

Mission Statement

Our Lady of Fatima Parish School is a learning community founded and supported by parishioners and rooted in Catholic tradition and values for the purpose of educating our children to become humble and faith-filled citizens who generously offer their God-given gifts for the good of all people.

Vision Statement

Our Lady of Fatima Parish School ... where Faith, Learning and Service have no limits.

School Staff

| | | |
|--------------------------|----------------------|----------|
| Pastor | Rev. James Sobus | 525-0866 |
| Administrator | Mr. Jeff Jackson | 523-2861 |
| Administrative Assistant | Mrs. Robin Torlone | 523-2861 |
| School Secretary | Mrs. Elizabeth Mayes | 523-2861 |
| School Accountant | Mr. Glenn Borowski | 525-0866 |
| Athletic Director | Mrs. Amanda Day | 523-2861 |

Faculty

Preschool

Preschool Director/ Lead Teacher
Mrs. Megan Adkins, MA

Preschool Lead Teacher Aide – 3 year olds
Mrs. Karen Vassar

Preschool Teacher Aide – 4 year olds
Ms. Stephanie Blevins

Preschool Teacher Aide – 3 year olds
Mrs. Patty Loudin

Elementary School

Kindergarten
Mrs. Micah Collins, MA
Mrs. Sue Yocke – Aide

Grade Two
Mrs. Margaret Muth, BA

Grade Four
Mrs. Monika Jackson, MA

Grade One
Mrs. Jessica Sias, BA

Grade Three
Mrs. Mary Cumberledge, MA

Grade Five
Mrs. Patty Cole, MA

Middle School

Language Arts

Science & Math

Religion

Social Studies

Ms. Tracy Komorowski, BA

Mrs. Jeannie Dennison, MA

Mrs. Lisa White, BA

Mrs. Beth Parsley, BA

Related Arts

Spanish Language

Physical Education/Health

Art & Library

Music

Mrs. Cynthia Westbrook, MA

Mrs. Amanda Day, MA

Ms. Linda Anderson, MA

Ms. Kristie Finney, MA

Special Needs Education

Title I Tutor/Instructional Resource Assistant

Mrs. Lisa White, BA

Technology Coordinator

Mr. Darrell Legg

Maintenance

Mr. Josh Long

Parent – Teacher Organization

Treasurers
Mrs. Susan Subik
Mrs. Becky Craig
Mrs. Susan Fleckenstein & Mrs. Susan Dransfeld

Our Lady of Fatima PTO is a service organization to support the school, help secure the best advantages in education for each student, and assist in the policy development and strategic vision of the school. All parents and guardians of students enrolled at Our Lady of Fatima Parish School are automatically members of the organization. *The PTO sponsors two major community building events each academic year that also raise necessary funds for the school – Spaghetti Dinner and the Lenten Fish Fry. They also sponsor other fundraisers through the year. Proceeds have been used to redo the playground, develop our computer lab, and much more.* For the safety of our children and convenience of partners, the PTO does not sponsor door-to-door sales, but instead raises all funds from the above events. Therefore, *all school families are expected to volunteer for all events.* We need everyone to be involved in order to keep our tuition affordable.

The PTO also sponsors various school events, such as the Halloween Parade and field day. PTO meetings are typically held on the third Tuesday of every month in the Parish Hall. Children whose parents attend these meetings are eligible for a dress down day the following week at the discretion of the school principal.

Catholic School Advisory Council

All parents and members of the parish and school community are welcome to attend the Advisory Council’s meetings. If parents wish to address the Council, a written request must be submitted to the Advisory Council President twenty-four hours prior to the meeting.

| | |
|---------------------------------------|------------------------------|
| Pastor | Fr. James Sobus |
| Principal/Executive Officer | Mr. Jeff Jackson |
| Development Representative | Mrs. Lee Ann Parker |
| Parish Finance Council Representative | Mrs. Fran Howard |
| Parish Council Representative | Mrs. Sandy Mauk |
| PTO Representative | Mrs. Susan Subik |
| PreK Parent Representative | Mrs. Kelly Woodward |
| Faculty Representative | Mrs. Amanda Day |
| At Large Parent Representative | Mrs. Susan Fleckenstein |
| At Large Parish Representative | Mrs. Coby Hickman |
| Business Expert | Mr. Donald Bates |
| Legal/Policy Expert | Mr. Luke Lafferre |
| <i>Pallotine Representative</i> | <i>Sr. Mary Grace Barile</i> |

The rules and regulations contained in this handbook are applicable for the students who attend Our Lady of Fatima Parish School. The areas pertaining to specific grade levels will be noted.

Our Lady of Fatima Parish School students always represent the school and are always responsible to the code of conduct established herein as long as they are enrolled in the school. Misbehavior that occurs outside of school time and activities may still be subject to school disciplinary actions if the misbehavior is determined to have a detrimental impact on the school in any way.

DAILY SCHEDULE FOR GRADES PRE-K – 5

| | |
|-------|-------------------------|
| 7:50 | First Bell |
| 8:00 | Tardy Bell |
| 8:05 | Classes Begin |
| 11:00 | Lunch – K, 1, 2 |
| Noon | Morning Pre-K Dismissed |
| 11:30 | Lunch – 3, 4, 5 |
| 3:05 | Dismissal Pre-K – 5 |

Middle School Bell Schedule

| Period | Standard | Period | Days w/Morning Mass |
|---------------|-----------------|---------------|----------------------------|
| Homeroom | 8:00-8:05 | Homeroom | 8:00-8:05 |
| First | 8:08-8:53 | First | 8:08-8:45 |
| Second | 8:56-9:41 | Mass | 8:50-9:40 |
| Morning Break | 9:41-9:50 | Morning Break | 9:40-9:50 |
| Third | 9:50-10:35 | Third | 9:50-10:37 |
| Fourth | 10:38-11:23 | Fourth | 10:40-11:26 |
| Fifth | 11:26-12:11 | Lunch | 11:30-12:00 |
| Lunch | 12:11-12:41 | Fifth | 12:00-12:45 |
| Sixth | 12:44-1:29 | Sixth | 12:45-1:30 |
| Seventh | 1:32-2:17 | Seventh | 1:33-2:18 |
| Eighth | 2:20-3:05 | Eighth | 2:21-3:05 |

GRADING PERIOD INFORMATION

| | |
|------------|----------------------|
| August 15 | Quarter One Begins |
| October 19 | Quarter One Ends |
| October 20 | Quarter Two Begins |
| January 6 | Quarter Two Ends |
| January 9 | Quarter Three Begins |
| March 13 | Quarter Three Ends |
| March 14 | Quarter Four Begins |
| May 25 | Quarter Four Ends |

Option C is available for parents to view their child's progress on a daily basis. Please make sure you contact the teacher if a problem occurs.

