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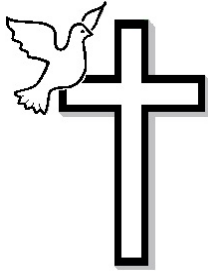
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Mission Statement

The main purpose of Our Lady of Fatima Catholic School is to provide quality education through academic excellence, Catholic principles, and Christian values. Each student is guided toward scholastic achievement and self-discipline, rooted in the love of God and neighbor. . . nurtured in an atmosphere of faith and loving concern.



Our Lady of Fatima School

Benton, Arkansas

Dear Parents, Guardians, and Students:

We at Our Lady of Fatima welcome you to our school. Christian Education is a very important issue in our changing society. We believe that you as parents or guardians value the Christian education we offer your children here at Our Lady of Fatima School.

THEREFORE, the information in this handbook is vital to the successful functioning of Our Lady of Fatima School. It is vital for the teachers to insure the best learning environment for the student; it is vital for the well-being of the student; and it is vital for the support of the parents.

To insure the above, we expect that you, the parents or guardians, read this handbook with your child/children carefully and entirely.

After reading this handbook, please sign the enclosed form found in your packet and return to the school office no later than the date given on the form.

Yours in Christ,

Jan Cash

Principal

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Our Lady of Fatima School Benton, Arkansas

POLICY MANUAL

Our Lady of Fatima School is an associate member of the **NON-PUBLIC ACCREDITATION ORGANIZATION** of the Diocese of Little Rock. It includes grades kindergarten through eighth grade. The school is administered by the Principal under the direct leadership of the Pastor, the local Superintendent. The Our Lady of Fatima School Board, with the leadership of the Principal and approval of the Pastor, establishes policy. The School is administered according to the directives set forth in the *HANDBOOK OF POLICIES AND REGULATIONS FOR ELEMENTARY AND SECONDARY SCHOOLS* of the *DIOCESE OF LITTLE ROCK*.

The academic program of the school is similar to that of the public schools; many State adopted textbooks are used, basic skills are taught, and Achievement Tests are administered to all students at each level. Classroom instruction is supplemented by many support services. Educational field trips are included in the program for each class. Our school has a central library supplemented by Federal Funds provided by Title VI. Included in the central library is a computer lab. All students have access to the computer lab once a week, and in addition each classroom has at least one computer for student use. Special software for students who need help in reading and math is provided by Title I. An aide works with these special students on a daily basis. Educational television, videos, and other audiovisual materials are available.

Because we are a Catholic School and a Christian School, the foundation on which our school rests is our **FAITH** and the **WORD OF GOD**. Our Lady of Fatima School is under the special care and protection of Our Lady of Fatima.

STATEMENT OF PHILOSOPHY

The Catholic School is a Christian community established by the Bishop. It is a vital part of the parish and is an extension of the family. It seeks to offer high quality academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and society and for leadership in society and the Church of tomorrow through a strong, basic and contemporary curriculum by instruction and formation in the beliefs, values, and traditions of Catholic Christianity.

The development of the whole person of the student, spiritually, intellectually, personally, socially and physically, is the focus of Catholic education. The teachers, as partners with the parents, play a significant role in this educational ministry, as they daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to ongoing professional and spiritual growth.

. . . Diocesan Handbook of Policies

The school seeks to maintain academic excellence in all areas and yet it realizes that its

reason for existence depends upon the Christian attitudes and values it imparts. It is for this reason that every child participates in the study of Religion, Sacred Scripture, and attends Mass.

Through its philosophy, the Catholic School fulfills the MISSION OF THE CHURCH in accepting the mandate of Jesus Christ Himself: "Full authority has been given to me in heaven and on earth; go, therefore, and make disciples of all the nations. . . teach them to carry out everything I have commanded you. . ." (Matthew 28: 18b-20)

Our Lady of Fatima, a Catholic School, is under the special care and protection of Our Lady of Fatima. It is a Catholic institution committed to the teaching of *Catholic doctrine, God's Word, Christian values*, and dedicated to providing a quality academic program. The school recognizes the rights of individuals as children of God deserving *honor and respect* and works toward the following goals and objectives with the involvement and cooperation of the students' parents or guardians.

GOALS

Broad goals of the Catholic School are to teach the Gospel message, to build a faith community and to be of Christian Service.

Specific goals flow from the fundamental understanding of the school as a Christian educational community. Because it is CHRISTIAN, the goals are the following:

1. To create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love;
2. To develop religious understanding and provide opportunities for personal commitment to religious values;
3. To foster a Christian understanding of mutual responsibilities for one another.

In addition, precisely because it is an EDUCATIONAL institution, the goals are the following:

1. To help each student develop a positive attitude toward lifelong education, including the power to think constructively, to solve problems and to reason independently;
2. To facilitate and improve the student's opportunity to learn;
3. To guide the student toward the spirit of freedom which recognizes discipline and personal responsibility;
4. To provide quality education for all those children in the parish who desire discipline and personal responsibility;
5. To play a significant role in raising national levels of knowledge, competence and experience.

. . . Diocesan Handbook of Policies

AIMS AND OBJECTIVES

The fundamental objective of Our Lady of Fatima School is to provide the best possible environment for the development of *CHRISTIAN PRINCIPLES, ATTITUDES, and VALUES*. To do this, the school must provide multiple experiences, carefully selected, in order to accomplish this goal.

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Major objectives of the Catholic School are:

1. To work closely with the home in educating children toward the fullness of Christian life;
2. To specifically teach Catholic principles and Christian values;
3. To offer personal experiences in Christian living through liturgy, sacramental life, prayer, guidance, and example;
4. To instruct in human knowledge and skills which enable students to actively participate in the Parish Community and in society;
5. To recognize the dignity of the person;
6. To encourage teachers to be committed Christians and develop professional competence.

ROLE OF PARENTS

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

It is particularly in the Christian family, enriched by the grace and Sacrament of Matrimony, that from their earliest years children should be taught according to the faith received in Baptism, to have a knowledge of God, to worship Him, and to love their neighbor. Religious and positive attitudes and values are rooted in home attitudes and values.

While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.

. . . Declaration on Christian Education -- *Vatican Council II*

OFFICIAL POLICY #1

ADMISSIONS:

Our Lady of Fatima admits students of both sexes and any race, color, religion, nationality or ethnic origin.

Priority for Admissions

Admission priorities for elementary school:

1. All children presently enrolled in OLF School;
2. Children of families who are members of OLF Parish;
3. Children of Catholic families from nearby parishes;
4. Children of other families of good reputation.

Note: All new students will be accepted on a probationary status for one-quarter.

Transfer Students:

All non-Catholic students must present previous records and schedule an interview with the Principal and/or Pastor prior to acceptance and admission.

REGULATIONS:

R-1 **AGE** -- In accordance with Diocesan Regulations and State Law, no child shall be admitted to kindergarten unless he/she has attained the age of five (5) years on or before September 15 of the school year.

R-2 **IMMUNIZATION** -- **No child may be admitted to Our Lady of Fatima School unless he/she has completed the required immunization.**

Arkansas Law requires all students entering school, irrespective of grade to have received at least three doses of Diphtheria/Tetanus/Pertussis(DTP), at least three doses of polio vaccine (last dose of DTP and Polio must have been administered on or after the child's 4th birthday.), two doses of Rubeola (measles) vaccine, one dose of Rubella (German Measles) vaccine, and one dose of Mumps vaccine. Most commonly these are given in one shot- the MMR after the first birthday and a booster prior to Kindergarten entry. Additionally, three doses of Hepatitis B vaccine and one dose of Varicella (chickenpox) vaccine are required before entering Kindergarten. Three doses of Hepatitis B are required for Transfer students and students entering seventh grade. Proof of immunization must be shown at registration.

