

Our Lady of Fatima Catholic School

Student & Parent Handbook 2019 - 2020

Challenging Minds, Inspiring Hearts.



1600 Ninth Avenue North
Texas City, TX 77590
409-945-3326

Jennifer Lopez, MS
Principal
August 2019

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



Student / Parent Handbook 2019-2020

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, TCCB ED. We also hold membership in the National Catholic Educational Association, NCEA.

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!

Thank you for being a part of the Our Lady of Fatima family. This handbook is meant to be used as a guide. If questions arise regarding policy and procedures, we will discuss them and work out a solution that best suits the situation. Although it may not address all situations, I have confidence that our team of faculty and staff will work together to address each situation in a thoughtful manner based on Christian Catholic principles.

Our tagline Challenging Minds, Inspiring Hearts embodies our dedication as Christ's disciples.

This year our theme is: We Aren't Full until We are All Full. This theme calls us to the love and servanthood that embodies our campus as a Catholic campus and Christ's Body.

The purpose of this School Student/Parent 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.

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. *It is expected that families abide by the policies, procedures, and regulations set forth in this handbook.* Parents and students are expected to sign the Handbook Acknowledgement Form. If you have any questions about the contents of this handbook, please contact the school at 281-332-4014.

Please feel free to contact me via phone 409-945-3326 or email jlopez@fatimatc.org. The school office is open Monday-Friday from 7:30 AM-4:00PM.

Blessings,
Mrs. Jennifer Lopez, MS
Principal

The policies and regulations contained herein are for informational purposes only. The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Parents and guardians will be notified of updates.



Preface

The Catholic Schools of the Archdiocese of Galveston-Houston

In the Archdiocese of Galveston-Houston, Catholic schools may be a part of a parochial structure, regional, or private. All are approved by the Archbishop and the Texas Catholic Conference of Bishops Education Department and the Texas Catholic Conference Accreditation Commission.

Each school in the Archdiocese must come to an awareness of its own reason for existence and of its purpose within the context of the mission of the Church. The Church has a threefold mission:

- (1) Imparting the message of Jesus, the Christ
- (2) Advancing the building of Christian community;
- (3) Showing what the Good News is by the quality and character of service to the community. Those in Catholic schools draw their purpose and meaning from this context and function as one effective element in the Church's ministry of furthering these goals.

"Christian education is intended to make one's faith become living, conscious and active through the light of instruction. The Catholic School is the unique setting within which this ideal can be realized in the lives of Catholic children and young people" (*To Teach as Jesus Did*, #102). This integration is present in the Catholic School not only through its unique curriculum but, more importantly, through the presence of teachers who express an integrated approach to learning and living in their private and professional lives. It is further reinforced through free interaction among the students themselves within their own community of youth.

UNIVERSAL RIGHT TO AN EDUCATION

"All humankind of every race, condition and age, since they enjoy the dignity of a human being, have an inalienable right to an education that is in keeping with their ultimate goal, their ability, their sex and the culture and tradition of their country, and also in harmony with their fraternal association with other peoples in the fostering of true unity and peace on earth. For a true education aims at the formation of the human person in the pursuit of their ultimate end and of the good of the societies of which they are a member, and in whose obligations, as an adult, they will share."(#1)

Declaration on Christian Education
SECOND VATICAN COUNCIL

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 knowledge of God, to worship Him, and to love their neighbor.

"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."(#3)

Declaration on Christian Education
SECOND VATICAN COUNCIL



DEDICATED TO A SPECIFIC 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.

This mission statement calls forth beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of Galveston-Houston. They are:

Foster a Catholic Identity

We call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ as they bring Catholic teachings and values into their lives and the global world.

Invest in Community Building

We are committed to building a communal spirit that is the heart and reality of Christian formation.

Provide Quality Education

We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural society.

Encourage Moral Formation

We lead by example in teaching moral values that encourage respect and responsibility.

Appreciate Families

We recognize the family as the basic faith community in which all members share as active participants in the educational process.

Support Parish Life

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

Share Governance

We seek support and participation from those who share a common vision, mission and philosophy.

Seek Equitable Distribution

We are challenged to determine how to be the best stewards of the resources and to equitably share in their just distribution so that there is quality and affordability to families and our Church.



CODE OF CANON LAW – 1983

Canon 217 Since they are called by baptism to lead a life in keeping with the teaching of the gospel, the Christian faithful have the right to a Christian education by which they are to be instructed properly to strive for the maturity of the human person and at the same time to know and live the mystery of salvation.

Title III - Catholic Education

Canon 793 §1. Parents and those who take their place are bound by the obligation and possess the right of educating their offspring. Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children, according to local circumstances.

§2. Parents also have the right to that assistance, to be furnished by civil society, which they need to secure the Catholic education of their children.

Canon 794 §1. The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life.

§2. Pastors of souls have the duty of arranging everything so that all the faithful have a Catholic education.

Canon 795 Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.

Chapter I: Schools

Canon 796 §1. Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education.

§2. Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.

Canon 797 Parents must possess a true freedom in choosing schools; therefore, the Christian faithful must be concerned that civil society recognizes this freedom for parents and even supports it with subsidies; distributive justice is to be observed.

Canon 798 Parents are to entrust their children to those schools which provide a Catholic education. If they are unable to do this, they are obliged to take care that suitable Catholic education is provided for their children outside the schools.

Canon 799 The Christian faithful are to strive so that in civil society the laws which regulate the formation of youth also provide for their religious and moral education in the schools themselves, according to the conscience of the parents.

Canon 800 §1. The Church has the right to establish and direct schools of any discipline, type and level.

§2. The Christian faithful are to foster Catholic Schools, assisting in their establishment and maintenance according to their means.



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Canon 801 Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop.

Canon 802 §1. If schools which offer an education imbued with a Christian spirit are not available, it is for the diocesan bishop to take care that they are established.

§2. Where it is expedient, the diocesan bishop is to make provision for the establishment of professional schools, technical schools, and other schools required by special needs.

Canon 803 §1. A Catholic school is understood as one which a competent ecclesiastical authority or a public ecclesiastical juridic person directs or which ecclesiastical authority recognizes as such through a written document.

§2. The instruction and education in a Catholic school must be grounded in the principles of Catholic doctrine; teachers are to be outstanding in correct doctrine and integrity of life.

§3. Even if it is in fact Catholic, no school is to bear the name Catholic school without the consent of competent ecclesiastical authority.

Canon 804 §1. The Catholic religious instruction and education which are imparted in any schools whatsoever or are provided through the various instruments of social communication are subject to the authority of the Church. It is for the conference of bishops to issue general norms about this field of action and for the diocesan bishop to regulate and watch over it.

§2. The local ordinary is to be concerned that those who are designated teachers of religious instruction in schools, even in non-Catholic ones, are outstanding in correct doctrine, the witness of a Christian life and teaching skill.

Canon 805 For his own diocese, the local ordinary has the right to appoint or approve teachers of religion and even to remove them or demand that they be removed if a reason of religion or morals requires it.

Canon 806 §1. The diocesan bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their schools.

§2. Directors of Catholic Schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.



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Catholic Schools of Texas Mission Statement

The mission of Catholic Education in Texas is the fulfillment of the educational ministry of the Catholic Church and has as its primary goal the ongoing formation of the Christian person. It aims at the development of the individual's moral, intellectual, social, cultural, and physical endowments.

As an educational ministry, the Catholic Schools must respond to the needs of the whole person with qualifications and effective experiences in teaching.

The spiritual dimension is integrated in the three-fold responsibility of proclaiming the message revealed by God in work and deed, of building community and Christian fellowship, and fulfillment of the imperative of social justice, servicing our fellow man through sharing spiritual and temporal goods with those in need.

The intellectual dimension is met through a comprehensive offering of variety of learning experiences that assist the student to attain the goals of the various areas of instruction, to prepare them to cope with the societal demands, to understand and to participate in civic and governmental activities, and to appreciate the worth of each person and his culture.

The physical dimension is met through programs that prepare the student to have the knowledge and understanding of their physical and psychological structure and the environmental concerns that affect their well-being.

To attain this educational ministry, the educational ministry of the Catholic Church serves the elementary, secondary, and university school system in Texas and the Archdiocese of Galveston-Houston.

Archdiocese of Galveston-Houston Mission Statement

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.

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



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learner. Each student becomes a Christian eager to embrace his/her responsibility of “message, community and service” to the world.

Our Lady of Fatima Catholic School Education Philosophy

Our Lady of Fatima Catholic School is an extension of the ministry of St. Mary of the Miraculous Medal Church. Our Lady of Fatima seeks to foster productive members of society who are living examples of Christ through their leadership, servanthood, and discipleship. It is the goal of Our Lady of Fatima to educate the whole student—mind, body, and spirit—through the lens of our Christian values and beliefs. Our Lady of Fatima prepares students to be leaders, life-long learners, to be able to respond to the needs of the community, to be disciples of Christ through our actions and Corporal Works of Mercy, and to maintain a global perspective in loving and serving others.

Our Lady of Fatima Catholic School Mission Statement

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.

Our Lady of Fatima Catholic School Vision Statement

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.

Our Lady of Fatima Catholic School School Goals 2019-2020

- Educate and form the total person spiritually, intellectually, personally, socially, and physically while recognizing the dignity of each student as a member of the Catholic educational community.
- Identify each child's spiritual, moral, social, academic, and physical needs.
- Celebrate Catholic traditions through daily prayer, regular liturgical and sacramental experiences, a solid program of Catholic religious studies, and the teaching of Catholic moral standards.
- Promote traditional Catholic educational values by emphasizing high academic standards and achievement.
- Support each child to understand the needs of the community and his/her role as a caretaker of God's creation.

Our Lady of Fatima Catholic School Objectives 2019-2020

- Each student will demonstrate age-appropriate understanding of Catholic Church’s teachings.
- Each student will demonstrate age-appropriate incorporation of moral values, in actions toward one another, and the community through learning and serving in parish, local and global capacities.
- Each student will demonstrate respect, dignity, and Christ's love to one another and the community.



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- Each student will be able to respond, using Christian truths and values, to the needs of their local and global communities through educational and service opportunities.

Accreditation

Our Lady of Fatima Catholic School is fully accredited by the Texas Catholic Conference Education Department (TCCB ED), which is recognized and approved by the Texas Education Agency (TEA). Accreditation is the act of granting credit or recognition, especially to an educational institution that maintains suitable standards. Accreditation is necessary to any person or institution that needs to prove that they meet a general standard of quality. Accreditation takes place every seven years. It includes an all-encompassing self-study process that reviews, Catholic identity, academics (curriculum, instruction and assessment), student services and activities, governance administration and management, and plant and facilities. Every year all Catholic schools are required to submit a shortened version of the self-study document to TCCB ED to maintain accreditation and update school data.