FINANCES

TUITON RATES FOR THE 2011-2012 SCHOOL YEAR

Parishioner

| | |
|-----------------------------|----------------|
| <i>First Child</i> | <i>\$2,900</i> |
| <i>Second Child</i> | <i>\$2,500</i> |
| <i>Third Child</i> | <i>\$2,300</i> |
| <i>Fourth or more child</i> | <i>Free</i> |

Catholic Non-Parishioner

| | |
|-------------------|----------------|
| <i>Each child</i> | <i>\$3,500</i> |
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Non-Catholic Student

| | |
|-------------------|----------------|
| <i>Each child</i> | <i>\$4,800</i> |
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FEES

| | |
|---|---------------------------------|
| <i>New Family Registration Fee</i> | <i>\$200</i> |
| <i>Returning Family Registration Fee</i> | <i>\$100</i> |
| <i>School Insurance Fee</i> | <i>\$10 (Subject to Change)</i> |
| <i>PTO Dues</i> | <i>\$35</i> |
| <i>Graduation Fee (8th Grade Only)</i> | <i>\$25</i> |

Late Payments:

Families will receive notice from the school office if your payment is not received within a five day grace period. Families may request a meeting with the administration at that time to discuss your situation. If families do not request a meeting at that time, they will be assessed a fee of 3% of the overdue amount.

If the late payment has not been received prior to the first of the following month, families will receive a letter from the administration informing them of the possibility of removing their child from Our Lady of Fatima if payment is not received within five working days. Families may again request a meeting with the administration to discuss their situation at this time. Late payment fees will be assessed through Option C.

Returned Checks: *There will be a \$20.00 penalty for all returned checks, assessed through FACTS.*

The Diocese of Wheeling-Charleston Department of Catholic Schools participates in a Student Accident Coverage policy for all students in the diocesan school system. The insurance is compulsory for all students. This is school time coverage when school is in session or while participating in school sponsored and school supervised activities on or off the school grounds. The policy is for excess coverage; a parent's primary insurance would pay first. All injuries should be reported through the school office and the school will provide a form to submit.

The tuition listed above is to be paid annually, semi-annually or monthly (10 months) **starting in August** through the FACTS Tuition Management Program. Students will not be allowed to register for the next year unless tuition and fees are current. The fees listed above are to be paid during registration via the Option C program. Tuition assistance is available through both the Diocese of Wheeling-Charleston and Our Lady of Fatima Parish. Applications are available in the school office.

If a student leaves Our Lady of Fatima Parish School at any time during the year for any reason, including but not limited to dismissal, illness, voluntary or involuntary withdrawal, tuition charges will be prorated based on the calendar quarters the student(s) is/are in attendance. Parents are obligated to pay in full for each calendar quarter during which their child is enrolled, regardless of the number of days their child is enrolled.

ADMISSION AND WITHDRAWAL POLICIES

Our Lady of Fatima Parish School serves the local community because of the parish. Our school does not discriminate and will do all it can to meet each student's needs within reason. The pastor has the final decision making authority as to admissions.

Students will be admitted to Our Lady of Fatima Parish School in the following order of preference:

- 1. Catholic students whose parents are registered, active, contributing members of the parish, regularly participate in weekend and special Liturgies at Our Lady of Fatima Church, and presently have other children enrolled will be given first preference in the admission of Catholic kindergarten applicants.***
- 2. Secondly, consideration will be given to Catholic families who are registered and contributing members of Our Lady of Fatima parish based on their number of years of membership.***
- 3. Third preference for admission will be given to Catholic families who have been registered and contributing members of Our Lady of Fatima Parish for at least one year and are now registered at the parish.***
- 4. Fourth, siblings of currently enrolled non-Catholic students will be considered.***
- 5. Fifth, Catholic families from another Catholic parish will be considered.***
- 6. Sixth, preference for admission to the school will be given to non-Catholic applicants.***
- 7. In the event that the number of parishioner students for admission to a particular class exceeds the maximum allowed by the WV Department of Education, applicants will be ranked on the longevity of parish membership indicated in parish records.***
- 8. In the event there are two classrooms in one grade level, the school cannot accept parent requests. The school will arrange classes to accommodate the best possible learning environment for all students.***

REQUIREMENTS FOR ADMISSION:

1. Certified copy of child's birth certificate
2. Immunization records indicating the required vaccinations were received
3. Baptismal certificates for all Catholic students
4. Kindergarten students must complete the physical exam form
5. TB Test for all students moving into West Virginia

All students transferring to Our Lady of Fatima Parish School after their kindergarten year must provide report cards and standardized testing records from their previous school. We must be informed of all behavior or discipline problems the student may have had in the previous school. Any testing for attention deficit or learning difficulties (including IEP's) must be brought to the school's attention upon transfer. Families who do not provide this information may be denied continued admission to the school. All students transferring into Our Lady of Fatima Parish School are admitted on probation for nine (9) weeks. At the end of the nine-week period, parents, teachers, and principal may meet to determine the progress and continuation of the transferring student.

Once a class is full, students will be placed on a waiting list according to admission policies stated in this handbook and the date the application was received.

WITHDRAWAL

Students must provide two weeks notification prior to transferring from Our Lady of Fatima Parish School in order for the teacher to collect books and prepare the student's records for transfer.

In order for the school to send the student's transcript to the new school, parents must sign a release form indicating the name and address of the new school. A transcript fee of \$10.00 must be paid to cover the cost of sending the records via certified mail. Records will not be released until all financial obligations to the school are met.

Students who withdraw from Our Lady of Fatima Parish School are not ordinarily readmitted. Students requesting readmission will be considered on an individual basis depending on the reason for the initial withdrawal.

PROCEDURE TO BE FOLLOWED BY PARENTS IN THE PURSUANCE OF COMPLAINTS

1. The individual teacher who is directly involved will be the first contact made by the parents, including scheduling face-to-face meetings with the teacher through the school's administrative secretary. It is believed that if this contact is made in a fair-minded manner, the overwhelming majority of complaints can be settled satisfactorily at this level.
2. If, after consultation with the individual teacher, the parents feel as though the issue has not been settled, their next step is to request an appointment with the school's Administrator. These appointments must be scheduled through the school's administrative assistant. The appointment will not be granted until the Administrator has had time to confer with the individual teacher, so (s)he may have the issue firmly in mind while speaking to the parents.
3. If this issue has not been settled at this point, a request for an appointment with the Pastor should be made. Again, the appointment with the Pastor should not be granted until the Pastor has conferred with the Administrator.

All parents/guardians should be aware of this procedure and are expected to follow the outlined steps to resolve complaints.

OUR LADY OF FATIMA SCHOOL UNIFORM POLICY

Our Lady of Fatima school uniform policy has been developed to promote pride in appearance of its students as well as provide an atmosphere conducive to learning. All students will be required to have a dress uniform.

*Uniform policy regulations are to be adhered to throughout the school year. Students who violate the uniform policy after the first warning will face disciplinary action. It is impossible to list all possible uniform violations. The school Administrator has final authority to determine if a student is in violation of the school uniform policy by wearing clothing, shoes, hairstyles, or jewelry that is not appropriate or distracting. **The Administrators decision is final.** Official school uniforms may be purchased through Schoolbelles or Land's End unless otherwise noted.*

Shoes and Socks: Non-scuff soles athletic shoes mainly white or black with minimal accent colors of black/blue/gray/silver; Leather shoes that tie, buckle or loafer style (playground safe) may be worn in all-brown or all-black. Socks must be crew or knee length in the white or navy blue (Socks must be visible above the top of the shoe). Navy or white tights and knee length socks in navy or white are also acceptable for girls.

