

OUR LADY OF FATIMA CATHOLIC SCHOOL FAMILY HANDBOOK

Mission:

It is the mission of Our Lady of Fatima to develop the individual child spiritually, intellectually, emotionally, socially, and physically in a faith environment rooted in Gospel values. The administration, faculty, staff, and parents dedicate their energies and talents to meeting these needs of the children in all facets of their education by incorporating Gospel values in everyday activities within the family, school, community, and the church: by teaching as Jesus taught, living Gospel values boldly by example of our lives, building community, and being of service to each other and the world around us.

3005 Fatima Drive
Aliquippa, PA 15001
724-775-7565
www.ourladyoffatima-hopewell.org

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The PTG Bylaws and the Athletic Association Handbook are available upon request.

MESSAGE FROM THE PRINCIPAL

Dear Families,

Welcome to Our Lady of Fatima Catholic School! In choosing Our Lady of Fatima Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Family Handbook reflects the policies of Our Lady of Fatima Catholic School.

The Our Lady of Fatima Catholic School Handbook is available online, and hard copies are available at the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of Our Lady of Fatima Catholic School.

The faculty and staff of Our Lady of Fatima Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together, let us pray that God, who has begun this good work in us, may carry it to completion.

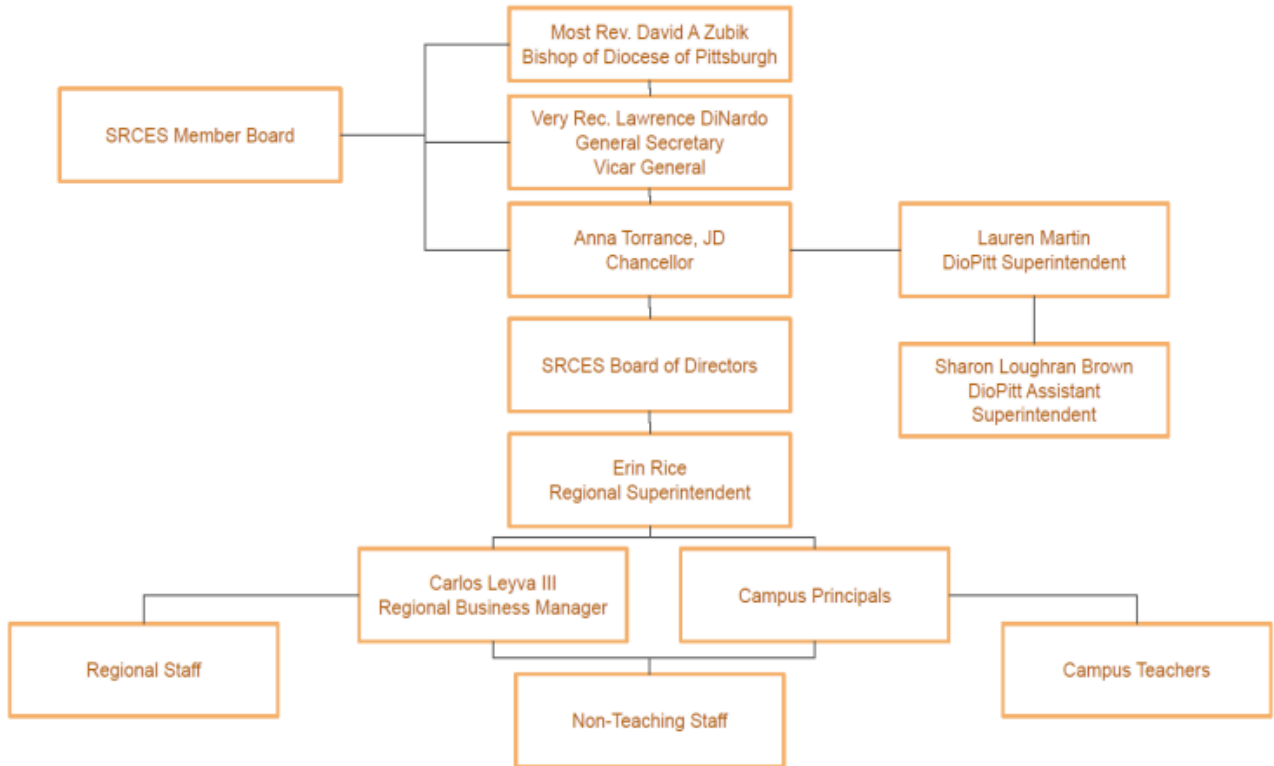
God bless you.