The purpose of accreditation is to:

- Ensure continuous improvement and to enrich Catholic schools in the state of Texas through periodic evaluation and resulting accountability.
- Ensure students' credits in accredited private schools are transferable to Texas public schools.
- Ensure teachers' service in accredited private schools is recognized for salary increment purposes in Texas public schools.

Asbestos

All schools were inspected for asbestos in 1988. No further action needs to be taken if an asbestos report states that there is no asbestos in the school. The asbestos report is kept for 30 years. The last inspection was completed in May 2015. There is no asbestos on the SMCS campus.

School Calendar

A copy of the current school year calendar may be found at the school's website: www.fatimatc.org. A printed copy will be sent home in the 2019-2020 Family Packet during the first week of school.



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Faculty and Staff Roster

Father Clint Ressler	Pastor	
Jennifer Lopez, MS	Principal	jlopez@fatimatc.org
Monica Lea	Administrative Assistant Safe Environment Coordinator Garden Club Sponsor	Mlea@fatimatc.org
Sarah Zarazua	Office Support FACTS Tuition Registrar	SZarazua@stmarycctc.org
Ashely Estrada	CHRISTUS Nurse	
Darlene Schlitzberger	Library Manager Testing Coordinator MS Math	DSchlitzberger@fatimatc.org
Ygnacio Lopez III	Volunteer Athletic Director	YLopez@fatimatc.org
Gina Perez	PK-3	GPerez@fatimatc.org
Jackie Fields	PK-4 (A) Extended Day Assistant	jfields@fatimatc.org
Cherryl Hollins	PK-4 (B)	chollins@fatimatc.org
Margaret Guillory	PreK Aide	mmguillorys@fatimatc.org
Barbie Castro	Kindergarten HR Kinder/1 st ELA/SS	bcastro@fatimatc.org
Judith Torres	1 st Grade HR Kinder/1 st Math/Science Kinder Bridge Spanish I Extended Day Director	jtorres@fatimatc.org



Luis Herrera	Student / Parent Handbook 2019-2020 2nd Grade Volleyball	lherrera@fatimatc.org
Carla Oliver	3rd Grade HR Student Council Sponsor Volleyball Drama Club Sponsor	coliver@fatimatc.org
Stephanie Ramirez	4 th Grade Extended Day Assistant	sramirez@fatimatc.org
Erica Lawson	5 th Grade Homeroom PE Coach	Elawson@fatimatc.org
Courtney Pursley	6/7 Homeroom MS ELA Cheerleading Drama Club Sponsor	cpursley@fatimatc.org
Danna Leonard	8 th Grade Homeroom Religion Coordinator MS Science Drama Club Sponsor	dleonard@fatimatc.org
Sharon Hensley	Religion Teacher	shensley@stmarycctc.org
Kevin Kelley	PE/Campus Aide Elective Teacher	kkelley@fatimatc.org

Our Lady of Fatima School Phone Numbers

Our Lady of Fatima School Office	409-945-3326
St. Mary of the Miraculous Medal Church Office	409-948-8848
Maritzza Maldonado- Director of Religious Education	409-948-8848 ext.
St. Mary of the Miraculous Medal Early Childhood Center (ages 6 weeks-age 2) Director: Nina Sanchez	409-655-5037



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Parent Teacher League (PTL)

The Parent Teacher League (PTL) is a parent group who, under the direction and supervision of the school principal, provides parents and educators a vehicle to foster collaboration in educational and social endeavors.

2019-2020 PTL President: Lisa Molina, 409-939-8690, Lmolina003@comcast.net

2019-2020 PTL Vice-President: Travis Croom, 832-398-0788, travis.b.croom@gmail.com

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 in through the PTL. Remember, every family is required 10 service hours per scholar. If you cannot commit to a PTL sponsored event, please consider being placed on the PTL 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 PSL sponsors or participates in.

- Meet the Teacher
- Room Mom Coordinators
- Restaurant Fundraiser Events
- PTL Free Dress Passes
- Mother's Day Tea
- Donuts with Dad
- Steps for Students Fundraiser
- Halloween Trunk-or-Treat Fundraiser
- Teacher Appreciation Week
- Catholic Schools Weed

Admissions and Attendance Policies and Procedures

Administrator on Duty/Second in Command

Each Catholic School must have a designated person responsible for decisions/actions that must be made or taken. When the principal is on duty, he/she will be the Administrator on Duty. The principal will designate a person to serve as the Administrator on Duty whenever he/she is off-campus. This designation will be known by the pastor, faculty and staff.

Nondiscriminatory Policy Regarding Student Admissions

Our Lady of Fatima 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 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:

- Children must meet the age requirements as outlined by the Archdiocese and explained in the handbook.



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- Admission of each new student is conditional according to Archdiocesan guidelines and is based on a one-year contract. Students entering Our Lady of Fatima 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 N. Students must not have excessive absences and/or attendance issues.
- All students rather new or returning 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:
 1. Students presently attending Our Lady of Fatima
 2. Siblings of students presently attending Our Lady of Fatima
 3. Members of St. Mary of the Miraculous Medal Parish
 4. Students transferring from another Catholic School
 5. Catholic students living outside the boundaries of Fatima.
 6. Other students

Re-enrollment 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 that do not meet the conduct and grade level academic requirements will be notified by letter every term they have not met academic, conduct or attendance standards. Families receiving letters for the first semester will meet with the principal to discuss enrollment for the following academic year. Families receiving letters for the second semester will meet with the principal in May to discuss enrollment for the following year. Students must show progress, deemed by the principal, to be accepted for registration for the following year.

Re-enrollment for current students is not automatic. **Families with outstanding financial obligations will not be able to access online registration within their FACTS/SIS Account until all fees are paid and/or they have met with the principal AND pastor to discuss payment options.**

Families who consistently violate policies or who do not promote the campus in positive communications will not be issued registration packets. Student with parents who consistently disregard or question the Our Lady of Fatima Code of Conduct and campus expectations will be prohibited from online enrollment.

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

1. Student must be in good standing and have remained free of disciplinary actions at current school.
2. Student must have completed the academic grade level the student was in while at Fatima and been recommended to the next grade level by the current school.
3. Student's most recent report card must accompany re-admittance application. Applications will be considered no earlier than February 1st before the upcoming school year.



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4. Space must be available in the student's grade level.
5. The OLOF 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 OLOF. Re-admittance shall be probationary with 9-week periods set up for review. The review shall be performed by the school administrator every nine (9) weeks for the school year of re-admittance.
6. Fatima is blessed to be able to offer financial aid to families in need through our Falcon Fund. Any family asking for inhouse tuition assistance must first apply through FACTS for Archdiocesan funds. Contact the office to request the financial aid packet. All financial aid information is reviewed solely by the Finance Committee and is kept confidential. The Principal and Pastor do not decide on our Falcon Fund recipients. That is done solely through our Falcon Fund committee.

Age Requirements

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

Prekindergarten (3-year-old room)

- A pupil entering prekindergarten must have reached 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. No faculty or staff is allowed to help a child clean up after an accident, as per our Safe Environment guidelines. Two staff members will be present with the child needing help, and they will verbally assist the child through the clean-up process, but no staff member is allowed to physically help the child clean-up. Parents will be notified of all accidents.

All students should be completely independent in the bathroom before enrolling in the early childhood program.

Prekindergarten (4-year-old room)/Kindergarten/First Grade

- A pupil entering PK-4 must reach their fourth birthday on or before September 1. A pupil entering kindergarten must have reached his/her fifth birthday on or before September 1. A pupil entering first must have reached his/her sixth birthday on or before September 1.
- Students transferring to Fatima are accepted on their grade level. The birth certificate, baptismal/sacramental certificates, 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.

Legal Surname Used for Official Admission Records

A student must be identified by the student's legal surname, as it appears on the student's birth certificate or other document suitable as proof of the student's identity, or in a court order changing the student's name (Education Code 25.0011). Parents may issue a special request for the child to be called by a nickname or be known as another surname. However, our



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responsibility is to teach the child his/her legal surname and given birth name.

Parental Responsibility

Our Lady of Fatima 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, including letters, emails and online grading programs.
- 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 as well as all internet activity.
- Support and foster positive interactions with all families, staff, and parishioners associated with the school in all ways, medias, and social interactions.

Disruptive, threatening, or illegal behavior of a parent/guardian may result in the expulsion of that student. Parents are expected to follow the Code of Conduct for Parents and Students.

Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial 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 and Divorced Parents

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate court orders governing rights and duties of parents regarding their child(ren). 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(ren) 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



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principal contact the superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

Transfer/Withdrawals

The principal is to be given sufficient notification of transfers or withdrawals, so teachers have ample time to complete records. Parent are required to complete a transfer/withdrawal form and complete an exit interview prior to withdrawal. Families will not be reimbursed for any fee relating to the education of the child before withdrawal.

Fees must be paid in full before the transfer paperwork is completed. Records will not be released until all financial obligations have been met.

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 and/or materials are returned to the school office.

Tuition and Fundraising

Tuition

Please refer to the tuition schedule for information concerning tuition rates, and sibling tuition plans available at Our Lady of Fatima. Payment of tuition is handled in two different ways:

1. Monthly payments are collected by Automatic Pre-Authorized Debits (ACH Debits) July through April by automatic deduction from your bank account. Please refer to the Authorization Agreement for Automatic Pre-Authorized Debits enrollment form for the terms and conditions of tuition payments payable on a monthly basis. A \$50 fee per family is assessed per year for the Automatic Pre-Authorized Debits services.
2. Payment of tuition in two installments is due by August 1 and January 1. All checks 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. Delinquent tuition beyond the terms of a prearranged plan or 60 days may result in the dismissal of the student from Our Lady of Fatima 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 reserves the right to limit participation in extra-curricular activities of students with delinquent tuition and fees. 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.
4. Tuition payments must be made using the FACTS/SIS System. All families will be set up with a FACTS account. Parents may pick their date of payment and may change it up to three times a year. All credits will be applied to your account prior to your payment schedule. Families needing special payments arrangements can only get approval for arrangement through the PRINCIPAL and PASTOR. No arrangements, agreements, or understandings



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made with any person other than the PRINCIPAL and PASTOR are guaranteed.

Financial Aid

Applications for tuition assistance for students in grades K-8 are available online and must be submitted by the yearly deadline. All applications must be submitted to Private School Aid Service (PSAS) for any consideration. Applications may be completed online at <https://www.psas.org/onlineapp.aspx>.

Fatima offers financial assistance through funds raised from grants and other sources. Interested families must first apply for tuition assistance through FACTS. Falcon Fund applications may be picked up in the office and all guidelines must be met to be considered for any Falcon Fund Assistance. The finance committee will review paperwork, meet with families and ascertain if there is a need for financial assistance. Qualifying students must maintain satisfactory academic progress and a record of good conduct. Participants are expected to keep the school apprised of changing financial needs following acceptance of assistance.