Sweater and Sweatshirts: (K-5)– Navy blue Fatima appliquéd sweatshirt, navy blue button up or crew neck sweater, Fatima logo zip front fleece 2296 Navy from Schoolbelles only. (Middle School) A maroon or navy Fatima sweatshirt or a maroon or navy cardigan or crewneck sweater purchased from Schoolbelles. Fatima logo zip front fleece 2296 Navy Schoolbelles only.

Jewelry: Boys and Girls: Only a watch, ring, chain with small charm, religious cross, or medal may be worn. No choker chains permitted. Girls: One pair of small hoop or stud earrings.

Grades K – 5

GIRLS

SHIRT - Lands End: Interlock 2 Button Polo Shirt white or maize with short sleeves. Schoolbelles: Pique 3 Button Polo Shirt or rounded collar blouse white or yellow with short sleeves. No logo or pockets. Shirrtails must be tucked in.

JUMPER – Lands End # 06501-0BP6 Hunter/Classic Navy Plaid or Schoolbelles Drop Waist Shift Jumper Color/0158 Navy/Green Plaid

SKORT - Schoolbelles Flat Front Skort Style 1535 Color 0158 Navy/Green Plaid. Lands End does not offer this skort

PANTS - Navy blue uniform pants or Navy blue uniform shorts from Lands End or Schoolbelles. plain or pleated front, no cargo or flare leg styles.

SHORTS - Lands End Navy blue chino short or plain front uniform short or Schoolbelles Navy mid-rise walking short.

BOYS

SHIRT - Lands End: Interlock 2 Button Polo Shirt white or maize with short sleeves. Schoolbelles: Pique 3 Button Polo Shirt white or yellow with short sleeves. No logo or pockets. Shirrtails must be tucked in.

PANTS - Navy blue uniform pants or Navy blue uniform shorts from Lands End or Schoolbelles. plain or pleated front, no cargo or flare leg styles. If pants or shorts have belt loops a belt must be worn from first grade on.

SHORTS -Lands End Navy blue chino short or plain front uniform short or Schoolbelles Navy mid-rise walking short

Middle School (Grades 6-8)

GIRLS

SHIRT – Land End: Interlock 2 Button Polo Shirt Burgundy or Navy with short sleeves. Schoolbelles: Pique 3 Button Polo Shirt Maroon or Navy with short sleeves. No logo or pockets. Shirrtails must be tucked in.

SKIRT – Kilt style or kick pleats in khaki/navy plaid purchased from Schoolbelles.

PANTS – Khaki uniform pants from Lands End or Schoolbelles. plain or pleated front, no cargo or flare leg styles.

SHORTS – Khaki walking shorts from Lands End or Schoolbelles.

BOYS

SHIRT – Land End: Interlock 2 button Polo Shirt Burgundy or Navy with short sleeves. Schoolbelles: Pique 3 Button Polo Shirt Maroon or Navy with short sleeves. No logo or pockets. Shirrtails must be tucked in.

PANTS – Khaki uniform pants from Lands End or Schoolbelles. plain or pleated front, no cargo or flare leg styles. If pants or shorts have belt loops a belt must be worn from first grade on.

SHORTS – Khaki walking shorts from Lands End or Schoolbelles.

Shorts may be worn from the first day of school up through October 31st,
and April 1st through the last day of school.

Hairstyles: At all times, students are to be well-groomed while on school property. Hair styles for girls must keep the hair out of the face, hair accessories must be navy, black, brown, white or school plaid. For boys, hair may not fall over their ears or shirt collars, must be layered and remain out of the face. Shaved hairstyles, rat tails, braids with beads, or dyed hair are not permitted.

PHYSICAL EDUCATION CLASS DRESS CODE, GRADES 6-8

Physical Education clothing will consist of gym shorts or sweatpants and a tasteful t-shirt in good repair.

EXPECTATIONS:

The Dress Code is quite clear and needs to be monitored by parents. Any child that comes to Our Lady of Fatima Parish School will be required to call her/his parents to bring the proper clothing so she/he can return to class. The child may also be subject to further disciplinary action depending upon the frequency and severity of the dress code violation.

UNIFORM HOLIDAY:

There may be uniform holidays at the discretion of the Principal. Rules monitoring correct dress on these days will be communicated to students and parents by the Principal prior to the uniform holiday. The Principal or Academic Dean retains final discretion regarding acceptable dress on these days.

ACADEMIC POLICY

Our Lady of Fatima Parish School follows the West Virginia instructional goals and objectives and meets state, diocesan, and North Central Accreditation requirements for the number of instructional minutes per day and number of days in session per school year.

Grading Scale for Grades 1 – 8

| | |
|---|-------------|
| A | 100 – 93 |
| B | 92 – 85 |
| C | 84 – 77 |
| D | 76 – 70 |
| F | 69 or below |

+ next to a letter means the highest number only

- next to a letter means the lowest number only

Students also receive a letter grade for conduct. Conduct grade is based on classroom rules and expectations. Kindergarten is graded on a + or – scale. A plus signifies master and minus signifies non-mastery.

Students who have been diagnosed with learning disabilities or Attention Deficit Disorders and who have an I.E.P or a 504 Plan may have a grade of P next to their grade. This indicates the grade the student has earned with modifications necessary for their individual situation. The P indicates progress, but performance below actual grade level.

Questions Regarding Grades:

Any questions regarding a student's grade should be directed to the teacher issuing the grade within one week of the grade report.

FAILURE:

If a student is in danger of failing a subject for the school year or if a student is in danger of being retained in a grade, parents will be notified at the end of the first semester. Parents, teachers, and the Academic Dean will meet to set up an improvement plan. At the end of the third grading period, the student's progress will again be evaluated. A final decision on promotion will be made at the end of the school year. The Principal – in consultation with the parents, teacher, and Academic Dean – makes the ultimate decision regarding retention or promotion.

HOW TO FIGURE CONDUCT GRADES

Every student begins with 5 points per day. This is multiplied by the number of days in the grading period (1/2 days count as one day). Two points are deducted per violation.

ECD Possession (i.e. cell phones) deduct 2 points grades K-2, 5 points grades 3-5, 10 points grades 6-8

Any student receiving an in-school suspension – deduct 25 points per suspension

Any student receiving an out of school suspension – deduct 50 points per suspension

Maximum conduct grade for any student receiving an in-school suspension is a C.

Maximum conduct grade for any student receiving an out of school suspension is a D.

When the total points for each student are determined for the quarter, the number is divided by the total number of possible points. The resulting quotient should be a straight percentage.

HOMEWORK:

Educational research continually confirms the vital importance of students completing daily homework assignments in improving student learning. Therefore, the faculty of Our Lady of Fatima Parish School is dedicated to assigning daily homework that is both challenging and grade-appropriate.