R-3 **CERTIFICATES** -- Kindergarten and all new students must present a birth certificate and social security number. Each new Catholic student, not baptized at Our Lady of Fatima Church, must present a baptismal certificate at the time of registration.

R-4 **REGISTRATION** -- Pre-registration for kindergarten and new students in other grades is held each spring. Students already enrolled in Our Lady of Fatima School, who plan to return, must also pre-register for the next year. Unless the form is returned with required fee, we cannot reserve a place for your child. Formal registration will be held in August. The date will be announced on next year's school calendar.

R-5 **STUDENT/TEACHER RATIO** --

<u>Grade</u>	<u>Maximum number Of Students</u>	<u>Staff Requirement</u>
K	20	1
1-3	25	1
4-8	28	1

OFFICIAL POLICY #2

ATTENDANCE AND ABSENTEEISM:

REGULATIONS:

R-1 **Reporting Absences:** Successful education depends on continued daily attendance. It is the responsibility of the parent to keep the school informed of a child's absence. If your child is ill, please call the school office (315-3398) early in the morning to leave a message on the school's

answering machine.

- R-2 **Clearing Absences:** When a student has missed a day of school, he/she will have 48 hours to have that absence excused. A phone call or a note to the office from the parents is necessary in order for the office to declare the absence excused or unexcused. Failure to clear the absence will result in the absence being recorded as an unexcused absence.

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- R-3 **Early Dismissal:** If you are aware that your child will be leaving school early, please send a note with him/her to school in the morning so that he/she can bring it to the office for a dismissal slip. Once given, this will count to clear the child's absence from school. If a doctor or dentist's excuse is given, the student should submit it to the office upon his/her return to school. If the above procedures have been followed, an additional note from the parent is not necessary.

- R-4 **For the Safety of the Child:** In the event that a child is to be picked up during the day, the following dismissal procedure shall be followed:

When a child is to be picked up, the parent or whoever has been designated by the parent, is to go to the office and sign the child out. The individual signs the child out – giving the name, the date, and the reason. The office notify the classroom teacher to send the child up for check-out.

- R - 5 No student may leave the school premises during the school hours without the express permission from the office and by signing out.
- R-6 **Professional Appointments:** Students who have doctor, dentist, or other professional appointments on a regular basis which cannot be scheduled outside of school hours are urged to stagger the time of appointments so that the same class is not missed with each appointment.
- R-7 **Extracurricular Activities and Absences:** Students who are absent for the entire day shall not participate in any school activity on that day or night unless permission is given in advance by the principal.
- R-8 **Excused/Unexcused Absences:** Student absences will be excused for the following:

- Personal Illness
- Official School-sponsored events
- Medical Appointments
- Court Appointments
- Serious illness in immediate family
- Death of family member

Any absence not described as above shall be counted unexcused. A student will be allowed five (5) unexcused absences per semester.

- R-9 **Make-Up Work:** The student will be responsible for completing missed work for absences. Books and assignments may be picked up in the student's classroom after 3:15 PM. Please do not interrupt class to get a child's assignments. Our daily classroom schedule runs from 8:00 to 3:00. Teachers work hard to make certain that all curriculum areas are covered appropriately. During the school days please communicate through the school office and keep classroom disruptions to a minimum. It is the student's responsibility to make up the missed assignments in a reasonable time discussed with the teacher. Students will not be sent from classroom during instructional time to do make-up work. On Wednesday afternoon from 3:00 to 4:30 PM an after-school study hall will be available for make-up tests and major assignments and instruction.

- R-10 **Notification of Absences:** Notification of cumulative absences and tardies will be sent to parents through quarterly report cards throughout the year.

- R-11 **Attendance and Excessive Absences:** According to state law every

parent/guardian or other person residing in the state of Arkansas and having the custody or charge of any child or children. . . will send such children. . . to school. (*Arkansas Ann. 6-18-209*)

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Generally, a pupil who has accumulated twenty-five (25) days of absences during the school year will be required to attend summer school, to make up the work missed, or to repeat the grade. (*Diocesan Policy 2.04 Attendance*) Students who have excessive unexcused absences may be referred to juvenile authorities and may be candidates for retention.

- R-12 **Scheduled Vacations:** Please do not disrupt the schedule of learning activities for lengthy vacations during the school year. Absences due to scheduled vacation days will be unexcused. Notification of scheduled vacations are to be submitted in writing to the school office a month in advance of the scheduled trip. Then it is the parent's responsibility to contact each individual teacher about procedures to make up work that will be missed. Teachers may choose to have the student complete and turn in some work in advance.
- R-13 **Tardies or Late Arrivals:** Students who are late to school in the morning must check in at the school office and will need a phone call or a note from home excusing the tardy. School begins at 8:00 AM each day. Opening exercises include roll call, lunch count, announcements, prayer, and flag salute. Students who arrive after 8:00 AM are tardy. Tardiness disrupts class time. Being on time for work or school is a good habit one should learn as part of this discipline.

OFFICIAL POLICY # 3

THE SCHOOL DAY:

The school day begins at 8:00 AM and consists of a minimum of five and one-half (5 ½) teaching hours. Kindergarten students attend Mass on Friday and special days. Other students attend Mass approximately three (3) days a week.

REGULATIONS:

- R-1 **ARRIVAL OF STUDENT** -- Students who arrive early (7:30 AM) will report to Room 202 and will be supervised by a teacher until the 7:45 AM bell rings.
- R-2 **DISMISSAL OF STUDENTS** -- Classes are dismissed at 3:00 PM, except on days faculty meetings/staff developments are held. Classes will be dismissed at 1:30 PM on these days to be announced in advance.
- R-3 All students are escorted by their teacher to the dismissal area at the close of the day. Parents are to enter from Cross St. and wait in the car for their child/children to be dismissed from the school by the principal or a duty teacher. This is for your child's safety. It is very important that the office be notified if anyone other than the usual designated person is going to pick up your child. This includes birthday parties, etc. The teachers' attentions need to be on the students in their class during the dismissal process; therefore, teachers are not available to speak with parents at that time. If a parent wishes to meet with a teacher after school, an appointment needs to be scheduled with the teacher in advance.
- R-4 School personnel will be on the grounds for fifteen (15) minutes after school. Beyond this time, the safety of the student is the responsibility of the parent or guardian.
- R-5 Students are not to leave the school grounds during school time without permission. A written request is required stating who will come after the

child. Students must check out through the office and check in through the office, if the student returns before dismissal. If parents need to confer with the teacher, they are asked to make an appointment with the teacher after 3:15 PM.

- R-6 Playground equipment in classrooms such as balls and bats may not be used after school hours. Students may not play with children in extended

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day care.

- R-7 **VISITING RIGHTS** -- Visitors or parents are to sign in at the Principal's office and will be given a visitors pass, before visiting a class or contacting a teacher or student. Visitors must enter through the main school entrance. The downstairs entrance will be locked during the school day. The school may not refuse a parent who wishes to visit or check a student out, unless there is a court order on file.