Receiving financial assistance is a year-by-year process and it should not be assumed that families will receive it every year, or the same amount every year. Families needing yearly assistance are expected to reapply as per all the guidelines each year.

Families receiving any type of financial assistance are

Fundraising

Our Lady of Fatima relies on funding through the support of our governing parish, St. Mary of the Miraculous Medal, student tuition and fees, and fundraising, particularly our largest fundraisers: The Fall Bazaar, Steps for Students, and our Annual Campaign. Each year parents are asked to participate in the school fundraisers through the donation of time, talent, or funding. For the 2019-2020 school year, families are expected to support all fundraisers. All families are REQUIRED to sell a minimum of 2 Fall Bazaar Ticket Books, Register for Steps for Students, and participate in our Annual Mail Campaign. 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 \$8000 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, parents are expected to support the school in all of its fundraising efforts, volunteer functions, and other related activities. Our Lady of Fatima bans any kind of door-to-door solicitation by parents or students. All fundraising efforts must be approved by the Principal.

School Donations

Our Lady of Fatima Catholic School is blessed to have such generous families! **If you are making a 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. Communications regarding the items ensures that it 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. Any person or company wishing to sponsor a student, or any school program, including athletics, please contact the front office for a sponsorship form. Thank you for your continued support!



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Liturgy & Worship

All-School Mass

All students in grades PK-8 ordinarily attend 8:15 A.M. Mass on Wednesdays when school is in session. If a Holy Day occurs during a week, students will attend the Holy Day 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 contact your child's teacher if you would like to sit with your student's class. 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. Older students also are expected to take on leadership roles during Mass, such as serving in the choir, acting as ushers, or serving as alter servers or readers.

Participation in Mass in grades 4-8 is part of their Religion Grade. The campus Religion Coordinator will work with each child to prepare them for Mass. Your child's homeroom teacher will let you know when your child(ren) will be participating in Mass. If your child is scheduled to participate in Mass and they arrive late or out of uniform, another student will take their place.

All students must wear full dress uniforms when attending Mass. Please note the dress code asks for NO ATHLETIC SHOES or HOODIES during Mass. Students may change into different shoes after Mass. During Mass, black or brown dress shoes are acceptable. Any student scheduled to participate in Mass not in required Mass Day will be asked to not participate that week.

It is important for all students to be at Mass on time. Our offices will close at 8:05 on Mass Days so that the whole school can participate. If you arrive after 8:05, you are asked to bring your child to mass and STAY with your child until mass is over. Please do not disrupt Mass by attempting to bring your child to his/her homeroom.

Prayer

All students and faculty meet for prayer at 7:45A.M. every morning in Kukral Hall. Prayer is an intricate part of our faith. It is important that students are present for prayer. Each week a new grade level, or new student organization, will lead our morning assemblies.

If you are staying for our morning assembly, please DO NOT park in front of Kukral. Please park between the parish and school, closer to our school front doors, and walk with your child down the sidewalk into the gym. Please do not cross over the drop off area. It is important that you park and walk from the correct place to ensure safety in the car line. Parents and students are prohibited from crossing the parking lot during car line. Parents may sit on benches or stand at the back of the gym during morning assembly. Your student may stand with you. Please bring them to their classroom line once prayer has ended and dismissal has started. **Please avoid lingering or hovering over your child when we are dismissing. Please support the school day starting by immediately dismissing too.**

All School Sunday Mass

Families are encouraged to attend Mass together. The 9:15 All School Masses have been outlined in our Events Calendar. These masses correspond to the parish's second collections for Our Lady of Fatima. When the parish does a second collection for Fatima, that money is used to help support our inhouse tuition assistance. Students who wear their FULL MASS DRESS uniform to the designated Mass are eligible to earn the monthly incentive the following Monday. Incentives



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include free dress passes, ice cream, etc. Older students may be asked to participate in the All School Mass Sundays as part of their religion grade. Families are asked to spread out throughout the church and support the parish community.

Attendance

In compliance with the Texas Catholic Conference of Bishops Education Department, TCCB ED, schools are in session 180 days each year or 75,600 minutes per year. Our Lady of Fatima has chosen to follow a calendar based on minutes not days for the 2019-2020 school 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. Parents will be contacted to schedule a meeting with the principal if there are excessive absences.

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. If a student is excessively absent, they may not be allowed to move forward to the next grade level. Tardiness has a direct impact on self-discipline and the overall discipline of the school. To ensure an orderly, disciplined environment, school begins promptly at 7:45 A.M. on Monday through Friday. The student is tardy if he/she is not in the line when morning assembly dismissal begins, usually around 8:00am. Students may not be in the halls, at lockers, etc. when the bell rings. Tardy data is logged electronically beginning at 8:00 A.M. A student is tardy if he/she arrives after the designated time set by the school schedule. A student who is late is required to report to the school office before being admitted to class. Habitual tardiness seriously affects school performance.

Students absent for 10% of the school year must submit a letter to the Attendance Team stating the reason for absences. Students may not receive credit for the school year if they miss 10% of the year, unless the absences are approved by the Attendance Committee. Starting in 2019-2020, the Catholic Schools Office is requiring all students who are absent more than 10% to be reported.

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.

Tardiness is neither excused nor unexcused. Students must be in their classroom for instruction after prayer. If a student is still in the hallway, he/she is considered tardy.

Parents will be contacted when this situation arises, and consequences discussed. If there is chronic absenteeism and/or tardiness, a contract between Fatima and parents will be created to ensure attendance. **All absences are considered absences – they are neither excused nor unexcused.** Fatima recognizes the following as valid reasons for an absence:

- Student illness;
- Family emergency, such as death or serious illness

If a student has been absent for three days or more or is under a doctor's care:

- The school needs a doctor's note, so the student may be readmitted to school.
- Requests for homework are honored for a 3:20 P.M. pickup only if the request is received before 9:00 A.M. on the day of an absence. Teachers must have time to assimilate the necessary papers due to variances in their daily schedules.

Daily Schedule

- 6:30 A.M. Before School Care begins at the ECC



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- 7:20 Students may begin arriving for drop off at Kukral. NO STUDENT will be admitted before 7:20 UNLESS they are an EMPLOYEES child arriving with the EMPLOYEE.
- 7:45 A.M. Morning Prayer
- 7:55: Students go to their homeroom class to begin class.
- 2:45 PM PreK and Kindergarten Classes dismiss (Pick up behind school in courtyard area)
- 3:00 P.M. School dismissal
- 3:15 P.M. After School Care begins
- 6:00 P.M. After School Care ends

****Students not picked up by 3:20 p.m. will be sent to After School Care. Applicable charges will be billed or applied to your FACTS account. ****

Additionally, please note:

- Students not in attendance at 10:00 A.M. or leaving the school prior to 10:00 A.M. for the remainder of the day, will be counted as absent for the day.
- **When a student is absent, the parent/guardian is expected to call the school office before 10:00 A.M. and send a written note or email, to the student's teacher, upon the student's return to school.**
- **CLASS GROUP ME IS NOT AN ACCEPTABLE WAY TO COMMUNICATE ABSENCES, TARDIES, OR EXTENDED DAY NEEDS.** Parents with students who will be absent MUST contact the office, NOT just the teacher. Additionally, if your child needs to attend EXTENDED DAY, it is the parents' responsibility to NOTIFY THE OFFICE, not the teacher, at least 30 minutes before the end of the school day—2:15 for PreK and Kinder and 2:30 for 1st-8th. **Please do not ask the teachers to take care of your absences or extended day needs via Group Me.**
- Parents are encouraged to contact the student's homeroom teacher via **email** to inform them of their child's absence so that they will be aware.
- 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.
- A student who checks out during the day and does not return by the last class of the day, may not return to campus for any reason— for example: clubs, athletics practice or game, or tutoring.
- The school staff is not obligated to provide special assignments to a student when a parent opts to schedule activities that warrant student absences on compulsory attendance days as indicated on the school's calendar. Missed work will be assigned upon return.
- A valid reason for absence does not mean a student will not be marked absent.
- A student not physically present at school is marked absent.
- For students who are habitually absent and have accumulated excessive absences, a doctor's note may be requested for each absence in order to provide him/her with make-up work and other assignments.



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- Students may be asked to stay after school for tutoring to make up absent work. Parents will be contacted by the teacher if absent work needs to be made up after school.
- Long term projects and tests will be made up the day the student returns to school if they were absent on due date, unless provisions have been made by the teacher or administration.
- **Students with missed work and/or excessive tardiness or absences may not be eligible to attend field trips.** It is up to the discretion of the teacher and administration to consider if the student's time would be better utilized completing work.
- Parents must notify the school office and homeroom teacher if the student will not attend a field trip. The student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the homeroom teacher. Families will not be reimbursed for missed trips. Field trips are scheduled for educational purposes and fulfill the learning objectives of the curriculum.
- 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.
- 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 in the morning, or a parent may call the office to let the teacher know. **Parents/legal guardians or designated person must come to the office to sign the child out of school.**

Car Line Procedures

In order to provide safety for the students and to improve traffic flow, Our Lady of Fatima 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.

For the safety of our students, drivers and staff; cell phone usage during carline is prohibited. Additionally, students or parents walking across ANY PART of the drop off area is prohibited and will be strictly enforced.

Teachers and parents help students get out of their cars and monitor them as they enter Kukral. Parents wishing to walk their child in and participate in morning assembly are asked to park in front of the school (NOT KUKRAL) and walk their child up the side walk around to the front of Kukral. Please do not enter in the front of the school unless you have official school office business. **NO PARENT WILL BE ALLOWED TO WALK THROUGH THE SCHOOL FROM KUKRAL TO THE OFFICE.** You will be asked to walk around to the front.

Parents and caregivers must use the car line for morning drop-off and afternoon pick-up, unless your child(ren) attends before or after care. **PARENTS ARE NOT ALLOWED TO WALK UP AND GET THEIR CHILD DURING PICK UP. THEY WILL BE ASKED TO RETURN TO THEIR CAR AND GO THROUGH THE CAR LINE LIKE EVERYONE ELSE.** Additionally, pick up through the office is prohibited after 2:30PM unless there is an emergency.

Every school family will be issued a car name tag. This will help our teachers on duty easily identify cars and who they are picking up. We will give each family TWO car name tags. We ask that you keep these in your car. If a car comes through



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the line and DOES NOT have a car name tag, this helps us monitor who is picking up our children. **Teachers will only dismiss students to parents or other authorized individuals.**

The school day begins Monday-Friday with Morning Prayer at 7:45AM. Students may enter Kukral at 7:20. Students that arrive earlier than 7:20 will be sent to morning extended day and their parents will be billed.

Morning drop off begins at 7:20A.M. Teachers will be on duty to assist your student out of the car. All backpacks, lunch kits, projects etc. must be easily accessible to teachers so they can help get the supplies out in an organized and safe manner.

Once students exit the car line, they are prompted to enter Kukral from the front entrance. Older students will walk with younger students and teachers will be on duty to ensure safety for all students.