The amount and type of homework varies from grade to grade; however, parents should understand that the assignments are meaningful and useful to the student. ***Generally, parents should expect 10-15 minutes of homework per grade level per day starting in Kindergarten.*** Parents are asked to cooperate with teachers to insure that homework is complete and brought to school on time. Parents will be notified if a child consistently does not complete or turn in homework. Missing assignment slips are given out in grades 1-5. Daily homework will be posted in each classroom. Students are expected to write this homework daily in their assignment notebooks. Parents should check these notebooks daily to check that their child is completing daily homework assignments. Major assignments (tests, projects, papers, etc.) will also be posted to Option C as soon as the assignment becomes available. Parents may check Option C and the school's website (www.olofatima.org) to look at classroom activities and for information from their child's teacher.

MAKE-UP WORK:

If a student is absent from school due to illness, any assignments that were assigned *before* her/his absence and were due during the absence are due ***within 48 hours of the student's return to school.*** Any work assigned during an absence will be given an extension in due date equal to the number of days absent but will not exceed five days. For extended absences due to severe illness or surgery, contact the teacher to set due dates for assignments. Requested make-up work will be available for pick-up in the office 24 hours after the request is made.

Students who cannot participate in PE class due to an injury must complete work according to the physical education teacher. This must be done to regain lost points for non-participation.

POLICY ON SCHOOL ABSENCES

1. ATTENDANCE

It is the belief of Our Lady of Fatima Parish School that regular school attendance is directly related to a student's academic success. It is vital that absences, tardiness, and early school departures do not detract the student from his/her scholastic responsibilities.

1.1. ABSENCES

If a student is absent, the parent or guardian must notify the school office by 8:30 am. All student absences that remain unreported by 8:30 am will be verified by the school office. The student must provide a written note from home on the day the student returns including the student's name, date of absence, reason for absence, and signature of parent or guardian. Illnesses exceeding 3 consecutive days must be verified by a physician. Students with chronic medical conditions should have a physician's statement on file with the school.

The school may refuse credit to any student missing more than 15 absences per year (or 10 absences per semester), whether excused or unexcused. In the event a student has more than 15

absences due to an extended illness or hospitalization, the student may receive credit if he/she is able to make up work through tutoring or an approved alternative learning plan.

Absences are classified as EXCUSED or UNEXCUSED and are defined as follows:

- a. EXCUSED – Any absence due to an illness, doctor’s excuse, death in the immediate family, legal or religious holiday, school - approved activity, or planned absence as followed in Section 1.2 below.
- b. UNEXCUSED – Absence of a student without the knowledge of the school or parent, or without proper notification of the school using the procedure stated in this policy.

1.2 *PLANNED ABSENCES*

Planned absences caused by personal convenience of the student or family for family trip and extended holiday periods are definitely discouraged. If a planned absence is unavoidable, the parents must contact both the classroom teacher and the school office to provide the dates of the absence.

1.3 *MAKE-UP WORK*

The school faculty is not responsible for providing any advance assignments for students. It is the student’s responsibility to complete missing work when they return. Make-up work for assignments missed will be provided to the student upon their return to class. Make-up tests will be given at the teacher’s discretion.

Students having an EXCUSED absence from school will be given the opportunity to complete missed assignments or tests. Any assignments which were assigned or requested before an absence are due the day the student returns. For absences due to illness, makeup work is due equal to one day for each day missed. For all other absences, students have up to 3 days to complete any assignments or tests given during the absence. Any assignments or tests not completed within the allowed makeup period will be given a zero.

An exception to the above make-up work policy would be in the case of a student who is hospitalized or has an extended illness. In this instance, the school will work with the student to develop an approved alternative learning plan.

Any student having an UNEXCUSED absence will be given a zero for any assignments or tests missed during the absence.

1.4 *TARDINESS AND UNEXCUSED EARLY DEPARTURE*

Students are expected to be in their classroom in their seats by the 8:00am bell. Students arriving between 8:00am and 8:20am will be marked tardy/leave early. Students who arrive at school after 8:20am will be marked a half day absent.

Instruction continues until dismissal at 3:05 pm. Students who leave school after 2:40 pm for any reason other than those listed as excused under Section 1.1 under the excused absence section will be marked tardy/leave early. Students who leave school before 2:40pm will be marked a half day absent.

Tardiness and early departures are very disruptive to the education process. After four (4) such events in a given nine week grading period, the student’s Option C account will be billed \$20 and then \$5 for each subsequent infraction.

ELECTRONIC COMMUNICATION DEVICES (i.e. cell phones):

Students are not allowed to have ECD's (e.g.: cell phones, Black Berry, pagers, pda's, etc.) on their person during school hours. **It is highly preferable that these devices not be brought to school.** If it is necessary for these devices to be carried to school, they must be kept (turned off) in a student's backpack or locker during school hours. Middle School students are allowed to have e-Readers (Kindle, Nook, etc.) but cannot use these devices to access Wi-Fi service; the use of these devices during class time will be left to individual teacher's discretion. If a banned ECD rings or is in a student's possession during school hours, it will be confiscated, the parent will be notified and required to pick the ECD up from the Administrator. Students in grades 3 – 8 will further receive one day's detention. All students will have points deducted from their conduct grade (see "Conduct Grades").

CLOSING OF SCHOOL:

Our Lady of Fatima Parish School makes its own decisions on school closing – all closings will be announced on local media the morning of closings. Please do not bring the children to school earlier than the designated times on delayed openings because no teacher will be at school to supervise the children. It would not be safe to have children unsupervised in snow or cold. If school remains open and a parent/guardian believes for whatever reason that it would not be safe to bring their child to school on that day, the parent/guardian should contact the school's office and notify the staff of the absence, which will be considered excused.

Sometimes when weather conditions worsen during the school day, it may be necessary to close school early. There is no time for students to use the phone. This is when we implement our emergency dismissal policy. For this reason, it is imperative that we have an updated copy of the Emergency Dismissal Form on file for every student. Please listen to the local radio and television stations concerning Our Lady of Fatima Parish School delays or closings. *Please do not call the school, parish office, teachers, or principal but listen to the radio or TV.*

FIELD TRIPS:

Field trips are planned with an instructional objective in mind. *School permission forms signed by the parent/guardian are required before the student will be allowed to go on a field trip. Permission by phone is ordinarily not acceptable. If a student fails to return the permission slip at the assigned time, then that student will not go on the trip.* Parent chaperones must remember that they are representing the school and that all decisions and concerns in relation to the trip are handled by the teacher. ***All chaperones must meet all requirements of the Office of Safe Environment for the Diocese of Wheeling-Charleston.*** All fees for field trips will be charged to the family via Option C.

HEALTH AND MEDICATION:

Students should not be sent to school with a fever or severe cough or cold at any time. Any student requiring the use of a prescribed or non-prescribed medication during the school hours must have a signed medical authorization on file from the physician for prescription medicine or parent for non-prescription medicine. No medication, including cough drops, should be given to the student to take during the school day without this authorization. All medications are kept locked in the school office.

REQUIRED VACCINATION:

All children entering school for the first time must be immunized against DPT, at least four doses; polio at least three doses; measles, mumps and rubella, at least two doses. A TB test must be given within at least three months of enrollment for those students entering from outside the state.