- R-8 **EMERGENCY CLOSINGS** -- In case bad weather necessitates the closing of school, please listen to the radio or television and *do not call the school or rectory*. When driving conditions are dangerous, because of sleet, snow, ice or some other emergency, Our Lady of Fatima School usually will close when Benton Public Schools close for bad weather. If the school remains open and the weather is threatening, each family will have to decide for itself whether to send children to school. The safety of your children is the most important consideration. While OLF is generally closed when the Benton Public Schools are closed, this is sometimes difficult for up because these schools generally wait until buses attempt to run before making a decision about closings. By this time, several of our students are already at school at the early-morning care. Once Benton HAS closed, we generally follow with an announcement about out school's closing. But please be aware that we have students and teachers who travel a distance to get here not just the local Benton area; therefore, if necessary we can close OLF if we see the need, even if the Benton School District is open. In the case of inclement weather, please see the local stations for school closings. If Benton is closed, Our Lady of Fatima is closed. If there is still some doubt, also, look for Our Lady of Fatima closings.) OLF School will make contacts to families via the phone notification system SchoolReach.com

OFFICIAL POLICY #4

FINANCIAL OBLIGATIONS -- REGULATIONS:

- R-1 **TUITION** -- Tuition is paid on a twelve (12) month basis beginning June 1st via a monthly bank draft. Drafts are made on the 2nd or 16th of the month according to the family's choice. Parents may choose to make advance payments for tuition with one annual payment, by semester, or quarterly.
- R-2 If an automatic draft fails due to insufficient funds, cash payment must be made to the school bookkeeper for that month's tuition plus \$10.00 late fee. within ten days. If a family fails to make the next scheduled quarterly or semester payment within ten (10) days of due dates, a late fee of \$10.00 will be charged to the family's account. If payment is not made, the accounts will then be turned over to the Pastor for his discretionary action. Non-cooperation in payment may result in the student's leaving the school at the close of the current nine-week period and will subject the student to non-registration the following year and possible delinquent surcharges.
- R-3 **REFUND POLICY** – If a student is withdrawn prior to the start of school, tuition for the months of June and July and registration fees are non-refundable. Tuition paid in the early summer is used to pay for book order, building maintenance and teacher salaries. If a family pays on a quarterly, semester, or

annual basis, tuition for the first two months will be deducted and a refund of the balance will be given. If a student is withdrawn within the school term, pre-paid tuition will be refunded on a prorated basis.

- R-4 **MONEY SENT** -- *Do not mix money* when paying various fees. Send money in an envelope with name, what it is for and any other information.

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- R-5 No report cards, diplomas or transcripts will be sent until tuition is paid in full, unless arrangements have been made with the Pastor.

**No Catholic Child of a parishioner will be denied the opportunity to attend school due solely to the inability to pay full tuition.*

***Note: Adopt-A-Student (AAS) Scholarship**

AVAILABILITY -- Financial aid scholarships are available to eligible Catholic students by submitting an application to PSAS (*Private School Aid Service.*) Application forms are available in the school office. The Adopt-A-Student program is a confidential program which covers partial or full payment of **tuition only**. Registration is not covered by the Adopt-A-Student scholarship program. Many parents of children in the Adopt-a-Student program contribute to the school in lieu of monetary payment by giving of their time and talents to benefit the school.

*****See Appendix 1 - Requirements for Catholic Tuition**

OFFICIAL POLICY #5

UNIFORMS:

Uniforms are required for all students attending Our Lady of Fatima School. Uniforms can be purchased from **School Days** in Little Rock and the **Sports Shop** in Benton. Monogrammed Polo Shirts, School T-Shirts and Sweatshirts can be obtained from the Sports Shop in Benton (and ordered through the school.) We also have a **Uniform Resale Shop**. Contact the office for more information.

UNIFORM POLICY:

GIRLS:

- Uniform Plaid Jumper in school plaid (drop waist only) or Uniform Plaid Pleated Skirt
- White or red monogrammed knit polo shirts
- White or navy socks or tights
- It is advisable for girls to wear shorts or bloomers under skirts or jumpers.
- Navy uniform pleated shorts worn only April 1 through October 31 (with belt)
- Red School T-shirts can be worn only with shorts (in designated months), tucked in
- Uniform Pleated Navy or Plaid Pants
- Navy sweatpants, leggings, or tights may be worn under skirts/jumpers

BOYS:

- White or Red Knit Monogrammed Polo Shirts (tucked in)
- Navy uniform pleated pants (with dress belt)
- White or navy socks
- Navy uniform pleated shorts worn only April 1 through October 31 (with belt)
- Red school T-shirts can be worn only with shorts (in designated months), tucked in
- For Boys in Grades 6-8, Khaki Pleated Uniform Shorts and Pants are an option in addition to the navy (to be worn with belts).

BELTS, SOCKS, SHOES, AND OUTERWEAR:

- Belts should be leather-type belts (black, brown, navy blue) No cowboy or fad-type belts.
- White or navy socks, covering ankles, must be worn. Girls may wear tights.
- Shoes should be conservative. There should be no high heels. No boots or cleats are permitted for either boys or girls. Closed toe, closed heel shoes only (no crocs, clogs, sandals, etc.).
- Uniform outerwear can be worn inside during the school day. All other jackets, sweatshirts, and sweaters can be worn outside only.
- Navy school uniform sweatshirt or hooded sweatshirt (to be worn over school uniform shirt)

- Navy cardigan, V-necked sweater, or plain navy sweatshirt may be worn

GENERAL GUIDELINES –

- Students should present a neat appearance, not sloppy
- Clothing should be clean, unwrinkled, not faded, or torn. (Knee patches acceptable)
- Pant and skirts should be worn above the hips.

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- No excessively baggy or tight clothing.
- Undershirts should not “hang out” from under the school uniform.
- Free dress days are a privilege, not a right. All non-uniform clothing worn at school or school events should be acceptable in the Catholic Christian community.
- Girls and Boys Scouts are allowed to wear their scout uniforms to school on days that they have their meetings.
- Shorts should be finertip length; cargo-style shorts not acceptable.
- Jumpers and skirts should be knee-length.

REGULATIONS:

- R-1 No spandex or shirts longer than the shorts may be worn on free uniform days.
- R-2 Boys’ and girls’ jewelry should kept to a minimum so as not to detract from the uniform. Expensive jewelry is not permitted. Boys may not wear earrings or heavy chains.
- R-3 Girls in the 7th and 8th grades may wear make-up that is of neutral tones and applied modestly and extremes are to be avoided.
- R-4 Hair styles shall be worn in an appropriate style and extremes are to be avoided. Boys’ hair styles should be kept short, above the ear and eyebrows, and neat. All students (both boys and girls) should have hair out of the eyes at all times. Boys must also be cleanly shaven.
- R-5 Only nail polish of clear tones may be worn.

PRINCIPAL’S DISCRETIONAL CONSEQUENCE:

The purpose of the uniform is to equalize students, and to allow all attention to be focused on learning. Any style that stands out or sets a student apart, at the discretion of the principal, may be considered a violation of the uniform policy. Adhering to a uniform policy is another example of the discipline that we strive to foster in Catholic Schools.

- If a student comes to school without adhering to the dress code, the student will be warned as to what the uniform infraction is.
- If the student continues to come to school without the proper uniform, a note will be sent home to the parents.
- After the parents have been notified three (3) times, and the students continues to come to school without the proper uniform, the student will be sent to the office to contact the parents to bring in the appropriate clothing needed before the student is allowed to return to class.
- Students who repeatedly ignore the uniform policy may be in jeopardy of forfeiting future “free-dress days” as well as being assigned an after-school detention hall.

Please work with us, and insure that your child wears the correct uniform. We do not want to see the student miss class work time or you to have to miss your work time due to the infraction of the uniform policy.