Respectfully,

Mrs. Shirley Martin

LEADERSHIP MODEL

Our Lady of Fatima Catholic School is a school located in the Diocese of Pittsburgh and is part of the South Regional Catholic Elementary Schools. The school is under the leadership model shown below.



OUR LADY OF FATIMA SCHOOL INFORMATION

SCHOOL LOCATION

Our Lady of Fatima Catholic School is a Preschool through 8th grade Catholic elementary school. It is located at 3005 Fatima Drive, Aliquippa, Pennsylvania 15001

SCHOOL PHILOSOPHY

The vision of the Department for Catholic Schools is to promote and to sustain Catholic schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection. These well-managed schools, in light of their great value, will be open to all and made as accessible as possible by seeking support from the total Catholic community at large.

HISTORY OF SCHOOL

Groundbreaking for Our Lady of Fatima Parish and School took place on August 7, 1955, and the dedication followed on March 3, 1956. The main entrance featured a depiction of Our Lady of Fatima and three shepherd children. The school, initially with eight classrooms, was staffed by the Sisters of Mercy, with Sister Philippa serving as the first principal. The Sisters began teaching on September 4, 1956, with 155 students enrolled in grades one through four. As these students advanced, an additional grade was added each year until the eighth grade. By the 1960-1961 school year, enrollment had peaked at 477 students, leading to the addition of eight more classrooms and a cafeteria, which was blessed on April 21, 1961. To address the growing needs, the Confraternity of Christian Doctrine was established in 1960. A new church was completed and dedicated on November 8, 1987, with the former church site repurposed as a gymnasium/auditorium. The first Parent-Teacher Guild meeting, held on April 18, 1961, aimed to establish a school library, which opened on September 8, 1964, with 650 volumes. The inaugural class of third graders graduated on June 13, 1962. In response to declining enrollment, the school combined fifth and sixth grades and later seventh and eighth grades during the 1995-1996 school year. Despite temporarily closing the seventh and eighth grades in the 1996-1997 school year, strong parish support led to the reopening of these grades. By 1998, the last of the religious staff had departed, and a lay principal was hired. The seventh grade reopened in 1998-1999, followed by the reopening of the eighth grade the following year, marking a new phase of growth for the school. Our school is currently one of only three schools remaining in Beaver County. Our Lady of Fatima Parish and School were planned, formed, nurtured, built, and maintained as an entity for the local community. Our Lady of Fatima Catholic School enrolls students in Three and Four Year Old Preschool, Developmental Kindergarten, and Kindergarten through 8th Grades. On July 1, 2024 Our Lady of Fatima Catholic School became part of the South Regional Catholic Elementary Schools in the Diocese of Pittsburgh.

NOTICE OF NONDISCRIMINATORY POLICY

Our Lady of Fatima Catholic School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, sex, sexual orientation, color, national and ethnic origin, age, or disability in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate based on race, sex, sexual orientation, color, or national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

ACCREDITATION: MIDDLE STATES ASSOCIATION

Our Lady of Fatima School was accredited by the new MSA standards in May 2020. The accreditation awarded through MSA is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an ongoing self-study and on-site peer evaluation process. The next Accreditation is scheduled to begin in May 2027.