Students enter Kukral and sit with their class. Students who arrive after 7:45A.M and before prayer service ends will be prompted to enter through the front office. They will be asked to wait in the front entrance area until morning assembly is over, and then students will join their homeroom. Parents will not be allowed to attend assembly if they arrive after 7:45 to avoid disruption of the assembly and prayer time. Parents are encouraged to attend prayer and asked to please honor this time by arrive before 7:45. Please stand in the back of Kukral or on the side during prayer service to ease dismissal for students.

Dismissal begins at 2:45 for PreK and Kindergarden. Students cannot be released prior to 2:45 in order to honor the required minutes. Dismissal for 1st-8th grades begins at 3:00P.M. Car name tags will be issued on the first day of school in the Beginning of the Year packets going home with all students. Families will be issued TWO car name tags. These are the ones that MUST be used in order to maintain the integrity of the tags. If additional tags are needed, they may be purchased from the school for \$5.00/each.

Seat Guidelines (<https://www.txdot.gov/driver/kids-teens/safety-belts.html>)

Safety belts are designed for adults, not children.

Follow these guidelines when buying the proper seat and buckling up children:

Birth-2 Years

- All infants and toddlers should ride in a rear-facing car seat until they are at least 2 years of age or until they reach the highest weight or height allowed by their car seat's manufacturer. (Check labels on seat for this information.)
- Secure the chest clip even with your baby's armpits.
- Fasten harness straps snugly against your baby's body. You should not be able to pinch the slack at the baby's shoulder.
- Use the harness slot at or below the baby's shoulder for rear-facing.

Over 2 Years

- Use a forward-facing seat for as long as the safety seat manufacturer recommends it. (Check labels for maximum height and weight information.)
- Fasten harness straps snugly against your child's body. You should not be able to pinch the slack at the baby's shoulder.
- Secure the chest clip even with your child's armpits.
- Use either seat belt or lower anchors to secure the car seat, not both. Always latch the tether strap to the corresponding anchor if your vehicle has one.

4-8 Years

- Use a booster seat to the maximum height or weight limit. (Check labels for information.)
- Fasten the lap belt across your child's thighs and hips, not stomach.



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- The shoulder belt should rest on the chest, not the neck. Check belt routing on booster for proper placement.

Over 8 Years Old

- Always use a lap and shoulder belt for maximum protection.
- Anyone under the age of 13 should be restrained in the back seat.

Parents are asked NOT 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. Please do not use this time to conference with teachers. If you need to talk with a teacher, call the office or email the teacher and request a phone or face to face conference.

Students must be dismissed using the car line. Parents are prohibited from walking up to pick up their child. If you need to check out your student early; stop by the office, no later than 2:30P.M. to make arrangements. Once the car line is started, parents and students are prohibited from crossing the car line. Parents that enter the school after car line has started will be asked to wait to leave until after car line is completed. No exceptions will be made. It is important to all of us to keep our children safe.

Teachers will not assist students in vehicles without the proper safety seats and or belts, nor will we place younger students in the front seat.

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 in the morning. Parents may also call to let the office know about pick up arrangements. 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.

Students leaving before 10:00A.M. or arriving after 10:00A.M. will be marked as absent for the day. Please see absence policy regarding make-up work.

A student who checks out during the day and does not return by the last class of the day, may not return to campus for any reason– for example: cheerleading, games, any club programs.

Tardiness

A student is tardy for the school day if he/she arrives after the 7:45 AM prayer and announcements. A teacher will mark a student tardy using the FACTS/SIS System. A student who arrives after morning assembly has started at 7:45 A.M. is required to report **directly to the office to be recorded as tardy. When the child is late, he/she misses the initial lesson of the day and loses the critical understanding of the subject being taught. Students will be responsible to make up any missed work due to tardiness. Make-up work may be completed during recess, before school or after school. His/her late arrival also interrupts the attention of the other children in the classroom. Habitual tardiness seriously affects school performance. Parents/Legal guardians will be contacted when this situation arises, and the consequences and a plan for student success will be discussed.**

All students are expected to be on time for school. Excessive late arrivals in an academic quarter will place the student on academic probation. Excessive tardiness will be subject to administrative review.



Emergency Procedures

Emergency School Closing

In case of severe inclement weather or other generalized emergencies that may necessitate closing schools, Fatima will follow the decision of Texas City ISD. Our Lady of Fatima will close if TCISD announces that they will be closed due to some such emergency. However, if TCISD is delayed in making a decision, Fatima will broadcast the campus weather-related decision on local media outlets, including social media.

If there is a need for school closure while school is in session, parents will be contacted via Group Me, email, our school website and Facebook page, and if needed, IRIS.

Please be certain that all e-mail addresses, work phone numbers, home phone numbers, and cell phone numbers are always up-to-date, so we can contact you in case of emergency.

Emergency Drills: Crisis Management

Catholic Schools within the Archdiocese are required to have a written comprehensive Crisis Management Plan (CMP) on file. It is updated annually. Each faculty and staff member receive a copy of the CMP and should be familiar with it. Evacuation drills and lock-down procedures should be practiced at least twice per semester. Drills are recorded in the Emergency Logs located in the office.

When an emergency occurs, and the teacher/faculty member is the only adult present, he/she should call 9-1-1 as soon as possible. Health emergencies should be handled quickly and calmly. Should an emergency necessitate the closing of school, the school day will need to be “made up.” Notification of this make-up day will be provided to staff and students prior to the day.

Release of students during disasters in the event of a major disaster, (chemical leak or hazardous material situation, SWAT team presence, weapons on campus, etc.) school will not be dismissed and children will remain under the supervision of school authorities until the campus is deemed ready to release students. Students are to be released only according to a predetermined plan and only to persons authorized by parents.

Teachers will work with students to practice safety drills on a regular basis.

Emergency Drills: Fire/Disaster/Severe Weather

Emergency procedures are reviewed and updated each year.

Fire drills - Fire drills are held in accordance with the Texas City Fire Department regulations. These drills are worked out with the faculty and the Fire Department to ensure safe and orderly evacuation and precautionary measures. We are required to conduct fire drills monthly. Each teacher must have posted in his/her room the planned evacuation route. In the case that the classroom exit is obstructed, classes must leave by an alternate exit. Students are instructed in the proper procedures for fire and all drills, including leaving in an orderly manner, silence, and speediness.

Lock Down Drills - We have periodic lock down drills or other crisis management drills to ensure safe and orderly procedures in case of a crisis.



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Posted Emergency Routes - Every classroom and office area used by staff or students should have a visible floor plan indicating the exit route to be used for emergencies.

Severe/Inclement Weather – Drills for severe/inclement weather are also held periodically.

If a tornado warning is in effect in the locality of our school, students will be moved to a safe place, preferable away from exterior doors and windows. Students will be kept inside, away from windows/glass and in an interior hallway on the lowest floor. Students will be directed to sit on the floor facing a wall, in a “duck and cover” position – head between raised knees, clasped hands covering the head and neck area.

Campus and Facilities

Use of School Campus and 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 school office. 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 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. Students pay fines on overdue books and must reimburse the school for the cost of damaged or lost books. Parents on occasion are needed to volunteer in the library, and your help is always deeply appreciated. Our library manager is Darlene Schlitzberger, and she may be contacted at dschlitzberger@fatimatc.org.

Instruction and Grading

Evaluation and Reporting

The curriculum at Our Lady of Fatima Catholic School complies with time allotment and subject requirements of the Texas Catholic Conference of Bishops Education Department (TCCB ED). 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. Student performance 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 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. The grading weights are also visible on FACTS SIS, the online grading system. Parents are encouraged to check their child’s grades weekly using our online Parent’s Renweb program. Parents needing help setting this up are encouraged to contact the office for assistance. Grades are the responsibility of the teacher, student, and parent. Teachers are expected to enter at least TWO grades per week. If your child’s teacher is not entering grades in a timely manner, parents are asked to contact Mrs. Lopez for help. If the teacher is entering grades in a timely manner as expected, the responsibility to monitor these grades falls to the parent and, if old enough, to the student. Education and grades should be a relationship and a form of communication



with all parties involved.

Progress Reports

Progress reports are found online using the FACTS/SIS System. Parents and students are responsible for accessing Progress Reports online using their FACTS SIS Account. **Paper copies will no longer be issued for Our Lady of Fatima.** 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's behavior or academic achievement has changed significantly since the previous reporting period.

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 must be signed by the parent and returned to the student's homeroom teacher within a week of issuance. If you would like a printed copy of the report card, contact your child's teacher. 4th Quarter report cards will be issued the last day of school and are not required to be returned to the school.

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 The Individuals with Disabilities Education Act (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 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 first through eight. The Cognitive Abilities Test is given in grades two, four, six, and eight. PreK and Kindergarten is not tested.

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 with their fourth quarter report card



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The Assessment of Catholic Religious Education, ACRE, is administered to students in fifth and eighth grade. Students take the test anonymously. The data is used by the Archdiocese of Galveston Houston and SMCS to evaluate student religious education. It is based on the Catechism of the Catholic Church.

Our Lady of Fatima is a closed campus during standardized testing. Visitors will not be admitted to visit for any reason. The testing window for the 2019-2020 school year is 4/20/-5/1/2020. Test scores will be sent home in the fourth quarter report cards. They include a detailed description and assessment of test scores.

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 and 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 Texas City ISD is our local district). This "Child Find" process must be conducted in consultation with private school's 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 called "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



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schools, persons, or agencies are forwarded to Our Lady of Fatima, upon request. These records are kept on file 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, the counselor, and any other appropriate staff members 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
- Student's ability to meet the physical requirements of attendance.

Our Lady of Fatima's 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 and grade level teacher(s) 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*.

Any parent seeking enrollment for a new students MUST disclose all documentation for their child, including any and all special needs documentations, ARDS, 504s, etc. Failure to do so may result in dismissal.

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 (changes 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 the principal 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, tutor 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 principal. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

Guidance and Counseling

The Catholic school offers many guidance opportunities to all students. These include value-oriented lessons, individual attention, meaningful liturgical celebrations, the Sacrament of Reconciliation, frequent affirmation, and the consistent application of Catholic principles of social justice. The guidance process is continuing and developmental and helps all students develop wholesome self-concepts, self-discipline and skills to choose safe and healthy lifestyles. (Refer to Texas Catholic Conference Accreditation Manual, Guide to Quality and Effectiveness, Section IV.) Guidance curricula assist the classroom teacher in integrating guidance with other subject areas. Our Lady of Fatima uses two guidance programs: Growing in Love and the guidance program developed by the Archdiocese of San Antonio. Guidance lessons are integrated within classroom lessons, particularly in homeroom time. Specific guidance lessons are planned by teachers using the curriculum. They also work together to bring in speakers, programs and other opportunities that support the guidance curriculum. Please contact your child(ren)'s teacher and/or the principal with specific questions.