LOCKERS:

Middle school student are assigned lockers. Lockers are provided for all students and are the property of the school. Locks not from the school may be cut open and thrown away. Students are responsible for keeping their lockers neat and clean at all times. Lockers are to be used only at the designated times. Students will be charged for any damage to the lockers. Students should not consider the lockers to be secure. Valuable personal property of the student should not be left in the lockers. Lockers are subject to search by school officials at any time.

LUNCH PROGRAM:

Our Lady of Fatima Parish School offers an optional lunch program. Prior to the beginning of each month, a detailed lunch calendar including costs for the month will be provided to parent/guardians and students. Students will order lunch each morning during homeroom. Students who forget their bagged lunch will automatically have lunch ordered for them. The lunch order will be automatically charged to the parent/guardian's school account via Option C. Because the school orders lunches from local vendors who must be notified of the exact count no later than 8:45 AM, students who are present in the morning but leave prior to lunch for whatever reason will not be refunded the charge for lunch. Late-arriving students must bring a bagged lunch from home. On days when school opening is delayed, no hot lunch will be available so students must bring a bagged lunch.

MILK:

Our Lady of Fatima Parish School participates in the Federal Milk Program where 2% white or chocolate milk may be ordered. Students may order up to two cartons of milk each day when lunch count is taken during homeroom. Parents may apply for free milk, which is based on income.

MESSAGES TO VISITORS:

Everyone including parents and guardians coming into the school must report to the office first before being accompanied to their final destination by a member of the office staff. No class is to be interrupted in order to bring lunches or messages to students. The office staff will deliver them when convenient. No forgotten books, homework, or gym clothes will be delivered to students after the school day begins. Students must be responsible and remember them each morning. Students will not be allowed to retrieve forgotten homework or books after 3:30 PM.

DELIVERIES TO STUDENTS:

Any parent/guardian needing to deliver lunch to a student must bring the lunch to the school office for delivery. Birthday gifts, flowers, balloons, etc. are NOT to be delivered to the school. This is very disruptive to the school day and they will not be delivered to the child in class. Birthday treats may be enjoyed at lunch only.

POLICY FOR COLLECTING OR RAISING MONEY WITH THE CLASSROOM

No money is to be collected by parents/guardians without the permission of the teacher or Principal. Any time that money is collected by anyone other than the teacher, adequate precautions must be taken to safeguard the individuals and the money. Accurate records of expenses and money collected must be maintained.

Two people must be involved in all aspects of the collection and handling of money. At the conclusion of the activity, a report should be prepared that shows what money has been collected, what expenses occurred and were paid, and to whom the money from the activity had been given. All receipts should be maintained by the group involved. All money must be deposited with the PTO treasurer, homeroom chairperson, or the school's Principal, not retained by the individuals in charge of the activity. No money should be deposited in an individual's personal account. Adequate documentation, including copies of all order forms and invoices should be retained and should support the report.

Mandatory Procedures:

1. At least two people must be in charge of any money handling, and both should be present when money is handled.
2. Whenever possible, payment by check must be encouraged over payment by cash. If cash is received for any amount over \$10.00, a receipt must be given. Checks must be made out to the school or the sponsoring organization, never an individual.
3. All checks and cash need to be turned in to the school's Principal, homeroom chairperson, or the PTO treasurer as soon as possible. All money should be turned in at the conclusion of the activity.
4. Following the conclusion of the activity, a summary report should be prepared that includes a list of the checks and cash received, and a short incomes and expense statement. This summary must be supported by copies of all order forms and invoices. The originals of the orders and invoices must be retained until the conclusion of the school's fiscal year when the books and accounts for the year are closed. The summary should be turned in to either the PTO treasurer, homeroom chairperson, or the Principal, as appropriate as soon as possible after the conclusion of the event.

SACRAMENTAL CELEBRATIONS:

Classes will join together weekly to celebrate the Eucharist. There will be an all-school liturgy on Wednesday mornings. Students are leaders of the music, lectors, commentators, and gift-bearers. There will also be an all-school liturgy on special feast days. Parents are encouraged to attend liturgy whenever possible. Several times during the year, students will be invited to celebrate the Sacrament of Reconciliation to renew their friendship with Jesus and to ask forgiveness of the Church for failing to live as Jesus has called them to live in the world.

SACRAMENTAL PREPARATION:

The Department of Catholic Education and Formation have promulgated guidelines for the sacramental programs for parents and students.

RECONCILIATION:

Parents or guardians are to be instructed as to their right and privilege as well as their role and serious responsibility in the preparation of their children for First Reconciliation.

A child must have been baptized before receiving the Sacrament of Reconciliation. After the celebration of First Reconciliation, the school provides further opportunities for students to receive the Sacrament.

Catholic parents and those students preparing for First Reconciliation are encouraged to make frequent use of the sacrament of God's mercy, healing, and love in their daily Catholic Christian life.

Children are to receive more than a year of formal religious education (beginning in the first grade) prior to the formal preparation for First Reconciliation. After the first year of formal religious instruction (beginning in Kindergarten), a concentrated catechesis is to occur during the six to eight weeks prior to the celebration of First Reconciliation.

The celebration of the Sacrament of Reconciliation is to precede the first reception of the Eucharist.

EUCCHARIST

In order to receive the Eucharist, the child must be baptized. Catholic parents and children preparing to celebrate First Eucharist are to participate regularly in the Sunday Eucharistic liturgy.

Children are to receive at least one and a half years of formal religious instruction (beginning in Kindergarten) prior to the preparation for the celebration of First Eucharist. A concentrated Catechesis centering on the Eucharist is to occur usually eight to ten weeks prior to the actual reception of the sacrament.

CONFIRMATION:

Parents and guardians are to be instructed as to their right and privilege as well as their role and responsibility in the preparation of the candidates for Confirmation.

This requires participation in parent sacramental sessions so that instruction and support may be given as they continue their involvement in the formal preparation of the celebration of Confirmation.

The minimum preparation before beginning the catechesis for Confirmation is one full year of regular attendance and participation in a religious education program in a Catholic school.

The one to be confirmed must be baptized, have the use of reason, be in the state of grace, properly instructed in the intense catechesis for Confirmation, and be able to renew her/his baptismal promises. In the Diocese of Wheeling-Charleston, the candidate for Confirmation must have completed the sixth grade and should be confirmed before the tenth grade.

Additional guidelines regarding sponsors, service, projects, prayer, and retreat will be clarified at the parent sessions and at the student session, which are part of the intense catechesis for preparation.

PRAYER:

Parents, teachers, and other adults should witness to the children of our school community a rhythm of prayer as part of their commitment to Jesus and His Church.

The teacher attempts to provide a prayerful quiet atmosphere where the spirit of prayer can be touched and expressed and where a positive attitude of prayer is enriched.

Students join in prayer in the classroom at the opening of the school day, before lunch, and before afternoon dismissal. These normal prayer opportunities are to strengthen the relationship of the student to God, to the school community of faith, and to oneself.