ADMISSION AND ENROLLMENT POLICIES

GENERAL INFORMATION

It is understood that Our Lady of Fatima Catholic School exists to support the parents in their role as the primary educators of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Our Lady of Fatima Catholic School. Our Lady of Fatima Catholic School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance, or transfer to a Catholic preschool through eighth grade in the Diocese of Pittsburgh, students must present proof of having had the immunizations or proper documentation from a doctor.

Every student enrolled in a Catholic School in the Diocese of Pittsburgh shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Pennsylvania State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA)) authorized to practice in the State of Pennsylvania, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

Applications and registrations will be considered on the following priority basis:

1. Current students presently enrolled at Our Lady of Fatima Catholic School.
2. Students of families who have children presently enrolled in the school.
3. Students of families who are registered, supporting and active in Mary, Queen of Saints Parish. The family must be in good standing regarding participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
4. Students of families who are registered in and supporting other Catholic parishes, with priority given to parish-subsidized families.
5. Baptized Catholics who are not covered by the above qualifications.
6. Non-Catholic students.
7. When the applicants are equal, the following will be taken into consideration:
8. Longevity in the Mary, Queen of Saints Parish;
9. Children/siblings of alumni of Our Lady of Fatima Catholic School;
10. Grandchildren of long-time parishioners; and
11. Results of any interviews deemed necessary by the Principal.
12. As in all school policies, the final decision is made by the Principal of Our Lady of Fatima.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Our Lady School Fatima must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Our Lady of Fatima Catholic School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. Our Lady of Fatima Catholic School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current ILP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Our Lady of Fatima Catholic School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs, the school's ability to support the student in adhering to all health/medical requirements, and the resources available to the school in meeting those needs. Our Lady of Fatima School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Our Lady of Fatima Catholic School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Our Lady of Fatima Catholic School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

****For the complete procedural plans for serving students with special needs, please contact the school office.**

RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year by completing the re-enrollment registration on FACTS provided they are current on tuition.

WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Our Lady of Fatima Catholic School of the withdrawal via a note to the school office with a copy sent to the principal. Principal may request an exit interview.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

PRINCIPAL PRIVILEGE

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the Regional Superintendent. Parents will be notified of any changes in the handbook.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and also a strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, cubbies, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing, and other items in a student's possession. The local police, using drug-detecting dogs, may be invited into the school on a random basis to search belongings as a proactive, preventative measure.

USE OF STUDENT INFORMATION AND PICTURES

The school reserves the right to use student pictures (or videos) in publications and on the school's website. Students' first names will be published with pictures or videos. A yearly waiver is sent out to parents. A parent who does not wish his/her child's picture to be used must complete the form to designate the desired preference at the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

Our Lady of Fatima School grounds are supervised outside of school hours or school events by way of security cameras. Please respect the dedicated school and parish spaces, especially those active during school hours. Usage of the facility must be preapproved by the Principal and/or Parish.

SCHOOL/HOME RELATIONSHIPS

Our Lady of Fatima School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Our Lady of Fatima may require parents to withdraw their children and sever their relationship with the school.

FINANCIAL POLICIES

The collection of tuition is done through FACTS Tuition Program (unless tuition is paid in full before the school year begins). The program allows for flexibility with monthly payments such as date, number of payments and method of payment. All tuition must be paid in full by June 20th, of the current school year. School and Parish run a July 1st to June 30th fiscal year.

TUITION GOALS

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

TUITION AGREEMENT

1. Each family signs a tuition agreement assenting to the rights and responsibilities each bears to promote the common good of the Christian community by following Catholic teachings, traditions, and tenets as directed by the leadership of Our Lady of Fatima Catholic School and the Diocese of Pittsburgh. Volunteer hours, participation in major fundraisers, supporting the school and parish, and participation in the sacramental life are key elements to the partnership between the school and each family. Questions or concerns about tuition agreements should be addressed with the South Regional Catholic Elementary Schools (SRCES) business office.
2. The person who signs the tuition agreement is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees, then both should sign the tuition agreement. Any modifications occurring with the tuition agreement must occur in writing.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school/regional office at the time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

