend a sporting event at Our Lady of Fatima after school, a note must be sent detailing who will be picking the child up and who will sign him/her out of the Extended Day. Under no circumstances will a child be sent to an event without adult supervision. Each child must be picked up and signed out of the program.

### *Illness & Accident*

Cases which seem to be minor will be treated on the premises. Medication will not

be administered unless a written statement for the physician and parent is on file in the Extended Day School office. Forms for Physician's Request for Administration of Medication by School Personnel are available at the school clinic.

In cases which seem to be serious, the Extended Day Director, or Teacher on Duty, will make every effort to carry out the instructions as given on the registration form. Parents who do not wish to have their child treated in any way should indicate such on the registration form and should give directions to be followed in the space "Special Instructions." If it is determined that your child needs to be picked up you will be contacted. Please make every effort to pick your child up in a timely manner, as we do not have accommodations for the care of sick children.

If the parent/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the Extended Day Staff will act according to their best judgment for the welfare of the child.

### *Homework*

Each day a homework period is scheduled. This is a quiet work time. It is the responsibility of the child to acknowledge the time given and make proper use of his/her time. The Extended Day employees assist the children during homework time. They are not required to re-teach the material to the children. There may be times when all of your child's homework is not completed during the Extended Day. Please realize that there is only a certain amount of time allotted for homework

### *Snacks*

Snacks will be served each day. Since one serving per child is given, your child may want to bring an additional snack if a single

serving does not suffice. No gum or candy is allowed.

### *Toys from Home*

It is requested that children not bring toys from home. Often these items are very personal and important so the child feels the items must be defended and protected. This is not consistent with the sharing atmosphere that we encourage. If a toy is brought to the Extended Day it will be confiscated until the child is picked up to go home. If a personal toy goes undetected by the Extended Day Staff and is missing or broken, the program and staff will not be held liable.

### *Expectations*

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the environment. They must never leave the building or grounds without explicit permission from the Extended Day Staff. Such permission will only be granted by order of the parent or guardian. If a child is to go to the Extended Day, he/she is to report to the assigned area at 3:15 PM. Students visiting in the halls or walking about the property will not be tolerated. Children may not leave the campus and return to check in to the After School Program, unless a reason and note are sent by the parent or guardian. Children will not be allowed to return to classrooms, for any reason, after 3:30 p.m.

### *Discipline*

The Discipline Policy for the Extend Day is the same as the Discipline Policy for the Our Lady of Fatima Catholic School program.

### *Communication*

It is very important that you label all notes "Extended Day." They will then be forwarded to the program director. If it is necessary to

call during the school day please call (409) 945-3326 and leave your message for the Program Director. If you will be calling between 3:15 p.m. and 5:30 pm, then please understand the school office is closed, and your call will go directly to the after school program.

### *Billing*

Bills for the before and after school program should be paid with tuition. Parents must fill out an Extended Day registration form before utilizing the program. A \$50.00 registration fee is required and is due either before using the program or after the first use. Parents may use the program as a drop in service and pay a daily fee of \$20 for

afternoon care or \$15.00 If a bill is outstanding for more than two months your child may not be allowed to participate in the before/after school program until the account is paid in full.

### *Pick-Up from After School Program*

Parents must enter the back door of the school and sign out their students from their room.

Children may not leave the program without being signed out by an approved, licensed driver.

**There will be a \$1.00 per minute late charge for each minute past 5:30 P.M. that children are left in the after school care program.**

# *Our Lady of Fatima Catholic School*

## 2017-2018 Student & Parent Handbook Agreement

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Dear Parent:

Please sign, date, and return this acknowledgement form to your child's teacher. Your signature and that of your child/children indicate that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook. Thank you for your support and cooperation.

**Detach and Return (1 per family)**

We have read and discussed the Our Lady of Fatima Catholic School Handbook 2017-2018. We agree to follow the school procedures, regulations, and policies covered in this handbook.

Date Signed: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**Signed form must be returned to homeroom teacher no later than August 21, 2017**

## 2017-2018 Archdiocese of Galveston-Houston Volunteer's Code of Conduct

As a community of faith we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and are a condition of volunteer ministry at Our Lady of Fatima Catholic School in Texas City, Texas. **Volunteers must complete Virtus Training before volunteering at any school event.**

### As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- Refuse to accept expensive gifts from children or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Report suspected abuse or neglect to Child Protective Services (800-252-5400) or local police department. I understand that failure to report suspected child abuse is a violation of Texas law.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.
- Obey all traffic laws when driving children and youth.