Counselors are made available to Fatima in the event of an emergency. There is a team of counselors put together by the Catholic Schools Office to support students and faculty in the event of an emergency.



Education in Human Sexuality

All religious education programs within the Catholic schools will incorporate human sexuality education, wherein not only the biological realities but also the religious and moral dimension of human behavior is addressed at age-appropriate levels. The Archdiocesan curriculum for Human Sexuality, The Catholic Vision of Love Guidelines and Resources, must be followed in each school’s human sexuality program. Curriculum and information will be sent home to parents before the class takes place, so they can ask questions about the program.

Fatima will communicate closely with all families any and all human sexuality lessons being conducted at the school either through our religious content or other sources.

Curriculum

Curriculum at Fatima is an Archdiocesan curriculum (founded on Christian values and authentic Catholic doctrine) based on the Texas Education Agency (TEA) essential elements as part of the Texas Essential Knowledge and Skills (TEKS). Our campus curricula program is accredited by TCCB ED and Master teachers from the Archdiocese of Galveston-Houston Catholic schools develop, review TEKS and make recommendations as needed to utilize TEKS as the basis for our teaching coupled with Catholic doctrine and enhanced learning opportunities. It is our philosophy and belief that our curriculum demonstrates an excellence in academics, rather than merely the essentials of academics, since our curriculum is based on national standards. Our curriculum includes English/Language Arts (reading, grammar, phonics, spelling, creative expression, and writing), math, science, social studies (history and geography), fine arts, P.E., and religion. SMCS also offers technology and library for all classes.

Core Subjects

Grades 1 – 3	Religion, English, Spelling, Reading and Mathematics
Grades 4 – 5	Religion, English/Spelling, Reading, Mathematics, Science and Social Studies
Grades 6 – 8	Religion, Reading/Literature, English, Mathematics, Science and Social Studies

Grading Scale

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



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						Needs Improvement
						U 77 & below Unsatisfactory

Citizenship or Conduct (All Grades)

- E Exceeds Expectations
- S Satisfies Expectations
- N Needs Improvement
- U Unsatisfactory



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 school materials must be 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.* Contact your student's homeroom teacher to arrange for a second set of textbooks.

Animals in the Classroom as Teaching Tools

Animals have been part of the learning experience for students for many years. The use of animals in the classroom proves to be effective at teaching the positive benefits of bonding and caring. Animals may be incorporated into the classroom environment with the goal of enhancing a variety of learning experiences. Prior to bringing an animal or animals into the classroom, the following must occur:

- Development of a long-range curriculum plan to assure the animals are responsibly cared for;
- Approval from the principal for animal incorporation into the classroom;
- Inquiries of the parents of involved students regarding allergies, etc.
- Parent notification of animals being housed in the classroom.

Honor Roll

Grades 1-8 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, Ancillary Classes
- Conduct grade of 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, Ancillary Classes
- Conduct grade of E

Christian Code of Conduct

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community (**including parents and staff**). The following actions will be termed in violation of Christian charity and may result in dismissal from the school:

- Public criticism of school personnel, policies, or procedures or ANY behavior which does not promote the school in a positive manner (this includes social media sites).
- Threats, implied or actual, of any nature toward personnel or families.
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures or ANY behavior which does not promote the school in a positive manner
- Consistent and persistent disagreement with the administration or teacher policies. Rules are established to maintain order, provide a faith-based religious education, and teach strong academics.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

Parents, Students, and Staff will all be REQUIRED to adhere to and sign a Christian Code of Conduct form each year.



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.

Parents wishing to inquire about the school community's attitudes regarding specific teachers, qualifications, programs, curricula, schedules, etc. should schedule an appointment with the principal. Parents who seek to promote or advocate personal causes, or question school policy and rules, with other parent groups via the calling of "special meetings," sending out personal electronic communications or surveys, etc. will be asked to withdraw their children and relocate to another campus. The appropriate means to gather information is to schedule a meeting with the principal and request information. Seeking to disrupt the school community by promoting a personal agenda is disruptive to the school and, ultimately, impacts your child. Our campus is not a public school and is not suited for all families.

Families and school staff are partners within the educational process. If parents need to be informed about an occurrence, a written record of the communication will be kept on file. Written records include copies of notes and reports sent home, a log of phone calls, and accounts of parental conferences. Teachers will contact parents regarding behavior and academic issues. If the issue is not resolved, there will be a meeting scheduled with the classroom teacher, family and principal to formulate a plan for success.

If parents would like to schedule a conference with the principal, they are invited to contact the school office. Walk-ins will not be seen unless it is extenuating circumstances. If parents wish to discuss their child's progress, the conference should first be scheduled with the teacher. Parents wishing to log a complaint against their child's teacher should FIRST address the issue with the teacher. To voice a concern against a staff member who does not teach their child, parents should contact the principal.

Parent conferences should not interfere with the supervision or instruction of students. Parent conferences may not be held while a teacher is "on duty". All email communication between parents and teachers will be carbon copied to the principal. Please carbon copy all emails you send to faculty to the principal, jlopez@fatimatc.org.

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. Teachers are not required to check or send email during the weekends or in the evening. Please be mindful of their family time and email during school hours.

Our Lady of Fatima works hard to set up numerous medias of communications with parents: our Falcon Flyer, our website, our Facebook page, teacher newsletters, and announcements made during morning assembly. Additionally, a class Group Me is set up to foster communications with the parents in the class. **Please adhere to the GROUP ME etiquette and guidelines for the campus and each class. This includes, but is not limited to:**

- Using group as a communication tool only, such as for obtaining information about upcoming events, homework,
- Abstaining from personal messages or using the group me to send a message to the teacher about your personal needs or something about just your child—please use email for this.
- Using group me to report absences, tardies, or extended day needs. These need to be reported to the office only.
- Airing personal grievances or any other comments that goes against the Christian Code of Conduct
- Side messaging the principal, staff, or school personnel. All individual communication with Our Lady of Fatima staff should be done via email or through a conference.

Parents who do not adhere to the Group Me Etiquette and Guidelines will be removed from the group.



PARENT/GUARDIAN GRIEVANCE PROCESS

Purpose

The purpose of this process is to provide 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 through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

Scope

No person shall be discriminated against because of filing or participating in this grievance 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 neither party to the grievance shall be represented by legal counsel 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 levels.

Exclusions

A parent who has withdrawn their student from the school may not avail themselves of this grievance process.

During an investigation by local, state, or federal officials, a student will be placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent/guardian may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

Level One- Informal Resolution/Conciliation (Campus)

It is the intent of this policy to resolve parent/guardian complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person's direct supervisor in an effort to find resolution. If the matter is not satisfactorily resolved with the person's direct supervisor, the parent/guardian should request a meeting with the principal. If the matter is not satisfactorily resolved with the principal, the parent/guardian should request a meeting with the pastor. If the pastor agrees with the principal's decision, the pastor may decline to meet. If the pastor agrees to meet, but the matter is not then settled satisfactorily, the parent/guardian may appeal the decision to Level Two after the parent/guardian has informed the pastor and principal of their intent to do so.

Level Two - Grievance Committee (Catholic Schools Office)

If a satisfactory resolution is not reached at Level One and after notification to the principal and pastor, the parent/guardian may appeal, in writing, to the Level Two Grievance Committee. The Catholic Schools Office for the Archdiocese of Galveston-Houston has established a Parent/Guardian Grievance Committee for the purpose of hearing complaint appeals from Level One of the Parent/Guardian Grievance Process. The committee reviewing the complaint will consist of an assistant Superintendent from the Catholic Schools Office and two Archdiocesan principals. The following procedure shall then be utilized:

- a. The parent/guardian shall contact the Catholic Schools Office at 713-741-8704 to request the Level Two Appeal/Grievance Form.
- b. The written appeal shall be submitted to the Level Two Grievance Committee within five (5) working days following the parent/guardian's receipt of the Level Two Appeal/Grievance Form to submit their grievance in writing (using the form provided) to the Catholic Schools Office via an email addressed to



csogeneral@archgh.org along with any additional materials or documentation the parent/guardian would like reviewed by the committee. The principal and pastor will receive a copy of the Level Two Appeal/Grievance Form and other attachments filed with the Catholic Schools Office. The principal and pastor will forward their response to the Level Two Grievance Committee within five (5) working days of their receipt of the Level Two Appeal/Grievance Form submitted by the parent/guardian.

- c. The record for the Level Two Grievance Committee's consideration shall consist of all materials submitted by the parent/guardian and the written response provided by the pastor and principal. The committee has the discretion to accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered at Level One of the Parent Grievance Process will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.
- d. If the appeal is accepted for review, the Level Two Grievance Committee shall then schedule a conference with the parent/guardian and/or school administration, if necessary, within fifteen (15) working days from the date the written appeal is received. The committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the committee shall hear the appeal and review the materials presented, as well as any other information the committee deems relevant.
- e. In an Archdiocesan parish school, the Level Two Grievance Committee shall make a recommendation for decision to the pastor within five (5) days after the scheduled conference has been held and a copy of the recommendation will be sent to the Archdiocesan Superintendent. The pastor may accept, reject or modify the Level Two Grievance Committee's recommendation. The pastor's decision will be communicated to the principal, parent/guardian and Superintendent within five (5) working days upon receiving the Level Two Grievance Committee's recommendation.
- f. If the Pastor does not issue a written decision within the five (5) working day limit, that will be deemed as acceptance of the committee's recommendation who will then communicate the decision to the parent/guardian, principal, pastor and Superintendent.
- g. In an Archdiocesan regional school, the Level Two Grievance Committee shall make a recommendation to the Archdiocesan Superintendent. The Archdiocesan Superintendent may accept, reject or modify the committee's recommendation. The Archdiocesan Superintendent's decision will be communicated to the principal and parent/guardian within five (5) working days upon receiving the Level Two Grievance Committee's recommendation. If the Archdiocesan Superintendent does not issue a written decision within the five (5) working days limit, that will be deemed an acceptance of the committee's recommendation. The Level Two Grievance Committee will then communicate the decision to parent/guardian and principal.
- h. Decisions at Level Two reached by the pastor (parish schools) and Superintendent (regional schools) are final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

Appeal and Review of Expulsions and Extended Suspensions (Archdiocesan Superintendent of Catholic Schools)

A parent/guardian may appeal directly to the Archdiocesan Superintendent when the issue is concerning an expulsion or a discipline issue involving suspension (in or out of school) of a student from classes lasting five (5) or more consecutive school days. In such cases, the following procedure shall be utilized:

- a. A written appeal shall be submitted to the Archdiocesan Superintendent within five (5) working days following the parent/guardian's notification of expulsion or suspension lasting five (5) or more consecutive school days.
- b. The record for the appeal to the Archdiocesan Superintendent shall consist of a written statement setting forth with specificity the reason(s) for the parent/guardian's dissatisfaction with the decision to expel or suspend the student lasting five (5) or more consecutive days. It will also consist information provided by the principal including, but not limited to the student's probationary status, disciplinary record, and/or



behavior plan.