The traditional prayers of the Church are taught to the children according to the guidelines of the Diocese of Wheeling-Charleston.

SERVICE:

The fullest response to the Christian experience of God in Christ is to serve others. St. Paul reminds Christians in his Letter to the Corinthians that faith without love of others renders faith “a resounding gong or a clashing symbol” (Corinthians 13:1). The school is therefore committed to living out Christ’s call to serve others and work for true justice in the world today.

SCHOOL ARRIVAL:

The parish hall will be open for students of working parents at 7:30 AM. Parents/guardians are not to leave students unsupervised. A teacher will be on duty at the parish hall at 7:30 AM each day. At 7:50 AM, the school’s academic buildings will open to students. The tardy bell rings at 8:00 AM and all students are required to be unpacked and in their seats ready to begin the day. If a student arrives after the 8:00 bell rings, they are to report to the parish hall. Parents are required to follow the office drop-off procedures. No parent is allowed to park in the traffic lane in front of the school or block the driveway at the back of the building. If it is absolutely necessary for parents to come into the school building in the morning, they are required to park their car on Green Oak Drive and walk their child the short distance to the school building. Teachers are not ordinarily available for a conference at this time. Parents must schedule a conference through the school’s administrative offices in order to meet with their child’s teachers.

SCHOOL DISMISSAL:

Parents are required to follow the school’s office pick-up procedures. If a parent has business in the school, they should park away from the traffic flow and walk the short distance to the school building. At 3:30 PM, the school’s academic buildings will close. Teachers are not ordinarily available for a conference at this time. Parents must schedule a conference through the school’s administrative offices in order to meet with their child’s teachers.

The school recognizes that the pick-up procedures are not going to be convenient for parents at all times. The school has chosen to place the safety of children above the convenience of parents. Parents are encouraged to seek out car pooling options or park on one of the residential streets if they are unable to follow the procedures in the parking lot itself. Continued refusal to obey the pick-up procedures may result in the parent’s child being removed from the school. Finally, parents are encouraged to provide feedback each spring using designated procedures to assist the school in refining the pick-up procedures.

GUIDELINES FOR PARTICIPATION IN SPORTS

ELEMENTARY SPORTS (Grades 3-5)

Our Lady of Fatima Parish School participates in the Basketball Program through the Huntington Boys and Girls club. Our teams are coached by volunteer parents and can include both boys and girls. The school has no part in scheduling the games and the program is not officially a school program. However, the teams do play under our school name and we provide the uniforms. Since this is the case, we remind all parents and students that good sportsmanship is imperative for our continued participation. Student who play for the team are required to meet the same academic and conduct standards as our school teams in order to be eligible to play. These standards are as follows:

Conduct grade of B or higher on last semester average.

A “C” average of all subjects.

If a student does not meet the eligibility requirements, he or she has until the first interim report to bring up their grades. If they were eligible for the team and grades or conduct dropped below requirements after the first report card, they will not be allowed to participate.

MIDDLE SCHOOL SPORTS

Our Lady of Fatima Parish School is a member of the West Virginia Secondary Schools Athletic Commission. We abide by all rules imposed by the commission. We plan to offer the following sports depending on student interest:

Cross Country

Tennis – boys and girls

Basketball – boys and girls

Cheerleading

Golf

Other sports could be offered if there is student interest and coaching staff.

The following academic eligibility standards apply:

2.0 grade point average on last semester report card.

A Conduct Status of Satisfactory.

“If a student does not meet the eligibility requirements, he or she has until the first interim report to bring up their grades. If they were eligible for the team and grades or conduct dropped below requirements after the first report card, they will not be allowed to participate.

POLICY ON DISCIPLINE

Our Lady of Fatima Parish School believes that all students deserve the right to learn and that no student or group of students will be permitted to disrupt the academic program in any classroom. No student or group of students may defy the authority of the principal or teachers by refusing to cooperate with a reasonable directive or rule. No student or group of students may harm or damage the property of other students, personnel or school property.

Our Lady of Fatima Parish School follows policies set by the Diocese of Wheeling-Charleston regarding severe infractions involving tobacco, drugs and alcohol, and weapons.

Attendance at Our Lady of Fatima Parish School is considered a privilege and not a right! Any student who does not abide by its standards and regulations may forfeit this privilege.

Corporal punishment is not acceptable at Our Lady of Fatima Parish School.

ILLEGAL SUBSTANCE POLICY

Diocesan Policy 5512 states:

*Any student who possesses, uses, or is under the influence of any controlled substance or alcohol in school, on school property or during attendance at school-related events will be liable to corrective action by any authorized school official. “Unauthorized controlled substances are defined by the Uniform Controlled Substance Act, West Virginia Code, and Chapter 60A-6-101 through 60A-6-605. This policy also applies to facsimiles to be controlled substances. Under all circumstances, the student’s parents or guardians will be notified. In cases which involve students who are selling drugs, the police will be notified. **Violation of this policy will result in expulsion***

DEADLY WEAPON POLICY

Diocesan Policy 5513

Any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use shall not by any person be brought onto or otherwise permitted on the property of the schools or any other property under the jurisdiction of the Bishop of the Diocese of Wheeling-Charleston. Nor shall any instrument be brought onto or otherwise permitted on any premises where school functions are being conducted. Deadly weapons shall include but not be limited to those instruments defined in West Virginia code, chapter 61, Article 7, Section 2, as a blackjack, gravity knife, knife, switchblade knife, nunchuk, metallic or false knuckles, pistol, revolver, rifle or other deadly weapon or like kind of character which may be easily concealed on or about the person or any other type or description.

Violation of this policy will result in expulsion.

CODE OF CONDUCT – DISCIPLINARY ACTIONS

Disciplinary actions can range from an informal talk to suspension and/or expulsion. Students who choose to become involved in behavior that breaks school and classrooms rules will be subjected to certain disciplinary action. Depending on the behavior and the age of the student, one or more of the following actions may be taken.

Informal talk: a school official or teacher will talk to the student and try to reach an agreement regarding how the students should behave. A behavior contract may be put in place.

Conference: a formal conference is held with parents, teacher, students and principal. A behavior plan will be developed.

Behavior modification: educational materials are used to educate students on proper behavior. A behavior plan will be developed.

Detention: may take the form of a noon recess detention lasting twenty-five minutes or serving an after school detention lasting either thirty or forty-five minutes. Parent notification will be sent home ***via the Option C website.***

In-School suspension: the student is removed from class for ½ to a full day and will work in a supervised area away from her/his classroom. The student will be responsible for doing any classroom assignments given to the class but is not allowed to make up any tests or quizzes given while in suspension. Parents are notified in writing giving the date of the in-school suspension. This will affect the student's conduct grade and academic grade if major assignments are missed. Student may not participate in any extra-curricular activity.

Out of school suspension: is imposed for serious misbehavior. Student's parents will be notified by telephone and in writing stating the reason and date of the suspension. Only the principal in consultation with the Pastor makes the decision. The length of the suspension may be from one to ten days. Students will be allowed to make up any major assignments or homework given during their suspension, but they will not receive credit. They may also not participate in any extra-curricular activities. Parents may be called to come to school to pick up their child if infraction warrants immediate removal from school.