TUITION AND FEES

1. Tuition Payments: Tuition payments are due based on the payment schedule outlined in the FACTS payment plan.
2. Late Payments: A late fee will be charged through FACTS for payments received after the due date.
3. Enrollment Fee: An annual enrollment fee is required for each family and is due upon enrollment. This fee is non-refundable.
4. Other Fees: Additional fees may be applicable for extracurricular activities, field trips, and special events. These fees will be communicated in advance, and timely payment is expected through FACTS Incidental Billing.

FINANCIAL AID

Local financial assistance is also available for current and new families. However, families must first apply for the annual Diocese of Pittsburgh Tuition Assistance Grant. Once a family has submitted the application by the designated deadline, the family will then be considered for the Our Lady of Fatima School financial aid. The confidential form is processed by the school administration, and awardees are based on financial need only. The applicant must reapply for the BEF/EITC Tuition Assistance Grant each new school year to be considered for the grants available through Our Lady of Fatima financial aid. Any special circumstances will be handled confidentially by the principal and advancement director.

1. Need-Based Financial Aid: SRCES and the Diocese of Pittsburgh are committed to making Catholic education accessible to families with demonstrated financial need. Financial aid applications are available,

and families are encouraged to apply for assistance. More information can be found at <https://diopitt.org/affordable>.

2. Application Deadline: The deadline for financial aid applications is March 15th. Late applications may be considered, but priority will be given to those submitted on time.

Withdrawal and Refund Policy:

1. Withdrawal Notice: If a student must withdraw from SRCES, parents or guardians must provide written notice to the school at least 15 days in advance.
2. Refund Policy: Tuition refunds, if applicable, will be calculated based on the withdrawal date and are subject to the school's refund policy.

DELINQUENT ACCOUNTS

If a family encounters financial difficulties and anticipates a delay in payment, it is crucial to communicate promptly with the school's principal to discuss possible solutions. Failure to meet financial obligations will result in the following:

30 days past due:

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive a written notification requesting that tuition be brought current.
- It is the responsibility of the family and/or financially responsible party to contact the school principal to bring the account up-to-date or to create an alternative tuition payment plan with the school.

60 days past due:

- When an account becomes 60 days past due, the school's principal will issue the financially responsible party a written notice. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will only be permitted to pre-register for the following academic year once the balance is paid in full or an alternative plan has been approved.
- Students will not be allowed to attend field trips.
- Eighth graders cannot take part in graduation exercises.
- Parents/guardians will not be given access to grades, progress reports, and report cards until payment has been made.

REVOKED ENROLLMENT POLICY

- All tuition and fees must be paid in full by June 30th, or the student(s) will not be enrolled in the new school year.
- Student(s) will be dismissed at the end of the year for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith to meet these obligations.
- Eighth graders can only participate in special events and graduation exercises once all financial obligations are met.
- Transcripts cannot be transferred to the new school until tuition has been paid in full.

By enrolling a student at Our Lady of Fatima governed by SRCES, parents or guardians agree to abide by the terms outlined in this financial agreement policy. This policy helps ensure the school's financial stability, allowing us to continue providing quality Catholic education to our students.

TUITION ASSISTANCE

The Bishop Education Fund and Earned Income Tax Credit are designed for families and students currently

enrolled or applying for the next school year in any Catholic school in the Diocese of Pittsburgh. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

EMERGENCY FINANCIAL AID

Life status changes occur, and Our Lady of Fatima School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal and regional Financial aid Committee will work with the pastoral leader to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. Families of new students must pay a \$125.00 registration fee per family K- 8th. All registration fees are non-refundable. This registration fee is due with the Our Lady of Fatima School Student Registration Application.
2. Registration begins in January for new and existing families.