- c. In consultation with the Chancellor and Moderator of the Curia for the Archdiocese of Galveston-Houston, the Archdiocesan Superintendent has the discretion to accept or deny any appeal based on the evidence presented. If the appeal is denied, the decision rendered by the principal and pastor will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.
- d. If the Archdiocesan Superintendent accepts the appeal for review, he/she shall then schedule a conference with the parent/guardian within ten (10) working days from the date the written appeal is received. The Superintendent will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Superintendent will hear the appeal and review the materials presented provided as a matter of record.
- e. The Archdiocesan Superintendent shall make a recommendation for decision to the Chancellor and Moderator of the Curia within five (5) working days after the scheduled conference has been held, and a copy of the recommendation shall be forwarded to the parent/guardian.
- f. The Chancellor and Moderator of the Curia, in consultation with the Archbishop, may accept, reject, or modify the Archdiocesan Superintendent's recommendation, or take any other action he deems appropriate. The Chancellor and Moderator of the Curia's decision will be communicated in writing to the parent/guardian within fifteen (15) working days of receipt of the Archdiocesan Superintendent's recommendation and shall be final for all purposes.
- g. No provision of this process shall be understood to limit the ecclesial authority of the Chancellor and Moderator of the Curia and/or Archbishop. The Chancellor and Moderator of the Curia and/or Archbishop may, in their discretion, choose to intervene in this process at any stage if they deem it necessary.

Procedural Issues

While the grievance process is designed to accommodate all parent/student disputes that may arise within the Archdiocese, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

Computation of Time

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks; the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the Catholic Schools Office.

Confidentiality

Please do not call the school to request any phone numbers or addresses for any Fatima family or employee. It is a violation of Family Educational Rights and Privacy Act, FERPA, for us to divulge confidential information.

Teachers are not permitted to discuss other students' progress and/or behavior with anyone other than the parents. School events, such as Open House, Meet the Teacher and/or other special occasions are not conference times including day to day interactions (car line and hallway interactions), 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.

Our focus when we are meeting with you is your child. We are not permitted to discuss other student behaviors or academic information.



Volunteers that serve as substitute teachers, room moms or in other school capacities will be asked to sign the Our Lady of Fatima Confidentiality Agreement in order to maintain confidentiality of our families.

FACTS Student Information System (FACTS/SIS)

Parents and students can access grades, performance, attendance, conduct, teacher comments and up-coming assignments online. Grades are updated weekly. It is important that parents review grades with their children using the online system. Automatic Grade Monitoring sends parents automatic email alerts about their child's current progress.

If you forget your login information contact the office for assistance.

Conferences

Conferences are scheduled twice per year—once in the Fall and once in the Spring. PreK classes will only conduct spring conferences. Parents may request additional conferences to discuss concerns with their child(ren)'s teacher(s). Teachers may also call to schedule a meeting to discuss progress. 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 encouraged to communicate with teachers through e-mail. Teachers will return phone calls and /or emails within 24 hours during the work week. Teachers will not return phone calls or emails during school breaks and weekends.

Promotion and Retention

A student is promoted to the next grade pending satisfactory completion of the work of the current grade. Promotion shall be based upon the student accomplishing the required essential curriculum elements, as well as his/her progress in social, emotional, and physical growth. **Just as the principal reserves the right to place a student, the principal also reserves the right to recommend retaining a student who does not show developmentally appropriate social skills for promotion to the next grade. While grades and IOWA scores will be considered, the ultimate factor will be the individual child's next grade level readiness.**

If a student receives a grade of below 70 for the year, the student fails the subject. If two major subjects are failed, the child is recommended for retention. The major subjects are Religion, Reading, English/Language Arts, Mathematics, Science, and Social Studies. If a returning student fails one academic subject for the year, he/she must attend summer school or tutoring in the area failed and complete the remediation/summer school with a passing grade. If parents of a child, recommended for retention, do not agree with the recommendation of the teacher(s) and administrator(s), they have the option of withdrawing their child and placing him/her in another educational environment.

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. 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.

Take Home Folders

Student work is sent home for review weekly, and in some grades, daily. It is a communication tool used to inform parents of their student's 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. **Grades may also be monitored on Rebweb for Parents.**

Homework

If a student is unable to attend school due to illness, the parent/legal guardian is expected to notify the school office and request homework assignments in the morning. The office staff will work with you to determine a time that work may be picked up.

Our Lady of Fatima 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.

If your students is having difficulty and/or taking an exceptionally long time to complete homework, contact the classroom teacher to schedule a conference. It is very important that teachers know if students are experiencing difficulty with homework completion.

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.

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.

Classroom teachers will inform parents of upcoming tests and projects via the Friday Letter and/or emails. They will also update parents and students of project requirements and changes made to the project/test due date schedules when they are changed.

Homework Time Guidelines

Grades PK-3/4	-	15 minutes
Grades 1-2	-	30 minutes
Grades 3-5	-	45-60 minutes
Grades 6-8	-	60-90 minutes

***The guidelines above are a general guideline and should represent the time it takes the average student to complete work. Homework supports classwork and is meant to be purposeful for student learning and skill acquisition. ***

Late Work

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

Junior high students that do not turn in homework will not receive credit for the assignment. Late graded work will be completed during lunch. Late assignments (graded) 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.



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Frequent failure to complete homework assignments will seriously affect the student's grade and a parent-teacher-student conference will be requested. 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 the 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.

If your child has difficulty completing homework in a timely manner or they do not understand what the work entails, email the teacher. Junior high students will email their teachers with any questions pertaining to homework and projects before the project due date. It is important to inform teachers as soon as there is an issue with completion or understanding; so they can address the situation.

Testing/Project or Demonstration of Understanding

Testing, written, oral or project based, will be done at the end of a section or unit of learning.

Teachers may occasionally need to retest a student or the class. Retesting a class may be done when it becomes obvious that the class has not mastered the skills needed to proceed. If the class average is below 70, then reteaching and retesting is required. Mastered skill requirements are considered mastered when 80% of the class scores an 80% or better. Ongoing assessments both formal and informal are utilized to ensure that students are progressing.

Retesting a student may be carried out on a limited basis and only when extreme circumstances call for it. If a student retests the highest grade they can earn is a 70%. Retests for work other than testing is up to the discretion of each teacher.

Tutoring

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 and a schedule will be set up. Drop-ins are not acceptable.

Tutoring is offered for students in kindergarten through eighth grade.

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.

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 SAFE HAVEN/SAFE ENVIRONMENT program. More information about this program and registration for it can be found online at <https://galvestonhouston.cmgconnect.org/>. SAFE HAVEN/SAFE ENVIRONMENT 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, no one is allowed on the school premises without first receiving clearance from the school office. All visitors must check in through the Front Office and sign in using our RAPTOR system.

All visitors must go to the office and sign in. They will be required to provide their license to enter into the Raptor System which will print a visitor badge for the person to wear while they remain on school grounds. If the Raptor System rejects the license information, the visitor will not be allowed visitation on any part of the school premises and will be asked to leave the school grounds. Visitors are required to check out in the office before leaving campus.

Student visitors to Our Lady of Fatima, 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.

SAFE HAVEN/SAFE ENVIRONMENT (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 SAFE HAVEN/SAFE ENVIRONMENT training class. A criminal background check will be conducted on each volunteer.

SAFE HAVEN/SAFE ENVIRONMENT is a child sexual abuse awareness program adopted by the National Council of Catholic Bishops. 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 SAFE HAVEN/SAFE ENVIRONMENT training. Parents wishing to visit for lunch and class parties (including the Halloween Carnival), must also be SAFE HAVEN/SAFE ENVIRONMENT trained.

Go to <https://galvestonhouston.cmgconnect.org/> to register for a SAFE HAVEN/SAFE ENVIRONMENT class.

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.
- 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.

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 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. Chaperones are responsible for paying the entrance fee for the field trip. It is the teacher's responsibility to organize carpool procedures for field trips before the trip.

If your child is going to be absent the day of a field trip, let the teacher know as soon as possible. Refunds are not offered for missed field trips (due to child absence).

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

Lunch Visitation Policy

Parents are encouraged to have lunch with their student during their student's lunch period, so long as the visits are not disruptive to the educational process. Please no more than one lunch visit per week. Please only bring food for your child. All lunch rules and school regulations will be adhered to even though a parent is present. Parents/guests must check in at the reception desk with the administrative assistant and obtain a visitor's badge before entering the school. This badge must be worn until you sign out. All lunch visitors must check into the office, **must** be SAFE HAVEN/SAFE ENVIRONMENT trained, and wear their visitor badge.

When visiting for lunch, parents are only allowed to sit and eat with their child.

Classroom Parties

Our Lady of Fatima has an Events Calendar with all dates and times of parties outlined. Close observance of this calendar is expected, including arrival times. 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 or at the end of the school day. 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) and the cafeteria manager.

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. Staff members are prohibited from giving out contact information to parents for invitations. **No limousines, helicopters or other distractions are permitted on the school premises.**

Uniform Policy

Uniforms

Students must be in complete uniform at all times. Students are expected to wear the required daily school uniform except on Mass Days. Students are expected to wear the required Mass Day uniform on Mass Day.

When in doubt, please contact the principal. The goal is to allow self-expression with each child, but also to maintain excellence in all we do, including our attire. The final say for ALL uniform questions is at the discretion of the principal.

Students are expected to maintain excellence in their attire and grooming. This includes tucked in shirts, groomed and clean uniforms, and belts when necessary. During cooler weather, students may wear a navy or red OLOF monogrammed jacket or cardigan with their uniform, but it **MUST** be RED OR NAVY (not black or white or any other color). Hoodies and jackets may also be worn on NON-MASS Days, but they also must be RED or NAVY. No hoodies may be worn to MASS. Navy or Red clean-cut jackets and cardigans only may be worn to Mass. Cheerleaders who have purchased a cheer jacket may wear them daily except on MASS DAYS. Cheerleading sweat bottoms may not be worn on any day, including spirit days, unless otherwise noted.

Our Lady of Fatima partners with Frenchtoast to provide quality and precise school uniforms. Our school uniforms can be purchased at: <https://www.frenchtoast.com/schoolbox/schools>. Outside garments (such as Old Navy, Target, etc.) must reflect the exact color, quality, and excellence as the uniforms purchased at Frenchtoast. **Purchasing from other sources outside of Frenchtoast is not recommended or encouraged.** All final decisions regarding quality and excellence of uniforms is SOLELY at the discretion of the Principal.

Additionally, jackets or hoodies, and other spirit wear may be purchased through the Squad Locker School Spirit Shop, https://teamlocker.squadlocker.com/#/lockers/our-lady-of-fatima-falcons-texas-city?_k=kmyl4c. The school receives 15% of all spirit wear purchased from this site.