OFFICIAL POLICY #6

SAFETY, MEDICATION AND HEALTH ISSUES

SAFETY/CRISIS PLAN

Our Lady of Fatima is dedicated to a safe, orderly learning environment. The Diocese of Little Rock and Administration of Our Lady of Fatima School acknowledges the necessity to prepare emergency management guidelines in the event an emergency should occur. Our students and staff have a basic need for security and safety. Any event that threatens that

safety and security will be considered an emergency. In the event of an emergency situation, Our Lady of Fatima School has in place a Crisis/Safety Plan that would be implemented by a Crisis Team comprised of teachers, principal, and pastor. Our Crisis/Safety Plan was formed in consultation and with the approval of the Diocesan Superintendent, Pastor, and School Board.

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MEDICATION AT SCHOOL:

Medicine of any kind is not to be provided by the school. No medication will be administered to a student by any school personnel without a written directive from the parent or guardian.

- 1.) No medication may be given to a student without a written directive signed by the parent or guardian.
- 2.) The written directive signed by the parent/guardian will include the time(s) the medication is to be administered to the student.
- 3.) Any medication brought to school will be stored in a designated place under the control and supervision of appropriate school officials.

****At the 7th and 8th grade level, students will be responsible for the administration of their own non-prescription medication. Administration of prescribed medication is handled through the office provided parent or guardian has signed a written approval.**

Minor accidents are taken care of by the teacher or playground supervisor. In case of serious accident, the parents will be contacted as soon as possible. If the parents cannot be reached, the emergency number on file will be tried. If the emergency number cannot be contacted, the injured child will be taken to the hospital immediately at the expense of the parents.

REGULATIONS:

- R-1 **No Medication** -- includes Aspirin, Tylenol, etc. Please send these medications with your child in a bottle properly labeled with written instructions for administering.

HEAD LICE:

The school maintains the right to check any child for head lice and will conduct periodic checks of classes or individuals for head lice as warranted. When a child is found to have an active case of head lice, the child's parents will be contacted immediately and the child sent home until proof of suitable treatment is provided (example: empty bottle and/or box or doctor's note). A parent must accompany the child to the office where he/she will be checked by the principal or other school designee before reentry to the classroom. All nits must be removed from the hair before the student can be readmitted to school. A second treatment is to be administered by the parents 7 to 10 days following the first treatment. Proof of the second treatment must also be provided to the principal or other designated school official after the tenth day. Parents of all students in the affected classrooms will be given written notification via a letter sent home with their child. That letter will also provide information on how to examine their children for head lice and how to treat for head lice.

OFFICIAL POLICY #7

ILLEGAL DRUGS, ALCOHOL, WEAPONS, ETC.:

If any student brings to school, or has in his/her possession on the school grounds, at any time, any illegal drug, alcohol, firearms, explosives, switchblades or pocket knives, he/she is liable for suspension or expulsion. Also, in accordance with Diocesan policy, all Catholic schools are smoke free.

OFFICIAL POLICY #8

DISCIPLINE:

Good order and self-discipline by the students are to be expected in every school. The main purpose of good discipline at Our Lady of Fatima is to lead the student to *SELF CONTROL*. Self control on the part of the students is essential to good classroom order. Students are to

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be courteous at all times, in all places. Reasonable quiet, conducive to study, and good order is expected of every student. Good classroom discipline is first and foremost the responsibility of the classroom teacher.

HARASSMENT:

In keeping with the philosophy of Our Lady of Fatima School that each person is a sacred individual, it is the policy of OLF School to provide for its students and employees an educational environment free from harassment. Harassment based on gender, race, religion, or physical appearance will not be tolerated, and is subject to disciplinary action in accordance with each individual situation and according to the principal's discretion.

MINOR INFRACTIONS:

The following student behaviors are considered inappropriate for school. This is in no way a complete list, but should illustrate the types of behavior that are inappropriate. Infractions of these and similar violations will result in disciplinary measures, as appropriate to the age of the child, which are outlined later in this section.

- Tardiness to class
- Not having materials
- Homework or classwork not turned in
- Not in seat
- Excessive talking
- Not putting up materials
- Refusal to do work
- Disregard for Procedures (cafeteria, dismissal, hallways, etc.)
- Pushing or hitting
- Misuse of Electronics
- Misuse of Computers/Technology
- Gum chewing
- Uniform violation
- Making false statements
- Copying/Cheating
- Inappropriate Display of Affection
- Disregard for Correction
- Make-up in Class

CONSEQUENCES FOR MISBEHAVIOR

Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control. Emphasis is placed on positive values rather than on punishment. When violations do occur, each one will be dealt with patiently, respecting the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.

Means of coping with problem situations are:

- ... to deny privileges to misbehaving students;
- ... to talk to the students in private;
- ... to inform parents or guardians;
- ... to seek positive help for the student through counseling;

. . . if a student cannot be helped through any of the above means, the Principal will follow the procedures for suspension or expulsion.

Students are made aware of classroom rules. Failure to adhere to rules will result in the

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following age/grade appropriate discipline procedures. Consequences vary somewhat by grade according to what is appropriate at various developmental stages per age. Therefore, this section is divided according to age groups.

K-3 – *After warnings by teacher are ignored . . .*

- 1st Incident - 1 point is deducted from daily conduct grade
- 2nd Incident - Lose portion of recess, and 2nd point will be deducted from the daily conduct grade
- 3rd Incident - Lose portion of recess and note to parent is sent home, and a 3rd point will be deducted from daily conduct grade
- Repeated minor offenses in a day will be considered a major offense and will result in that parent being contacted, and/or the student being sent home. In case of major offenses, conduct grades will be reflective of the student being sent home.
- Students begin each day with 4 points on their conduct grade.
- K-3 conduct grades will be reflected on report cards as “O” for Outstanding, “S” for Satisfactory, and “N” for Needs Improvement.

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Student discipline slips affect a student’s conduct grade. Each student will begin each day with 20 behavior points. Each time an infraction is marked on a student discipline slip for the day, 5 points is deducted from the student’s daily conduct grade, not to exceed the day’s 20 points. An average is taken of the week’s total points to determine a weekly conduct grade for each student. Weekly grades are then averaged for the student’s nine-weeks’ conduct grade. In this way, a record is kept, and the nine-weeks’ conduct grade is reflective of the student’s behavior throughout the entire nine-weeks’ period. *The teacher will make every effort to warn student verbally. After warnings are ignored . . .*

- 1st Incident — Infraction marked on student discipline slip. Loss of 5 conduct points for the day.
- 2nd Incident — Second infraction marked on student discipline slip. Slip will be sent home to parent. Loss of 10 conduct points for the day.
- 3rd Incident — Third infraction for the day is marked on student discipline slip that is to be sent home to parent. This will result in a loss of 15 conduct points for the day. Lunch detention may be assigned.
- 4th Incident — Fourth infraction marked on the student discipline slip. Student will have lost all 20 conduct points for the day. Student may be sent home for the remainder of the day due to having received a “zero” in conduct for the day.
- If a student receives six (6) infractions (70%) within a week’s period, he/she will be assigned an after-school detention hall.

Students are expected to have discipline slips signed by parents. When students are given a discipline slip for failure to complete or turn in classwork and/or homework, this is reflected in study habits and may result in after school study hall.

In cases of disrespect and purposeful disregard for school rules, it may become necessary to issue an immediate detention hall through the office, thirty (30) points will automatically be removed from the student’s weekly conduct grade.

If an automatic lunch detention is assigned, fifteen (15) points will automatically be removed from the student’s weekly conduct grade.

In cases of major offensives where suspension is necessary, students will have forty

(40) points removed from the weekly conduct grade, resulting in a failing conduct grade for the week.

If excessive infractions continue to occur, a conference with parents and student will be called.