Re-Registration Fees:

Re-registration is held each year, starting during Catholic Schools Week for families currently enrolled at Our Lady of Fatima School. The registration process is complete when the school has received:

1. Re-registration fee of \$125.00 per family.
2. Our Lady of Fatima re-registration form and registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying.
5. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

Beyond registration and tuition, there are several additional fees that may be charged:

1. Book fees- if books are lost.
2. Technology fees- if lost or damaged.
3. Field Trips—Prices vary due to field trip destination and costs.
4. Fairshare amount for PTG annual goal.

FUNDRAISING

Each school family will be required to participate in fundraising. Each family is responsible for meeting their Fair Share Goal of \$500. This can be accomplished by one or more of the following:

1. Participate in fundraisers. Each fundraiser will identify the Fair Share amount. Your Fair Share is the profit of your sales from each fundraiser. The PTG will record each family's Fair Share for each fundraiser. You will receive periodic updates about your Fair Share status.
2. Donate \$500 to the PTG to cover your Fair Share.
3. Participate in a fundraiser and donate any remaining Fair Share required.
4. Your family can earn \$100 toward your Fair Share by volunteering 10 hours.
5. Any additional Fair Share raised is greatly appreciated.

How can I fulfill my service hour commitment? Get involved at the school. Any service supporting the good works of the school are counted as volunteer hours. Ideas include, but are not limited to volunteering at a fundraiser, recess/lunch monitors, and sponsoring an academic club or organization. Volunteers are greatly

needed at our Lenten Fish Fry, Golf Outing, and Night at the Races.

ACADEMIC POLICIES

Our Lady of Fatima School exists to teach the message of Jesus Christ to its students. The curriculum taught at Our Lady of Fatima School meets diocesan requirements for textbooks, materials, and time allotments for subject areas. Our Lady of Fatima School's curriculum adheres to the Diocese of Pittsburgh Curriculum Guidelines, Next Generation Science Standards, and Pennsylvania State Standards so that it meets or exceeds current national and state standards. Our Lady of Fatima School is fully accredited through the **Middle States Association of Colleges and Schools Commission of Elementary and Secondary Schools (MSA-CES)**. A copy of the accreditation study and report is available at the Our Lady of Fatima school office.

CURRICULUM

The Diocesan curriculum guidelines are consistent with the Diocese of Pittsburgh Religion Standards, State of Pennsylvania learning requirements. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Diocese of Pittsburgh.

INSTRUCTION

The instructional program at Our Lady of Fatima School continually strives toward implementing the best and most appropriate teaching practices. These practices include circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher-directed questions and answers, high-level questioning, discussion, and observing.

RELIGION

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Our Lady of Fatima School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents and the implementation of school policies and programs which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Faith experiences are an integral part of religious education. Opportunities for Mass, Reconciliation, Stations of the Cross, classroom prayer, and service to others are included. Community is at the heart of Catholic education, not simply as a concept to be learned but as a reality to be lived.

The principal, in conjunction with the pastor and religious education director, work with teachers in the religious development and sacramental preparation of all students. These are parish programs and involve all eligible children and parents of the parish.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive

to the student's ability to understand and be respectful of his/her personal religious convictions.

2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

3. Non-Catholic students, like other students, are required to participate in service-learning projects and student service hours sponsored by the school.

Religion Class: Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Diocese of Pittsburgh and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Penance: Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Catechetical Formation in Chaste Living: The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the NCEA's Catholic Identity accreditation standards and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.”.

Community Service: Each student and class takes part in Christian service activities throughout the year. This includes but is not limited to food drives, Chimbote Mission Day, dress-down days, holiday decorations for senior living, etc

ARK Test: The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 2 -8 will take the ARK assessment offered by the **National Catholic Educational Association** (NCEA) in the month of spring semester. The school will receive a group report for each ARK-level assessment used in the school.