Required withdrawal: the dismissal of the student from school by the principal. Reasons for required withdrawal may include inappropriate placement in school based on academic performance, behavior

problems that were not resolved through contracts and/or modifications or social adjustment. Parents will ordinarily be given the opportunity to withdraw the student from school. A copy of the letter regarding required withdrawal of a student will be sent to the Superintendent of the Diocese. If the parent refuses to withdraw the student, the principal may follow steps for expulsion.

Expulsion: A student is notified that she/he is subject to expulsion when all other means of discipline have proven ineffective or the student has a serious violation such as harassment, illegal substance, or deadly weapons charge. Expulsion could be the result of a single offense or an accumulation of minor infractions. The decision to expel a student is made by the principal in consultation with the pastor. Parents will be notified by certified mail and by telephone and a letter will be sent to the diocese regarding the expulsion; parents will be notified of their rights as stated in diocesan policy.

**OUR LADY OF FATIMA PARISH SCHOOL
RESPONSIBLE STUDENT/ASSERTIVE DISCIPLINE POLICY
ELEMENTARY STUDENTS**

The following classroom rules are expected to be followed by all students. Failure to follow the classroom rules will result in a violation, which will affect the student's conduct grade. If a teacher at any time believes that student misbehavior deserves more severe consequences than ordinarily provided for in this assertive discipline policy, the teacher may exercise her or his discretion and give the more severe consequence (i.e. an after school detention on the first instance of student misbehavior).

COMMON CLASSROOM EXPECTATIONS:

Preschool Common Classroom Behavior Expectations

1. Keep hands, feet, and objects to yourself
2. Patiently wait your turn
3. Share
4. Treat property with respect
5. No talking when someone else is talking
6. Use inside voices
7. When a problem arises, use your words
8. Listen carefully to directions
9. Be responsible – if you helped make the mess, you need to help clean it up
10. Stay with your group during each activity, no wandering off!

Grades K – 2 Classroom Behavior Expectations

1. Listen and follow directions
2. Keep hands and feet to yourself
3. Respects the rights of others
4. Visit book bags at proper time
5. Follow the dress code and rules of the school
6. All homework due on time
7. No toys or sporting equipment in school

Grades 3 – 5 Common Classroom Behavior Expectations

1. Raise your hand and wait to be recognized
2. Come to school prepared with homework, school supplies, and textbooks
3. Keep hands, feet, and objects to yourself
4. Listen to and follow directions given by all adults in the school
5. Line up and travel to and from the classroom silently
6. Use only kind words when speaking to others
7. Unpack all necessary items from your backpack when you arrive
8. No toys or sporting equipment in school

Related Arts (Physical Education, Art/Library, Music, Spanish)

All related arts teachers comply with the rules of classroom teachers in order to accommodate existing policy.

IF A STUDENT CHOOSES TO BREAK A RULE, THE FOLLOWING CONSEQUENCES WILL OCCUR:

K-2 (Teacher will circle the appropriate infraction on the behavior chart)

- 1st infraction: warning
- 2nd infraction: Time Out – twenty minute time out. Student will either draw picture or write about infractions. Parent will sign and send back to school.
- 3rd infraction: Email and/or note sent home to parent in addition to #2
- 4th infraction: Thirty minute after school detention. Parent Conference in addition to #2 and 3. Behavior contract will be initiated.
- 5th infraction: Half-day in-school suspension, in addition to #2, 3, & 4. Go to principal. Principal contacts parent. Letter stating reasons for suspension. Meeting between principal, teacher, parent and child. In suspension child will complete all work but not receive credit for the work.

Grades 3 – 5 (Teacher will circle the appropriate infraction on the behavior sheet)

- 1st infraction: warning
- 2nd infraction: loss of noon recess
- 3rd infraction: telephone call to parent
- 4th infraction: thirty minute after school detention, parent notification
- 5th infraction: go to principal and parents will be contacted

RELATIONSHIP BETWEEN CONDUCT VIOLATION AND DISCIPLINARY ACTION

The principal shall take into consideration all the factors, such as age, prior conduct offenses, attitude, and other such factors as the situation warrants. These rules also apply to all extra-curricular activities. All conduct violations listed are of severe nature; not those normally addressed by the classroom discipline policies.

Possession and/or the use of drugs, including alcohol or the selling of drugs

- A. Parent notification
- B. Notification of medical personnel, if necessary
- C. Notify police
- D. Suspension or automatic expulsion
- E. Recommendation for participation in drug-treatment program, either residential or out-patient

Possession and/or use of weapons

- A. Parent notification
- B. Notification of medical personnel, if necessary
- C. Notify police
- D. Suspension or automatic expulsion

Possession and use of explosive devices (including arson)

- A. Parent notification
- B. Notify medical personnel, if necessary

- C. Notify police
- E. Suspension or automatic expulsion

Fighting or instigating a fight or harassment

- A. Parent notification
- B. Noon detention
- C. After school detention or in-school suspension for subsequent offenses

Creating false emergencies

- A. Parent notification
- B. In-school suspension or out-of-school suspension

Destruction of Property

- A. Parent notification
- B. Detention or in-school or out-of-school suspension up to three days, depending on severity
- C. Behavior modification plan

Disorderly Conduct

- A. Warning with plan for behavior modification
- B. Noon detention
- C. Parent notification

Tobacco

- A. Parent notification
- B. Up to three days in-school suspension or out-of-school suspension

Physical assault on school employees, other students or the public, safety violations, extortion

- A. Parent notification
- B. Up to five days in-school or out-of-school suspension or may recommend expulsion

Bullying

- A. Parents will be notified
- B. In-school or out-of-school suspension depending on circumstance
- C. Repeated bullying may result in expulsion depending on circumstances

Forgery

- A. Parent notification
- B. Noon or after school detention

Insubordination or defiance of authority/inappropriate language

- A. Parent conference
- B. Noon or after school detention
- C. Severe infraction up to three days suspension
- D. Behavior modification plan

Theft

- A. Parent notification
- B. Reimbursement for loss of damage
- C. Detention or in-school suspension depending on gravity of theft

ACADEMIC MISCONDUCT

At no time will student cheating or plagiarism be tolerated. Therefore, students will be subject to the following punishment on even the suspicion of cheating.

Cheating

- A. Parent notification
- B. Modification plan

Plagiarism

- A. Parent notification
- B. Modification plan

OUR LADY OF FATIMA PARISH SCHOOL RESPONSIBLE STUDENT/ASSERTIVE DISCIPLINE POLICY MIDDLE SCHOOL STUDENTS

Middle School students are expected to have developed self-discipline and therefore, expectations for behavior are higher and consequences for inappropriate behavior are more severe.

There are two categories of conduct violations – prohibited and unacceptable; consequences vary based on the severity of the violation.

Each middle school student will begin the year with a Conduct Status of Satisfactory. Upon violation of the discipline policies outlined below, this status may change to Needs Improvement or Unacceptable – parents will be notified when a change in Conduct Status occurs. The following outlines the impact of having a less than Satisfactory Conduct Status.