(Reminder: Students may not participate in parochial league sports with a "C" in conduct —

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less than 85%; therefore, the student must maintain an 85% conduct average or better each 4 ½ week marking period to remain eligible for participation in the Parochial League Sports Program.)

SUSPENSION:

Suspension is defined as a definite period of time a student will not be allowed to attend school or a school-sponsored activity for a serious regulation infraction. Suspension from the school will be the decision of the Principal in consultation with the Pastor.

EXPULSION:

Expulsion, defined as the permanent dismissal of a student from school, will be the decision of the Principal in consultation with the Pastor. Notification of the expulsion will be sent to the School Board President. A written report, containing reasons for the expulsion, will be sent to the student's parent(s)/guardian(s) and to the Diocesan Superintendent. If parents/guardians wish to appeal the decision, they will contact the president of the school board who will arrange a hearing with the arbitration committee.

MAJOR OFFENSES:

The following is a list of violations of the school community rules that are considered most serious. Each situation will be assessed in terms of severity, intent, and in light of students' prior behavior, when determining consequences. Principal is to be notified immediately, and each incident will be thoroughly investigated. Each of these offenses could result in suspension or expulsion from school (See above guidelines for Suspension/Expulsion.)

1. Defiance of school authority -- principal, teachers, staff, playground supervisors (such as parents and other volunteers);
2. Cruelty to other students -- verbal and/or physical;
3. Consistent lack of cooperation both within or outside the classroom.
4. Willful destruction or defacing of school or church property. Students will pay for any damage incurred;
5. Fighting;
6. Profanity, verbal abuse, obscene gestures or conduct;
7. Leaving campus or designated area without permission;
8. Theft
9. Bringing pocket knives, slingshots, firearms or any type of weapon to school -- including toys suggestive of violence;
10. Bringing or using alcohol, tobacco (in any form) and/or illegal drugs on school grounds;
11. Verbal threats of a grave nature.
12. Cheating on Tests or Exams

GENERAL RULES OF CONDUCT:

1. At recess and after lunch, all students are expected to be on the playground, not in the classroom unsupervised. Only health reasons or inclement weather give students permission to be in the classroom;
2. Running and jumping will be not permitted, at any time, in the school building;
3. Gum chewing is not permitted, at any time, during the school day;
4. After school hours, students are not permitted in the school building and in designated areas, except when permission is granted;
5. Radios, tape recorders, nintendo or other electronic games will not be permitted,

- unless permission is granted by a teacher;
6. Only educational tapes, videos and DVD's or previously approved movies will be shown in the classroom ;
 7. Dangerous objects such as rocks, sticks, and other objects may not be thrown or kicked;

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8. Food with wrappers, cold drink cans or milk cartons may not be taken on the playground except for scheduled picnics;
9. When clothes are torn, due to inappropriate behavior, the student responsible may be asked to pay for damages -- to be handled by parents/guardians;
10. Aggressive kicking, tripping, hitting and pushing are not allowed;
11. The gym, kitchen, hall, and preschool are off limits for students except at lunch time. One may go there only with permission. Also, included in the off-limit area: in front of Church, behind the Church Office, behind the Rectory and/or out of sight;

PROCEDURES:

- P-1 **ENTERING AND LEAVING CHURCH --**
1. on time;
 2. Enter and leave with no talking.
- P-2 **ENTERING BUILDING AFTER RECESS --**
1. Line up single file and walk in room quietly.
- P-3 **MUSIC --**
1. Walk in and out orderly, with no talking.
- P-4 **FLAG SALUTE --**
1. Remain quiet before flag salute;
 2. Classes will be dismissed by grade.
- P-5 **FIRE DRILL --**
1. Fire alarm will sound one long ring.
 2. Each class leaves room in silence and in single file;
 3. Remain quiet and in line on assigned area.
 4. Return to rooms quietly.
- P-6 **TORNADO DRILL --**
1. Fire alarm will sound two (2) long rings.
 2. Go into assigned areas immediately;
 3. Students sit and lock fingers on top of head with face down between knees.

OFFICIAL POLICY #9

FLORAL ARRANGEMENTS, BALLOONS, AND GIFTS:

Floral arrangements, balloons, and gifts shall not be sent to children at school for birthdays and other special occasions. If brought to school, they must be delivered to the office and the students can pick them up after school. Invitations to "private" parties, such as birthday, etc. for the students after school hours, may be delivered at school, provided each student in the class receives an invitation.

REGULATIONS:

- R-1 **PARTIES --** Room parents assist the teachers in classroom activities and parties. During the school year, three (3) parties are permitted: Christmas, Valentine's Day and one (1) to be decided by the teachers. The parents provide the refreshments for the students and help plan and supervise the party.

OFFICIAL POLICY #10

IN-SERVICE and FACULTY MEETINGS -- REGULATIONS:

- R-1 Annual Diocesan Teachers' Professional Day.
- R-2 Principal provides for five (5) days of Staff development prior to the start of

school.

- R-3 Classes will be dismissed at 1:30 PM on the first Friday of the month for Faculty Meeting/Staff Development program.
- R-4 A record of the Staff Development program will be maintained in a school office file.

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OFFICIAL POLICY #11

STUDENT LUNCHES:

The hot lunch program at Our Lady of Fatima is approved by the Arkansas Board of Health. We have the government milk program, so that students who qualify for reduced or free milk may participate in the program. Forms are available through the office.

It is the parent's responsibility to insure that your child has a lunch. Lunch and milk cards will be purchased through the office. Each classroom teacher will keep a record of lunches used for each student, but it is the primary responsibility of the parent to keep track of lunches purchased and used. Because of the expense of the lunch program, the school cannot afford to feed students that have not paid for lunch; therefore, lunches may not be charged.

REGULATIONS:

R-1 **GUIDELINES IN THE CAFETERIA**, as follows:

PROCEDURES:

- P-1 Walk in line going to lunch room. Go in the front entrance and walk directly into the cafeteria.
- P-2 Stand in line quietly to receive tray. If lunch has been brought from home, the student may be seated.
- P-3 Students will take their tray and be seated, and students may then visit in a soft voice with others sitting around them.
- P-4 Students are to remain seated for the entire lunch period. Students may get up to get a second helping, put their trays up, or to ask permission to go to the restroom.
- P-5 Students should demonstrate good table manners while in the cafeteria.
- P-6 Students will clear their area before leaving the lunchroom.
- P-7 The cafeteria coordinator or duty teacher will dismiss the students when lunch time is over. Students will not be dismissed early.
- P-8 Students will leave lunch room in an orderly manner. They will line up to put up their trays, and follow dismissal directions.

As in all areas of the school, we expect the students to demonstrate respect for themselves and others at all times.

OFFICIAL POLICY #12

PLAYGROUND SUPERVISION:

The playground is supervised at all times by teachers and staff. All students should attend outside recess during good weather. If for health reasons a student cannot go outside, a written *NOTE* from the parents/guardians to this effect should be sent to the teacher.

REGULATIONS:

- R-1 No child is permitted to enter the school building during recess without permission of the playground supervisor;
- R-2 Students are to obey playground volunteers who generously give of their time to help at school;
- R-3 All playground equipment is to be taken care of properly. A student who purposely damages playground equipment will be expected to pay for the damage.

OFFICIAL POLICY #13

TELEPHONE:

If a parent needs to contact a child during the school day, please give the message to the school secretary or the person answering the phone and it will be delivered to the student. Neither teachers nor students are called to the telephone during class hours, unless it is an emergency. All messages are written and delivered.

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REGULATIONS:

- R-1 Students are not to use the office phone, without permission. If a need does arise, such as sickness, permission must be obtained from the teacher to use the phone;
- R-2 The telephone may never be tied up for a private telephone call, at any time of the day.