### As a volunteer, I will not:

- Espouse any view contrary to the teachings of the Catholic Church during my volunteer ministry.
- Smoke or use tobacco products on parish property and/or in the presence of children or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Spank, shake, or slap children, youth or any person.
- Humiliate, ridicule, threaten or degrade children, youth or any person.
- Strike or touch a child, youth or any person in a sexual or other inappropriate manner.
- Engage in any conduct that frightens or humiliates children, youth or any person.
- Commit an illegal or immoral act in the presence of children and/or youth.
- Use profanity in the presence of children and/or youth.
- Sexually harass any person, e.g., requests for sexual favors, sexually explicit statements, etc.
- Drive a vehicle not in compliance with regulations and/or inspection while driving children.

As a volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I agree to notify the Archdiocesan Safe Environment Coordinator within 30 days if I have been charged with, convicted of, granted deferred adjudication or plead nolo contendere to any felony or any misdemeanor involving moral turpitude. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

Volunteer's Printed Name: \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parents,

Your child has the opportunity to access technology resources at Our Lady of Fatima Catholic School. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Technology Acceptable Use Policy (TAUP) and Permission Form and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under no circumstances should your child let anyone else use his or her account and password! Please refer to your school's parent/student handbook for policies regarding cell phones/I-phones.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communication on the Internet that your child can access.

After you have read and discussed this with your child, please check the appropriate boxes, have both you and your child/children sign the agreement, and return it to the school office.

Sincerely,

Gail Rodgers  
Principal  
Our Lady of Fatima Catholic School

**Please sign and return the User Agreement and Parent Permission Form concerning technology and also the Our Lady of Fatima School Handbook Agreement.**

## Technology User Agreement & Parent Permission Form

As a parent/guardian and student/s of Our Lady of Fatima School, we have read the above information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file. (Questions should be directed to the principal for clarification.)

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Student Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Student Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Student Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

- My child may use the Internet and e-mail while at school according to the rules outlined.

I would prefer that my child not use the Internet and e-mail while at school.

**I understand that from time-to-time Our Lady of Fatima School may wish to publish examples of student projects, photographs of students, and other work on the internet.**

- My child's work can be published on the school website/Internet.
- My child's work cannot be published on the school website/Internet.
- Photographs of my child can be used or published on the school website/Internet.
- Photographs of my child cannot be used or published on the school website/internet.

School Copy Received By: \_\_\_\_\_ Date: \_\_\_\_\_



## Immunization Requirements

A health form, complete with immunization record, showing dates and kinds of immunization received must be on file for each child. All immunizations must be completed and validated by the doctor or health clinic by the time of school's opening. The following pages list the Recommended Childhood and Adolescent Immunization Schedule.

Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D. O.) authorized to practice in the State of Texas.

### *Immunization Checklist*

Diphtheria/tetanus/pertussis containing vaccine, ages 3 and 4 years: 4 doses

Diphtheria/tetanus/pertussis containing vaccine, Kindergarten entry: 5 doses, one on or after 4th birthday

Students 7 years and older are required to have 3 doses of a tetanus/diphtheria-containing vaccine

Entry, grade 7 - is required to have one booster of tetanus/diphtheria/pertussis containing vaccine, if at least 5 years have passed since the last dose of a tetanus-containing vaccine or when the 5 year interval has lapsed.

Entry, grades 8-12, one dose Tdap booster when 10 years have passed since the last dose, date due:

Hepatitis A, 2 doses required for children in PK and Kindergarten (1st dose after age 1)

Hepatitis B, 3 doses required for all students, PK3, 4, and grades K-12

HibCV, minimum 1 dose required for children younger than 5 years, after age 1

Meningococcal, 1 dose for students for entry into 7th grade

MMR required for ages 3 and 4 years: 1st dose after age 1

MMR - 2 doses for Kindergarten, (1st dose after age 1)

MMR/M - grades 1-12, (2 doses measles containing vaccine and 1 dose of rubella and mumps)

PCV7, minimum 1 dose required for children 59 months and younger, after age 1

Polio, ages 3 and 4: 3 doses required

Polio, Kindergarten entry, 4 doses required, one dose on or after 4th birthday or if

the 3rd dose was given after the 4th birthday. (Required for grades 1-12)

Varicella vaccine, 1 dose required for children age 3 and 4 and grades 1-6, 8-12

(2 doses if given after age 13)

Varicella, 2 doses required for grades Kindergarten and 7th

**Note: The following is only required for grades K-3 in certain counties. Please check with DSHS.**

Hepatitis A, two doses of Hepatitis A is required for children upon entry in K through 3rd grade. The 1st dose is administered on or after their 1st birthday. Requirements vary by county. Check with DSHS for up to date requirements, [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)