Needs Improvement – For one week after a student’s conduct status is changed to N, the student is ineligible to receive honors, participate in special classroom activities, field trips, field day, and sports (practice and/or contests).

Unsatisfactory - For four weeks after a student’s conduct status is changed to U, the student is ineligible to receive honors, participate in special classroom activities, field trips, field day, and sports (practice and/or contests).

Upon completion of the time periods outlined above, the student’s conduct status will revert to Satisfactory if no other violations of the discipline policy have occurred during the time their conduct status was less than Satisfactory.

The following outlines prohibited behaviors and the consequences if a student chooses to violate the discipline policy. *The school principal’s decision on consequences is final.*

Prohibited Offenses

Those offenses that affect the offender or other people in the learning environment. These can fall into two areas – moderate and major. *The teacher has the final decision as to the severity of the offense.*

Offenses that may be labeled moderate or major

- Disrespect for teachers and/or other adults assisting in the school
- Insubordination
- Disruptive classroom behaviors

- Foul language either spoken or written
- Lying and other forms of dishonesty
- Horseplay and fighting
- Touching another student
- Disrespectful behavior towards another student
- Copying another student's homework
- Violation of the electronics policy for internet or cell phones.
- Defacing property, books, materials
- Publicly challenging a teacher on a reprimand and/or consequences given to him/her or another student

Offenses that are automatically labeled major

- Stealing/cheating or any other form of copying from another student, books or other materials and plagiarism
- Forgery
- Bullying behavior towards another student(s) – making fun of an individual, name calling, put downs, invading personal space, spreading rumors, intimidation, etc.
- Sexual harassment in the form of inappropriate verbal or physical conduct
- Possession of intoxicants or illegal drugs
- Possession or use of any weapons or any device/instrument that could be used as a weapon

Consequences for moderate prohibited offenses

- First offense
 - Report sent to parents
 - After school detention
 - Conduct status changed to N
- Second offense
 - Conference with parents
 - One day in-school suspension
 - Conduct status changed to U
- Third offense
 - Parent conference
 - Three day in-school suspension
 - Conduct status of U extended 4 more weeks
 - At the Administration's discretion, additional consequences including mandatory psychological testing or drug/alcohol testing may apply.
- Fourth offense
 - Labeled Major prohibited offense – second offense

Consequences for major prohibited offenses

- First offense
 - Conference with parents
 - Three day in-school suspension
 - Conduct status changed to U
 - At the Administration's discretion, additional consequences including mandatory psychological testing or drug/alcohol testing may apply.
- Second offense
 - Conference with parents
 - Expulsion from Our Lady of Fatima Parish School unless acceptable behavior modification plan is presented by parents.
 - If acceptable behavior modification plan is presented by parents, conduct status of U is extended for 4 additional weeks.

- A major prohibited offense after parent developed behavior modification plan is in place will result in immediate expulsion from Our Lady of Fatima Parish School.

Unacceptable Offenses

These are less serious in nature but need to be addressed with the student or students to aid the development of their self-discipline.

- Unprepared for class
- Failure to maintain desk, locker or other school property in an acceptable manner
- Failure to follow teacher directions
- Being tardy to class
- Excessive talking in class

Consequences for Unacceptable offenses

- First offense
 - Warning
- Second offense
 - Lunch detention
 - Parental notification
- Third offense
 - After school detention
 - Parent notification
 - Conduct status moved to N
- Fourth offense
 - Conduct status moved to U
 - Conference with principal, teacher, parent and student

OUR LADY OF FATIMA PARISH SCHOOL HARASSMENT POLICY

General Statement of Policy: It is the policy of Our Lady of Fatima Parish School that the dignity of each human being must be considered in all school activities. Therefore, any action by any person involved in the daily operations of the school or on school property that is geared to intimidate, threaten, demean, harass, or otherwise discriminate against another person will not be tolerated. In particular, Our Lady of Fatima Parish School prohibits any form of racial, sexual, gender-based, religious, ethnic, or national-origin harassment. Therefore, no student, school employee, or member of the public, during any school related activity or during any educational sponsored event, whether in the school building or on other property owned, used or operated by the school or the Diocese of Wheeling-Charleston shall intimidate, threaten, demean, harass, or otherwise discriminate against another person

Definitions:

1. *Racial Harassment* shall consist of physical, verbal or written conduct relating to a person's race when:
 - 1)The conduct creates an intimidating, hostile, or offensive working or academic environment.
 - 2)The conduct substantially or unreasonable interferes with an individual's work or academic performance
 - 3)The conduct otherwise adversely affect an individual's employment or academic opportunities.
 - 4)Racial harassment may include but is not limited to the following:
 - a)the use of demeaning language with racial connotation
 - b)the use of language or gestures that imply the inferiority of a person's race
 - c)gestures or words that are disrespectful to a person's race
 - d)ignorance or intolerance of cultural differences based on race

2. *Sexual harassment* consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other inappropriate verbal or physical contact or communication of a sexual nature made by any student to another student, any school employee to a student, any school employee to another school employee, or any student to a school employee when:

- 1) Submission to such conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining or attaining employment or obtaining education
- 2) Submission to or a rejection of such conduct is used as a basis for academic or employment decisions affecting a person's employment or education
- 3) Such conduct has the purpose or effect of substantially interfering with a person's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational experience
- 4) An intimidating, hostile, or offensive employment or educational environment:
 - a) one in which unwelcome sexually-oriented jokes,
 - b) use of offensively course utterance, gesture, display, or abusive language to any person
 - c) following a person in or about a place
 - d) committing acts which alarm or seriously annoy another or serve no legitimate purpose
 - e) assembling with other students for the purpose of engaging in disorderly conduct
 - f) making malicious remarks that intimidate, insult, or in some manner abuse verbally or in writing any member of the school staff or student body.

Possible consequences of Harassment

Upon receipt of a recommendation that the complaint is valid, the Principal in conjunction with the Pastor will recommend such action as deemed prudent based upon the results of the investigation. Such action may include, but is not limited to, warning, detention, suspension or expulsion.

Reprisal

Retaliation against an individual who reports an incident of harassment or violence, who participated in or cooperates with an investigation of harassment, or who testifies, assists, or participates in a hearing related to such an investigation is prohibited.

False Accusations

1. Our Lady of Fatima Parish School recognizes that not every advance or comment of a sexual, gender-based, racial, religious, or national origin based nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without discriminatory employment or educational effect requires a determination based on all the facts and surrounding circumstances. False accusations of harassment can have a serious detrimental effect on innocent parties.
2. Any pupil, teacher, administrator or other school personnel who falsely reports harassment as outlined in this policy shall be disciplined under possible consequences of harassment.

Consent Form

This form must be signed by at least one parent or guardian for each student enrolled in Our Lady of Fatima Parish School. **The form must be returned by the end of the first week of school or the student may be asked to withdraw.**

I have read and understood the contents of the 2011-2012 Parent/Student Handbook and agree to abide by the terms contained within.

Parent or Guardian's Printed Name: _____

Parent or Guardian's Signature: _____

Date: _____