On Spirit Day Fridays, students may wear regular uniform bottoms and a school issued Spirit Shirt from previous years or from our Squad Locker Spirit Store. Spirit shirts **MUST** be school issued. Students are not allowed to wear homemade spirit shirts.



UNIFORM GUIDELINES:

Required Daily Uniform PreK-8th Grade Boys • Navy blue pants or flat front shorts • Red polo with school logo • White or black socks

Required Daily Uniform PreK-8th Grade Girls • Navy blue pants or Bermuda shorts • Red polo with school logo • White or black socks or tights

Mass Uniform PreK-1st Grade Girls • Short of long sleeved ribbon bow blouse • Pleated Hem Jumper with logo • White or black socks or tights

Mass Uniform 2nd-8th Grade Girls • Short or long-sleeved Peter Pan blouse • V-neck Sweater Vest with logo • Plaid Two-Tab Scooter Skirt • White or black socks OR black tights or leggings (white not allowed for upper grades)

Mass Uniform PreK-1st Grade Boys • Short or long-sleeved Oxford Shirt • V-neck Sweater Vest with logo • Navy blue pants • White or black socks

Mass Uniform 2nd-8th Grade Boys • Short or long-sleeved Oxford Shirt • V-neck Sweater Vest with logo • Navy Blue pants • Plaid tie • White or black socks

SHOES:

Shoes should be solid and only the following colors will be permitted:

- White
- Black
- Brown
- Red
- Navy Blue (to match the uniforms; NPT turquoise blue, etc.)
- Gray

Please do not send your child to school in shoes with any other colors, even if the main color is an approved color. (Ex: Gray shoes with green trim.). A combination of the above colors will be permitted **WITHIN REASON**. For example, checkered vans that are black and white are permissible, but converse with multiple stars, stripes, and multiple colors would not be. Girls shoes may have glitter, sparkles, or lace as long as they are still a solid color.

Shoelaces must also be a solid color and coordinate with the shoe. All shoes must be closed toe. No light up shoes

Non-Uniform Days (Free Dress Days)

During the school year, special days may be designated as non-uniform or PTL “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 free dress days. Such clothing would include halters, short shorts, short skirts, spaghetti-strap, yoga pants, 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.

Expectations for “Free Dress Day” are as follows:

- Not Permitted: Tank tops, t-shirts with distasteful slogan/pictures, see-through tops, crop tops, and halter tops, leggings as slacks, yoga pants, high heels, flip flops, and mini-skirts.
- Shoes and socks must be worn
- Sandals are acceptable only on “free dress” days but must not be flip-flops and **must have a back strap.**
- Clothes are to be in good taste and free of rips and tears. This includes no tight or see-through blouses, tight-fitting pants or skinny jeans, spandex, spaghetti straps, short shorts, etc.
- Leggings may be worn on casual dress days but must also be accompanied with an appropriate-length skirt or dress. Leggings may not be worn as slacks for a long t-shirt.
- For students in PK3-4th grades, “wedges” and heels are not appropriate or safe – these shoes are not permitted.
- Jeans cannot have holes, frays, or be cut off.

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 have any body piercing, tattoos or hair color other than natural.

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 P.E. 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. Nail polish for grades PreK-2nd must be clear. Nail polish or groomed nails for grades 3rd-8th must clean, appropriate, and groomed. All nails must be an appropriate "sports" length. Girls may not have any body piercing other than ears, tattoos or hair color other than natural colors.

Girls may not wear extra large headbands with ears, unicorn horns, top hats or other accessories that are not part of the uniform.

Make Up: The use of make-up in grades 5 - 8 is a parental decision. If a parent allows it, natural, shiny lip-gloss (clear or pale/light pink), black or brown mascara, and very light blush may be allowed at school for middle school girls. School staff may ask a student to remove make up if it is distracting. Make up may not be applied at school. Girls in 3-8 may wear polish or white tip manicured nails of a short length as long as the polish is MAINTAINED and clean.

Jewelry:

Boys: Boys may not wear heavy chains. Only one thin necklace worn inside the shirt is permitted.

Girls: Girls may wear stud earrings and a thin necklace with a cross or religious metal. Jewelry must not be distracting to themselves or other students.

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 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 uses a variety of student management programs including but not limited to: Love and Logic, Capturing Kids Hearts, and the Nurtured Heart Approach. Just as there is not child that is the same as another, no classroom management style is a one size fits all. Therefore, at Our Lady of Fatima, we utilize a myriad of classroom management approaches. In these approaches, we focus on children’s positive behavior and finding and bringing out each child’s greatness. Each of these management approaches seek to find 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.

Discipline of any action not covered by the behavior policy is at the discretion of the principal and behavior team.

At Our Lady of Fatima, we follow a positive discipline management program throughout the school. School-wide goals and specific expectations for appropriate attitudes, values and behaviors will be posted in each classroom. In general, it is based on the following principles:

In order to be effective, teachers have the right to establish routines and procedures that are conducive to learning.

1. Teachers have the right to request and expect appropriate behavior from the students.
2. Teachers have the right to ask for help from parents, the principal, and others when they need assistance with a student.
3. Students will be made aware of what is expected appropriate behavior.
4. Students will be told clearly and firmly what the natural consequences are for choosing not to follow the appropriate behavior guidelines.
5. Students will be positively reinforced for following appropriate behavior guidelines.
6. Students will receive a correction, verbal or written for inappropriate behaviors.

Disciplinary actions vary depending on the severity of the behavior and may include, but are not limited to:

- Lunch detention or after-school detention
- Community service around the school
- Call to parents
- In house suspension with the principal or second-in-command
- Suspension

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 | 100 - 93 |
| • S – Satisfactory | 92 - 86 |
| • N - Needs Improvement | 85 - 78 |
| • U – Unsatisfactory | 77 & below |

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, prayer service, hallways, cafeteria, snack, playground, assemblies, Mass, field trips, at dismissal and other school sponsored activities. Homeroom grades may also be given for participation in our school’s guidance program. Teachers or staff members will note an concerns via email or notes home.



Behavior Expectations

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

1. 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)

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.

2. Respect Authority

Have respectful attitude towards others

Remember that the teacher is in charge at all times

Use respectful language

3. Refrain from Excessive Talking and Inappropriate Noises and/or Language

4. 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

5. 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

6. Exercise Appropriate Lunchroom Behavior

Follow lunchroom rules

Demonstrate proper table etiquette

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

7. Practice Proper Playground Behavior

Follow rules on playground

Follow all instructions of teachers and monitors

Show respect to playground monitors

8. 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 0 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.

9. Accept the Consequences If You Choose to Misbehave



- Verbal warning/ Redirection
- 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 reserves the right to search desks and any personal property, including cell phones, when it is deemed necessary by the administration.

Cafeteria Expectations

Our Lady of Fatima is pleased to offer hot lunches for the 2019-2020 school year. We have teamed with Tastefully Yours to provide quality hot lunches for students and staff. All orders and money must go through the Tastefully Yours website and be set up and done by the parents. The school will not accept any money at the window for lunch orders. Parents may set up their accounts by going to www.TastefullyYoursEvents.com. All questions regarding hot lunches can be directed to info@TastefullyEvents.com. The school is not responsible for the lunches. We offer this service for the parents and children, but all correspondence and accounts must be set up with them online.

Lunches that are brought daily from home must be 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 or kept in a refrigerator. Drinks should be limited to healthy alternatives such as water, juice, and/or milk. Please do not send sodas, pickle juice, etc. When packing lunches for the younger grades, parents are encouraged to help by packing lunches in easy to open containers for the little ones to open.

Proper behavior is expected of the students during lunch time. Teachers eat with students in PreK-1st and are responsible for setting up a lunch seating plan. Teachers in grades 2nd-8th are not required to eat at the table with students. Two adults will be on duty during lunch at all times.

Each student is responsible for leaving their table area clean, depositing all trash in the proper receptacles, and pushing in their chairs. Teachers will set up a rotating cleaning schedule to ensure the cafeteria is clean and ready for the next group of students.

1. Students should remain seated at the table to eat.
2. 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.
3. Students are not allowed to share food.
4. Food and drinks may not be brought out of the cafeteria.
5. Students should clean their own eating area. Students will take turns wiping off the table and sweeping the floor before they leave.

Firearms and 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.

No Smoking Policy

Our Lady of Fatima School is a smoke-free environment. Smoking is not permitted anywhere on school property or at any school-related function off campus at any time.

Archdiocesan Policy Regarding Use of Controlled Substances

"The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution. This policy is in effect whether the student is on school property or attending a school sponsored or school-related activity on or off school property."

Scholastic and Behavioral Dismissal

Suspension

If, in the judgment of the principal, a student is guilty of misconduct serious enough to warrant it, (s)he 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 of the suspension 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.

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.

Technology Policy

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.

Expectations

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 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, Snapchat, Instagram, Twitter, Kik, Tagged, etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited. If a student is caught accessing a social media site, he/she will not be allowed to have a cell phone at school any longer.

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, including internet searches. 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, Kik, 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, Twitter postings or any other social media outlets.
- 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 and 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 picks it up from the office. **If a student needs to use the phone, they must ask permission to come to the office and use the school phone. Under NO circumstances may cell phones be used during school hours, including texting parents for any reason.**



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Students in grades 4th and up may use their cell phone for entertainment purposes (such as school appropriate games or music) while waiting for assembly to start during the times from 7:20-7:45am. Once assembly has started, all cell phones must be TURNED OFF and put away. Students who do not adhere to this policy will have their cell phone taken immediately. Additionally, students may not AT ANY TIME: photograph others, access social media, or any other safe use violation at any time. Failure to comply will result in loss of cell phone privileges.

Digital cameras, smart watches, 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 and Heelies are not permitted on campus.

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

Athletics/Extracurricular Activities

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

Athletics/Extracurricular Activities Policies and 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 After-School Care 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(ies) for an extended period of time, removal from the team, suspension from school, and/or another appropriate consequence.

All athletes and parents are expected to read and sign the Athletics Handbook and follow all policies.

Academics/Behavior

Students must maintain a minimum grade of a "C" average (78 or above) in all classes and a behavior of "S" or better in all classes during both progress reports and report card. The athletic director will be notified if either a grade or conduct drops below the requirements.

- A student who receives a grade of N or U in conduct and effort shall be deemed ineligible.
- A student who receives a grade below 78 in any one subject shall be deemed ineligible.
- Should a student become ineligible, he/she will be placed on a 10 school day probationary period. The probationary period shall begin on the day immediately following the reporting period. During this period, an



Student / Parent Handbook 2019-2020

ineligible student will not be allowed to participate in any practices, games, meets, or other school-sponsored athletic activities. It is expected that the student uses the two weeks to improve the grade(s) that resulted in the ineligibility.