OFFICIAL POLICY #14

ATHLETICS:

Our Lady of Fatima School offers participation in Basketball and Football as a member of the Little Rock Parochial League. The number of girls' and boys' teams will be determined by the number of children desiring and having the eligibility to play, as well as the availability of coaches. We adhere to all parochial league policies. The regulations outlined in the following paragraphs are from the Parochial League ATHLETIC POLICY MANUAL. It is the policy of the parochial league that the academic and religious development of the student is of primary importance at all times. The privilege of athletic participation may be earned only through satisfactory levels of achievement in academics and religion. At any time that organized athletics become a detriment to the student's academic or religious achievement, he or she will become ineligible for athletic participation until a satisfactory achievement level is attained. The existing policy regarding academic and citizenship grade level requirements for athletic participation will remain in effect.

CHRISTIAN SPORTSMANSHIP

"CHRISTIAN SPORTSMANSHIP" IS DEFINED AS RESPECT FOR THE AUTHORITY OF THE COACHES AND OFFICIALS, RESPECT FOR OTHERS (TEAMMATES, OPPOSING TEAM, FANS), AND RESPECT FOR SELF.

PLAYER ELIGIBILITY:

IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN BASKETBALL, THE STUDENT MUST HAVE A CURRENT PHYSICAL OR A LETTER FROM THE FAMILY PHYSICIAN ON FILE WITH THE SCHOOL.

- R-1 Participation in the sports program of the Parochial School League is limited to the students of the parochial school system.
- R-2 The sports program is open to any child who wishes to participate as long as he/she is attending the parochial school and meets the academic and conduct requirements.

SCHOOLS WILL NOT CONDUCT TRYOUTS.

- R-3 No player who has reached his/her 12th birthday by September 1st may play in the 5th grade division of the league.
- R-4 No player who has reached his/her 13th birthday by September 1st may play in the 6th grade division of the league.
- R-5 No player who has reached his/her 14th birthday by September 1st may play in the 7th grade division of the league.
- R-6 No player who has reached his/her 15th birthday by September 1st may play in the 8th grade division of the league.

PENALTY: Failure to observe any of the above mentioned rules will result in forfeit of all games in which the rule/rules were violated.

ACADEMIC ELIGIBILITY:

Students participating in basketball must maintain an average grade of 77% in the following subjects, with no individual grade below 70%.

RELIGION, READING/LITERATURE

Marking Codes:

SPELLING, SCIENCE, MATH,

A 93-100% B 85-92%

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SOCIAL STUDIES, AND

C 77-84% D 70-76%

LANGUAGE

F Below 70%

Learning Disabilities:

A diagnosed learning disability or handicapping condition is a condition that has been evaluated by a psychologist and/or psychological examiner and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications and/or IEP (individualize educational plan), must be filed in the school office. A modified grading scale may be used in the student's area(s) of disability. If there are areas of academics which are not affected by the particular diagnosed learning disability or handicapping condition, the academic eligibility standards for non-disabled students will apply. The principal, classroom teacher(s), parents/guardian and student should be aware of the guidelines established in the modification and/or IEP prior to its enactment.

Conduct:

Conduct grading for all students will be on a 4.0 systems as follows:

4.0 = 93-100

3.0 = 85-92

2.0 = 77-84

1.0 = 70-76

Students participating in extracurricular activities must maintain an overall average of 3.0 in conduct with no grade lower than 2.0 in any class.

Enforcement:

Interim academic grades will be used for possible reinstatement of a student who is on academic probation. Only quarter report card grades will be used to place a child on academic probation. Interim conduct grades and quarter report card grades will be used to place students on probation, as well as reinstate students. Spring (Fourth) quarter academic grades will not affect fall sports eligibility. Spring (Fourth) quarter conduct grades will affect fall eligibility.

Transfers:

Transferring students from nonleague schools will serve a probationary time, at the discretion of the principal, until the interim report or the first nine (9) week grading period. Transferring students from league schools will continue any academic or conduct probation when transferring from one league school to another.

Playing Up Rule:

1. Girls cannot play on boys' teams, and boys cannot play on girls' team.
2. All grades must play every participant a minimum of a quarter each game. In order to fulfill the quarter obligation, when entering a game for the first time, each player will start a quarter and play that entire quarter except for medical reasons, fouling out, or disciplinary actions.
3. Playing down is not allowed unless approved by the Superintendent of Catholic Schools.
4. If needed a team may play up players from the grade below to have a total of 7 players for a single grade team. The quarter rule for playing will apply.
5. Schools which field more than one (1) grade level team must have a minimum of 6 grade level players on the roster before being allowed to play up additional players.
6. Schools that need 4th graders to make a 5th grade team, girls and/or boys, must offer all 4th

- graders of that gender the opportunity to play.
7. A player is allowed to play a maximum of two (2) games per night.

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Technical Fouls:

A student who receives a technical foul during a basketball game will not be allowed to play for the remainder of that game, and will not be allowed to play in the next game. If a student receives a second technical foul, he/she may be removed from the team.

GENERAL ADMINISTRATIVE POLICIES
AND
PROCEDURES AND REGULATIONS

PROCEDURES:

- P-1 All persons entering the building **must** check in with the office before going to a classroom. This is a policy set up by the Diocese and we must follow it;
- P-2 Classroom doors will not be open before 7:45 AM. Between 7:30 AM and 7:45 AM, students report to Room 202. A bell will ring at 7:45 AM to dismiss students to class.

REGULATIONS:

- R-1 **SCHOOL CALENDAR** -- Our Lady of Fatima School follows the OFFICIAL DIOCESAN CALENDAR, with changes approved by the DIOCESAN SUPERINTENDENT and the local School Board. Our Lady of Fatima observes the State law, regarding the number of days classes must be in session during the school year.
- R-2 **HEALTH EXAMINATION** -- Vision and hearing tests are administered to all kindergarten students, grades 1, 3, 5 and others having vision or hearing problems;
- R-3 **SCOLIOSIS SCREENING** -- Scoliosis screenings will be given each year according to Arkansas Code #20-15-801;
GIRLS in the sixth and the eighth grade shall receive a scoliosis screening every year.
BOYS in eighth grade shall receive a scoliosis screening every year.
The school shall send the Scoliosis screening report to parents and to the Arkansas Department of Health.
- R-4 **CURRICULUM** --
- RELIGION:** The religion text is selected from the recommended and approved texts by the Diocesan Office. This list is approved by the Bishop.
- ACADEMIC:** Curriculum Guidelines "*In Spirit and Truth*" have been established by the Diocese of Little Rock. Textbooks are selected by the Principal and teachers are from the list recommended by the Diocesan Textbook Committee.
- TECHNOLOGY:** The use and purpose of technology at Our Lady of Fatima School is to enhance traditional curriculum approaches and to equip our students with the technological knowledge and hands-on experiences that will benefit them now and in the future. The use of technology at Our Lady of Fatima School will be compatible with the Christian values and Catholic principles that we profess and uphold. There is a Technology Plan in place and a Technology Committee to oversee the acquisition, training, and use of technology in the

school. Our Lady of Fatima School has a school-wide Internet accessible, network computer system in which each classroom and the computer lab are equipped with computers for student

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use under the teacher's supervision. There is an Acceptable Use Policy in place to govern School use of the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return the user agreement and parent permission form at the end of the Acceptable Use Policy. *Please see Appendix II at the end of this manual.*