Mass: Our Lady of Fatima School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer: In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

ACADEMIC SUBJECTS

English Language Arts: The English/language arts curriculum is aligned with the Pennsylvania State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

Mathematics: The math curriculum is aligned with the Pennsylvania State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes (see below). The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

Advanced Math Placement: In 6-8th grades, students may be placed in an advanced math group based on the following criteria. A student must:

1. have the current math teacher's recommendation as being an independent worker and learner

2. School-wide data points determined

All students in advanced placement status enter the new school year on a probationary period to demonstrate the habits and skills needed for success in the new level of challenge. Placement in advanced math classes is up to the discretion of the math teacher, supported by the principal.

	Pathway 1	Pathway 2
5th Grade	Grade 5 Math	Grade 5 Math
6th Grade	Grade 6 Math	Grade 6 Math
7th Grade	Grade 7 Math	Pre-Algebra
8th Grade	Grade 8 Math/PreAlgebra	Algebra I
9th Grade Considerations	Algebra 1	Honors Geometry, Geometry, Honors Algebra II, Algebra II

Social Studies/History: All grades focus on civics, geography, government, economics, and history. 5th, 7th, and 8th grade approach this through United States History. 6th grade achieves this by studying world history, and ancient history in relationship with global religions. At the 5-8th grade level, current events are actively incorporated into social studies and history classes.

Science: Science is taught at all grade levels, incorporating the Pennsylvania Integrated Standards for Science, Environment, Ecology, Technology, and Engineering for Grades K-5 and Pennsylvania Integrated Standards for Science, Environment, and Ecology for Grades 6-8 and STREAM (Science, Technology, Religion,, Engineering, Art & Math) activities that include engineering design are also infused into the curriculum. *Nancy Larson's* curriculum and materials are used to bring science to life through investigation and the scientific method at all grade levels. Students in grades 6 - 8 will participate in the OLOF Science Fair, and qualifying students will participate in the Pittsburgh Regional Science and Engineering Fair.

Music/Band: Music class is provided to all students. Our students will sing, dance, and play instruments. They will learn, among many other things, how to identify rhythms and notes on the music staff, how to read sheet music and music in hymnals, music theory, and world music with colorful and engaging videos, songs, and dances. They will also practice -and perform- music events. Once our students reach 4th Grade, they can opt to participate in and learn a variety of string instruments and keyboarding.

Physical Education/Health: Physical education is aligned with the Pennsylvania State standards. Students work on coordination, movement, and physical activities, as well as team building, and motor skills. Health curriculum is also covered at intermediate level, aligning to science standards and health

standards.

Technology: Students are introduced to major operating systems that may include IOS/Apple and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects. Students primarily use iPads in Grades K-1 and Chromebooks in 2nd-8th grade.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at Our Lady of Fatima Catholic School.

Library Skills: All students visit the school library once per week and Developmental Kindergarten through 8th grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting, and evaluating both paper and electronic resources, and extracting information from those resources.

Art: Art instruction takes place in Preschool through 8th grade and is connected to subject areas, liturgical seasons and holidays.

Personal Safety: Our Lady of Fatima School uses the Diocesan required safety program in PreK through 8th grade. Current program is the *Protecting God's Children*™ program by Virtus.

GUIDELINES FOR ARTIFICIAL INTELLIGENCE

ALIGNMENT WITH CATHOLIC VALUES

Unless explicit permission from the applicable teacher, students are prohibited from utilizing any Artificial Intelligence (AI)-powered tool (such as ChatGPT) for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams.

Within the Diocese of Pittsburgh, all technology use must align with our Catholic faith and values.

ETHICAL USE OF DATA

All students and staff are required to respect the privacy of others when using technology. All data collected must be used ethically. (Do not type a student name, school name, teacher name or anything that could identify data to your entity in your search)

De-identify student data to protect individual privacy while still enabling the use of AI technologies for educational purposes.

CURRICULUM INTEGRATION

Unless explicit permission from the applicable teacher, students are prohibited from utilizing any Artificial Intelligence (AI)-powered tool (such as ChatGPT) for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams.