- For those students who are deemed ineligible, a review of the subject area grades and/or conduct grades shall be made two weeks after the reporting period. If the grade(s) meet the requirements stated above, the student shall be deemed eligible to return to full participation in extra-curricular activities. Eligibility shall be resumed on the day immediately following the grade check.
- Any student suspended or expelled for behavior will not be allowed to participate in the current sport and the next season's sport.
- All school athletes will receive the Athletics Handbook. Students will be eligible for participating in sports once they have submitted all required paperwork. Contact the Athletic Director, Bianca DeLeon, bdeleon@stmarylc.org with questions and/or concerns.

Health Policy

Suspected Child Abuse

Fatima 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. Staff members are trained on CPS Procedures at the beginning of the school year. Procedures are reviewed as needed.

Clinic and Health Issues

As Christian parents, we are responsible for the health and welfare of our children. Please assist us in keeping a healthy environment by not sending children to school with any symptoms of illness.

Health Screenings

Vision, hearing and spinal screenings are conducted each year on students per the State of Texas Health Department requirements. Students who do not pass the screenings are referred to their family doctor or specialist.

Illness/Contagious Disease

Parents will be notified when their child is too sick to attend class. Please pick up your child as soon as possible so they can rest and recover. It is paramount that you give us current telephone numbers as well as emergency contact names and telephone numbers. If the parents cannot be reached, then the emergency contacts will be called to pick up your child. Any child with a temperature of 100 or above or vomiting is sent home. A student should be fever free without the aid of medication for 24 hours before returning to school following an illness. Students are to be kept home when they have a cold, sore throat, temperature, eye infection, skin eruptions, swollen glands, nausea, vomiting, or diarrhea. Any child exhibiting such symptoms is sent home. Students should not have vomited within 24 hours to return to school. Parents are required to notify the office if a student is ill. Please notify the school if your child has a communicable disease. When a child returns to school after having a communicable disease, he/she must present himself/herself to the office with a written note from a doctor saying he/she can be readmitted to class. Please see the guidelines below for keepin

Guidelines for Excluding Students from School	
Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and nit free
Other symptoms suggestive of acute illness	Written physician release



Immunizations

Every child entering Our Lady of Fatima must have been administered the basic series of immunizations against:

- Whooping cough
- Diphtheria
- Typhoid
- Polio
- Measles
- Mumps
- And all other diseases are required by state law and Archdiocesan policy

The state requires that all students entering public or non-public schools have at least 5 doses of DPT, DT and or TD vaccine, provided that at least one dose of DPT/OPV has been received on or after their fourth birthday. For the health and safety of the entire student body, the required documentation of immunizations, including the doctor's signature must be on file for a student's registration to be complete. All new students entering the Archdiocese of Galveston-Houston school district are required to present written evidence of TB testing and results. Students with incomplete immunization records are not admitted to class until their record is current. It is the parent's responsibility to keep their child's immunization record current.

Lice

Any child sent home with lice may not return until all signs of lice and nits are gone. The Archdiocese of Galveston-Houston follows the nit-free policy of many local, county health departments. **The school nurse aide must check the student before he/she is allowed to return to class. A student sent home with lice may not return to school until all signs of lice are gone, approximately 48 hours.**

Medications

If possible, all medication should be given outside of school hours. "Three times a day" medications should be given before school, after school, and at bedtime by parents. Only medication which is necessary for the child to remain in school will be given during school hours. Stock medications are not kept in the clinic. The parents are responsible for bringing all medications for their child to the clinic and for picking up unused medicines or they will be destroyed. O

Prescription Medications

Law prohibits the school faculty from administering any kind of medication to the students without authorization. The student will need a Request for Medication Administration form signed by the physician and parent. Please obtain this form from the school office. The medication is to be brought to the school clinic in the original container. Prescription medication must be properly identified with the prescription label from a pharmacy. The school will not be held responsible for any medication that is taken by the child. The use of nebulizer treatments in schools for the treatment of asthma should be done with extreme caution. Non-medical personnel should not be responsible for the administration of the nebulizer treatment. The parent is ultimately responsible for the care of their asthmatic child.

Non-Prescription Medications

All fever reducers or over-the-counter pain relievers, cough drops, ointment, vitamins, and other over the counter medications are considered medications and may not be given to your child unless a permission slip that has been signed by your physician and a note giving parental consent is on file. A parent's signature alone is not sufficient for the school to administer over-the-counter medications. Non-prescription medications must be labeled with the child's name.



Student / Parent Handbook 2019-2020

Before and After School Care

Our Lady of Fatima Catholic School Before & After School Program/Extended Day

Our Lady of Fatima School Before/After School Program follows the guidelines of the Archdiocesan School Office. The before and after school care programs are two separate entities. The Before/After School Program serves students starting at 6:30AM and ends promptly at 6:00 P.M. Monday-Friday. Services are provided for students attending Our Lady of Fatima in grades pre-kindergarten through eighth grade. The Before/After School Program is open only when school is in full day session. Parents must register students and pay a fee to utilize both programs. The before school program is handled through St. Mary's of the Miraculous Medal's Early Childhood Center, and enrollment and payment for BEFORE SCHOOL care is through them. Our Lady of Fatima only offers Extended Day and ED billing is through the school via your FACTS account. Students participating in the Our Lady of Fatima/ECC before school program must be dropped off in the back in the ECC drop-off room. Students who are participating in the Our Lady of Fatima Extended Day program will report the ED room after school. Students are picked up at the extended day room in the afternoons. Parents must ring the doorbell located at the back door of the school to pick up their child(ren). Any child not picked up by 3:20PM will be escorted to the Extended Day Room and parents will be billed. NO EXCEPTIONS. Students cannot be allowed to wait in the hallway for pick-up after 3:30PM even if someone is on their way.

Snacks are provided for students in the afternoon after care program. However, no food is provided for early morning care, but students may bring their own breakfast.

Extended Day hours are as follows: - Monday through Friday 6:30 A.M. - 7:20 A.M. and 3:20 P.M. – 6:00 P.M.

The Before and After School Discipline Management Plan follows the same discipline management plan as the school. The Before/After Care staff has the authority to exact consequences in accordance with the Discipline Management Plan. Many disciplinary consequences enacted in before/after will be served during the regular school day following the infraction.

Students will have a snack and have the opportunity to complete homework in aftercare. Once all students are finished with homework, students can play in center activities, on the computer or outside, all at the discretion of the Extended Day Teachers.

Parents are asked to first look for students in the extended day room, but keep in mind they might be in the gym or outside too. Teachers will post sign to help you locate your Extended Day child for pick-up.

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 Before/After School Program Staff. Such permission will only be granted by order of the parent or guardian. If a child is to go to the After-School Program, he/she is to report to the assigned area at 3:20 PM or before. 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.

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 Before/After School Program.

- Parents or guardians should not take children from the school grounds without notifying the Before/After School 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 Before/After School Program 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 After-School Program. 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 from the physician and parent is on file in the Before/After 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 Before/After School Program 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 Before/After School Program Staff will act according to their best judgment for the welfare of the child.

Homework

Students will be given time to complete homework during after-school care. 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 Before/After School Program 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 After-School Program. Please realize that there is only a certain amount of time allotted for homework.

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 Before/After School Program, it will be confiscated until the child is picked up to go home. If a personal toy goes undetected by the Before/After School Program staff and is missing or broken, the program and staff will not be held liable.

Communication

It is very important that you label all notes "Before/After School Program". They will then be forwarded to the program director. If it is necessary to call during the school day, please call (281) 332-4014 and leave your message for the program director. If you will be calling between 3:00 P.M. and 5:30 pm, then please understand the school office is closed, and your call will go directly to the Before and After School Program.

Bills for the Before and After School Program should be paid with tuition. Parents must fill out a Morning/After School Care 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 and pay a daily fee of \$25 not to exceed the monthly tuition rate. 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.



Drop-off to Before School Care

Morning Care is available from 6:30 A.M. until 7:20 A.M. It will be the responsibility of the parent to pay for any charges incurred.

Pick-Up from After School Care

Students will be in one of these areas for after care:

- Extended Day Rooms
- Library
- Playground
- Kukral Gym

Parents must sign out their child(ren) using the FACTS SIS software. 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 6:00 P.M. that children are left in the after school care program. NO EXCEPTIONS!**

Handbook and Policies Conclusion

In as much as it is true that loopholes may be found in any code, it is the expectation of Our Lady of Fatima that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or school policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: If you are not sure that it is allowed, do not do it!

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families abide by the policies, procedures, and regulations set forth in this handbook. The school and/or the principal retain the right to amend this handbook at any time. **Parents and students are expected to sign the Handbook Acknowledgement Form (at end of handbook). However, all handbook policies are in effect even without your signature.** If you have any questions about the contents of this handbook, please contact the school at 409-945-3326 or email Mrs. Lopez at jlopez@fatimatc.org.

Appendix

Please review, sign and return the following forms. All forms are due by August 23, 2019. Forms will also be sent home in the First Day Packets. Parents and scholars are required to sign and return appropriate forms to homeroom teachers.



Our Lady of Fatima Catholic School Parent-Student Handbook Agreement 2019-2020

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.

Return to office or OLDEST Child's HOMEROOM Teacher (1 per family) by August 23, 2019.

We have ALL read and discussed the Our Lady of Fatima's Handbook 2019-2020. We agree to follow the school procedures, regulations, and policies covered in this handbook.

Date Signed: _____

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Parent Name: _____ Parent Signature: _____

Signed forms must be returned to homeroom teacher no later than August 23, 2019



Archdiocese and Our Lady of Fatima 2019-2020 CAMPUS CODE OF CONDUCT
This form must be signed by ALL Campus Staff, Parents, Students, and Volunteers.

Christian Code of Conduct (as outlined on page 32 of the Student and Parent Handbook)

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community (**including parents and staff**). The following actions will be termed in violation of Christian charity and may result in dismissal from the school:

- Public criticism of school personnel, policies, or procedures or ANY behavior which does not promote the school in a positive manner (this includes social media sites).
- Threats, implied or actual, of any nature toward personnel or families.
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures or ANY behavior which does not promote the school in a positive manner
- Consistent and persistent disagreement with the administration or teacher policies. Rules are established to maintain order, provide a faith-based religious education, and teach strong academics.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

ALL Parents, Students, and Staff will all be REQUIRED to adhere to and sign a Christian Code of Conduct form each year.

Date Signed: _____

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Parent Name: _____ Parent Signature: _____



2019-2020 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 SAFE HAVEN/SAFE ENVIRONMENT 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: _____



August 2019

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/smart 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,

Jennifer M. Lopez, MS
Principal
Our Lady of Fatima Catholic School
Texas City, TX

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



Our Lady of Fatima Catholic School Parent-Student Technology Agreement 2019-2020

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: _____

- 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.

Photographs of your child will still be used in the school yearbook.

School Copy Received By: _____ Date: _____

Please sign and return by 8/20/19.



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 are 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