- R-5 **FIRE AND TORNADO DRILLS** --
Fire drills are held monthly. A record of the drill is kept in the school office and a copy is forwarded to the Diocesan school office at the end of the school year.
Tornado drills are conducted periodically during the year. Evacuation plans are posted in each room near an exit door.
- R-6 **STUDENT ACCIDENT INSURANCE** -- A Diocesan approved insurance policy is available through the school. Application blanks are available on line. This policy may be secured at any time during the school year.
- R-7 **GUIDANCE AND TESTING** -- The aim and purpose of the program is self-acceptance and self-direction of the individual. Each teacher views guidance as an essential part of her role. To assist the teacher in the role, the **ACHIEVEMENT TEST** is administered in the Spring, to all students in grades 1 through 8. The result of these tests are sent to the parents. Parents may confer with the teacher concerning the meaning of these tests.
- R-8 **HOME-WORK ASSIGNMENTS** -- In order to assimilate the academic skills acquired in school, it is essential that good study habits be fostered in the home. Parents can do much to help their child attain this objective, by the following:
- *Provide an atmosphere conducive to study . . .
 - *Scheduling a definite time for study. . .
 - *Showing an interest in the child's work. . .
 - *Realizing that homework does not solely consist of written work, but that both written and study work are important.
 - *Expecting the child to have his/her homework assignments written down. . . .
 - *Checking with the teacher if the student repeatedly says he/she has no homework. . .
- Home-study times vary according to the needs of the individual child.
- R-9 **CLASS WORK** -- Parents should help their child by requiring that they:
- (1) correct what was missed in class. . .
 - (2) stress neatness. . .
 - (3) help the child with study sheets. . .
 - (4) ask the child questions, after an assignment has been read
 - (5) encourage outside reading at home.
- R-10 **GRADING** -- Grades are determined by a combination of daily work and test scores. Therefore, it is imperative that students do the assignments and take the tests.
- THE GRADING SCALE, is as follows:**
- | | | |
|-----|----------------------|-------------|
| "A" | Superior Achievement | 93% to 100% |
| "B" | Above Average | 85% to 92% |
| "C" | Average | 77% to 84% |
| "D" | Passing | 70% to 76% |
| "F" | Failure | Below 70% |
- Report cards are sent home one (1) week after the close of each quarter.

Progress reports are sent home every four (4) weeks or as often as a child is not doing satisfactory work.

- R-11 **CITIZENSHIP GRADES** -- Citizenship is based on school rules and students' conduct. The grade represents the student's rating in the class, in such

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factors as:

conformity to classroom rules and regulations, cooperation, self-control, attitude, dependability, courtesy, respect for rights of others and promptness in completing work.

Citizenship grades for students in Grades 4-8 are as follows:

- "A" -- Student is above average in characteristics and, in general, considered a very good citizen;
- "B" -- Student is normal and average in citizenship characteristics;
- "C" -- Student is below average in citizenship characteristics and needs improvement;
- "D" or "F" -- Student must improve citizenship at once. A conference with teacher is advised.

Citizenship grades for students in Grades K-3 are as follows:

- "O" -- Student is above average in characteristics and, in general, considered a very good citizen;
- "S" -- Student is normal and average in citizenship characteristics;
- "N" -- Student is below average in citizenship characteristics and needs improvement.

- R-12 **HONOR ROLL** -- The "A" and "A & B" honor roll will include conduct and religion, as requiring all "A's" or "A's and B's" to qualify for the honor roll. Penmanship and activity classes are not included. The "A" honor roll consists of no academic grade below "A-" and no citizenship grade below "A-". The "A/B" honor roll consists of no academic grade below "B-" and no citizenship grade below "B-". It is a great honor to have earned this distinction. The honor rolls will be printed in the local newspaper after each grading period.
- R-13 **PROMOTION** -- Promotion will be based on the passing mark of seventy percent (70%). Two (2) major subject failures constitute a grade failure. Major subjects are: Language Arts, Science, Social Studies, and Mathematics.
- R-14 **LIBRARY** -- The library is available for the use of the students. Scheduled time is set aside for each grade to check out books. If a book is lost, it must be paid for in an amount sufficient to replace the book. Parents are asked to help teach their child the value of promptness in returning books. To re-check a book, the previous book checked out must be brought back. After a book is four (4) weeks overdue, it must be paid for immediately. Donations of books or money to the library are always gratefully received.
- R-15 **EDUCATIONAL FIELD TRIPS** -- All personnel, inclusive of students, teachers, parents and others, shall wear seat belts while traveling in privately owned vehicles or the Church van, in conjunction with any directly related school function. It is the responsibility of the driver providing the transportation to make sure each child is buckled. Teachers shall advise each driver of his/her responsibility. The use of one seat belt to restrain more than one (1) child is highly discouraged, but may be permitted when necessity dictates. Any program or field trip prepared for and put on by the school is an important part of your child's curriculum. These programs and field trips are prepared for the benefit of your child's education. His/her safety is always of utmost concern and the benefits he/she will gain from participation are great. Therefore, any student not in attendance on a field trip will be counted absent. In addition, any students not in attendance at a school performance will receive an unsatisfactory mark.

The Off-Campus Permit is to be signed each time students are taken off campus for any reason. These forms are to be kept in the school office until the end of the school year.

The Driver Liability Form is to be signed by every driver of a private vehicle,

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when transporting students for field/off-campus activities. The driver liability form needs only to be signed once each year, but retained in the school office until the end of the school year. Drivers must also have on file a copy of current driver's license, proof of insurance, follow all state laws pertaining to the transportation of children, and meet the guidelines of the VIRTUS program set forth by the Diocese. No cars may stop for snacks, when the entire school goes on a field trip or outing. Yet, when a single class goes on a field trip or outing, if all are in agreement, they may stop, but only if the students pay for their own snack.

R-16 PARENT/TEACHER ORGANIZATION (PTO) -- The purpose of the PTO is to enable the parents' partnership role to become a reality in education. The PTO consists of all parents or guardians of students, the Pastor, the Principal, and the Faculty of Our Lady of Fatima School. The PTO dues will be collected with book fees in June.

R-17 SCHOOL BOARD -- Unlike a public school board, the Catholic School Board is not autonomous. According to the code of Canon Law, all Parish boards are consultative. Actions of the board become effective only upon the approval of the Pastor. Since the main purpose of the board is to assist the Pastor and the Principal in providing quality Catholic education in the Parish School, the majority of board members are to be practicing Catholics. To be a school board member is more than just a job and is distinctly different from a political commitment. It is to accept a mission and to bring to that mission one's talents, wisdom, experience, faith life and good will. As individuals, board members have no authority -- authority is exercised only as a group.

Additionally:

1. No board member will have a member of his/her household on the school staff;
2. School staff members will not be eligible for election to the board;
3. Not more than one member of a household will serve at a given time;
4. No public school administrator will be eligible for election to the board;
5. Any board member missing three (3) meetings during a school year, without a valid reason, will cease to be a member of the board.

R-18 COMPLAINTS -- Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned, before discussing it with other parents.

Additionally:

1. If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem;
2. If the matter cannot be resolved satisfactorily, the person will contact the Principal for an appointment;
3. If the problem is still not solved, the person will contact the Pastor to discuss the matter;
4. If no solution is found to the problem, the matter will be referred to the Diocesan Superintendent;
5. School Board members, individually, are not to attempt to solve school problems, but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the Principal.
6. The school parking lot is not the place to air grievance or to discuss school matters.

R-19 STUDENTS' RECORDS -- According to the Family Educational Rights and Privacy Act 1988, a student's records are confidential and will be open only to

members of the professional staff and to the student's parents/guardians or to the student himself/herself, if the student has attained the age of eighteen (18). Parents/Guardians will sign a release, before a student's records are forwarded to another school.

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- R-20 PARENT/TEACHER CONFERENCES -- Parent/Teacher Conferences are held after the first and third quarter of the school year. Additional conferences for individuals may be arranged, if the teacher or parent indicates this need.
- R-21 VOLUNTEERS – Volunteers play a large role at Our Lady of Fatima School. On registration day, parents are free to choose areas they wish to participate in during the school year. Any volunteers or paid faculty or staff at Our Lady of Fatima School must submit to a background check and attend the Diocesan mandated VIRTUS program.
- R-22 LOST AND FOUND -- If a child misplaces or loses articles at school, he/she should check the “LOST and FOUND BOX.”

APPENDIX I

REQUIREMENTS FOR CATHOLIC TUITION OUR LADY OF FATIMA SCHOOL

Those students qualify for Catholic tuition rates who meet the following minimum criteria:

- 1) are baptized members of the Roman Catholic Church**
- 2) have received sufficient* religious instruction so as to be able to receive the sacraments**
- 3) are being reared by their parents as practicing Catholics through regular and routine attendance at Sunday Mass**

* to be determined by the Director of Religious Education in accordance with the published guidelines of Our Lady of Fatima Parish.

In addition to these minimum requirements, it is expected that those paying Catholic tuition rates will already be registered members of Our Lady of Fatima Parish or a neighboring Catholic parish, and be contributing to the financial welfare of Our Lady of Fatima Parish.

APPENDIX II

ACCEPTABLE USE POLICY ***Our Lady of Fatima School***

Internet access is now available to students and teachers at Our Lady of Fatima School. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. To gain access to the Internet, all students must obtain parental permission and must sign and return this form.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While your child is at school, the staff will make every effort to assure that this resource is used appropriately. As parents, it is your responsibility to monitor this resource at home, not unlike the manner in which you monitor use of TV, video games, or the telephone. It is not advisable for children to engage in long hours of unsupervised time on-line. It is our hope that those of you with Internet access at home are aware of this and take every precaution in monitoring Internet use by your child. At Our Lady of Fatima School, we have acquired a blocking system to help monitor and protect your child. The classroom systems are also equipped with passwords, making it necessary for supervising teachers to log on before students can have Internet access.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration are many. However, parents, guardians, and school personnel are responsible for setting and conveying the standards that their children should follow when using medial and information sources. Since we are a Catholic, educational institution, we seek to provide a quality education by guiding each student toward scholastic achievement developed through self-discipline and personal responsibility. To that end, Our Lady of Fatima School supports and respects each family's right to decide whether or not to apply for access.

BEHAVIOR:

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research. Access to network service is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege -- not a right. Access entails responsibility.

Individual users of the computer network are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Computer storage areas or files may be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the server will always be private.

With this access to the world-wide web, students will now have a new educational tool and resource for materials. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, movies, radio, and other potentially offensive media.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems, software, or computer networks
- Changing computer settings
- Downloading files from the internet (games or other)
- Violating copyright laws
- Using another's ID/Password
- Illegal use of data in folders or work files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

In the event a student engages in any of the above-referenced activities, his/her access privileges will be revoked, making it necessary to complete any assigned work with pen and paper, using traditional texts and resources. Other disciplinary measures may result. For discipline policy and consequences, see Official Policy #8 in the Our Lady of Fatima School Policy Manual.

USER AGREEMENT AND PARENT PERMISSION FORM:

As a user of the Our Lady of Fatima School computer network, I hereby agree to comply with the above-stated rules -- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student's Signature _____

Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for the guidance of Internet use -- setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media.

We understand that our daughter or son may create art work or writing which would be suitable for publication on the World Wide Web, a part of the Internet. We know that every student cannot have his or her work published and that it is an honor to have our child's work included as an educational resource for others. We further understand that the work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission. No home address or telephone number will appear with such work. In addition, students must get the teacher's permission to print or download any data from the Internet. By signing this form, we grant permission for the World Wide Web publishing as described above.

Parent/Legal Guardian Signature _____

Date _____

APPENDIX III

2010-2011 TUITION SCALE OUR LADY OF FATIMA SCHOOL

Catholic Tuition:

- One Child: \$253. for 12 months or \$3036. yearly**
- Two Children: \$446. for 12 months or \$5352. yearly
*(Second Child is \$193. for 12 months, as is
any additional children)***
- Three Children: \$639. for 12 months or \$7668. for the year.
*(Each additional child would be \$193.
monthly.)***

****For Catholic families with three or more children, there is a scholarship fund set up by a parishioner that will cover the tuition cost of the third child and any additional children. Applications for this fund are available by contacting the church office (bookkeeper). Scholarships are based in financial need and availability.**

Please remember that the church subsidizes Catholic children's tuition. Catholic tuition is only available to active, Catholic families. Please register with the church office, if you have not done so. Catholic families in need of tuition assistance may apply to the Adopt-A-Student program for help with part of the tuition cost.

Non-Catholic:

- One Child: \$293. for 12 months or \$3516. yearly**
- Two Children: \$561. for 12 months or \$6732. yearly
*(Each additional child will be \$268. monthly,
also.)***

APPENDIX IV

VIRTUS TRAINING

According to Diocesan Guidelines all coaches and regular volunteers [serving at three (3) or more school functions annually] must attend a Diocesan-sponsored VIRTUS Training Workshop held periodically within our Diocese. These volunteers must also undergo a background check.

APPENDIX V

NON-PERMITTED ITEMS

- Radios, CD/Tape Players, Pagers, IPODS, cell phones, cell phone-cameras or digital cameras**, or any other non-educational related items that may cause a disruption to the classroom setting or school are not permitted at Our Lady of Fatima School. This may include travel for field trips.
- If electronic devices are needed for a class project or presentation (such as the Talent Show), permission must be given prior to a student's bringing items to school. Our Lady of Fatima will not be responsible if such items are lost, stolen, or damaged.
- Cell phones are not permitted at Our Lady of Fatima School. If a student is found in violation of this rule, the cell phone will be confiscated.* Once a phone has been confiscated, it must be picked up in the office by the student's parents or guardians. Additional infractions may result in suspension of the student, in addition to confiscation.
- Gum chewing is prohibited at OLF.
- Book bags are not used in the classroom. Students that have assigned lockers should use back packs to bring books to and from school only. Then, back packs should be stored in the students' lockers.
- Invitations distributed at school which are not all-inclusive
- Gifts to individuals exchanged at school
- Valuable items and large sums of money
- Shoes with "built-in" wheels may not be used as school.

** Legally, cell phones may be confiscated. Any call numbers and/or text messages that are on the confiscated phone become public and may be read.*

***Cameras are not permitted at school to discourage the publishing of pictures (especially on the internet) without parental permissions.*

APPENDIX VI

INAPPROPRIATE USE OF TECHNOLOGY

Our Lady of Fatima School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus inappropriate use of technology (for example, on a home computer on websites such as “My Space,” “Face Book,” “You Tube,” etc.), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

Our Lady of Fatima School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.) While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Because information about students is confidential, teachers and parents are discouraged in the use of social networks (such as Facebook) to communicate about students.

Teachers, faculty, and staff of Our Lady of Fatima School shall not engage in social networking with students.

Our Lady of Fatima School **Policy Manual** **Verification Form**

This form verifies that I have read carefully and entirely Our Lady of Fatima School's Policy Manual with my child/children. In addition, I agree to support and reinforce the policies stated.

Signature of Parent/Guardian

Date

Please return this form to the school office:

Signature of Student(s):