Integrate AI education into the curriculum. This integration will help students learn about safe and ethical ways to utilize AI technology in accordance with their Catholic faith.

DIGITAL LITERACY AND CITIZENSHIP

Provide students with the necessary skills to explore AI technology responsibly. Practice informed decision-making and ethical behavior online.

EDUCATOR TRAINING AND SUPPORT

Offer professional development opportunities for educators to enhance their understanding of AI technologies and their applications in education, so they will have the skills to integrate AI into teaching while upholding Catholic values.

MONITORING AND EVALUATION

Consistently monitor the implementation of AI technologies in our schools and evaluate their impact on student learning, well-being, and alignment with our Catholic values. Make changes as necessary.

COMMUNITY ENGAGEMENT

Include parents, guardians, and the school community in discussions about the ethical use of AI in schools. This collaboration encourages trust and collaboration in safe and responsible use of AI technologies.

By adhering to these guidelines, the Diocese of Pittsburgh K-12 schools aim to safely integrate AI technologies in education while upholding Catholic values to ensure the holistic development and well-being of students.

LIBRARY

Mission Statement:

The Our Lady of Fatima School Library exists to help develop reading skills, to encourage recreational reading, to help familiarize students with the world around them, both present and past, to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

Philosophy Statement:

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform and enrich every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature, Catholic resources, and other relevant library materials, and they serve the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

Responsibility Policy:

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

Overdue Notices: Overdue notices will be sent home each week. The notices are a reminder to the student and his/her parent/guardian to return the book(s) for others to use.

Final Overdue Notices: In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due, and final overdue notices will be sent. If books are not returned by the final due date, a fine will be incurred.

Damaged Library Books: Students whose books are returned damaged beyond what would be considered

“normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

Lost Library Books: If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

Questions, Comments, Concerns: If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff and principal. The librarian and the school administration will meet with you to respond to your concerns.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at Our Lady of Fatima Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at Our Lady of Fatima Catholic School. All volunteers must be compliant with the Safe Environment Policy.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any field trip.) School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Pennsylvania State law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must be compliant with the Safe Environment Policy.
3. The vehicle must be insured by the driver for the minimum limits required by the Diocese’s insurance company.
4. Students and drivers must follow current Pennsylvania State car seat safety laws.

Children not enrolled in the school (or class that is attending) shall not accompany the class field trip.

STUDENT SERVICE PROJECTS

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be a part of community service projects. Service is giving of one’s time to help someone who is less fortunate.

7th and 8th Graders at Our Lady of Fatima School must complete an additional service project required for sacramental preparation and/or Honor League induction. Students will be required to reflect on their community service completed. Failure to complete hours may impact the completion of the sacrament and/or Honor League eligibility.

HOMEWORK

The Our Lady of Fatima School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes is also an essential part of the homework process. Much can be

accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Kindergarten and First Grade: Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes. Students have a one day grace period to turn in homework. If it is not turned in then, the work has to be completed at recess.

Second and Third Grade: Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes. Students have a one-day grace period to turn in homework. If it is not turned in then the work has to be completed at recess.

Fourth and Fifth Grade: Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

Middle School – Sixth Through Eighth Grade: Each child is responsible for daily homework. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

Additional Homework Notes:

1. Students in 3rd– 8th grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.
5. Assignments are also available by accessing Class DoJo for grades K - 5 and Google Classroom for grades 6 -8.

Late Work: In K - 8th grade, the late work policy is under the discretion of the subject teacher.

Make-Up Work: When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day. Make-up work may be picked up between 2-3 pm, or placed in the mailbox in front of the main entrance.

ASSESSMENT

Our Lady of Fatima School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussions, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to

Binder portfolios, written tests, oral tests, presentations, performance tasks, and projects.

Progress reports and report cards are sent home quarterly to parents. Students in grades 3 through 8 take the IOWA Standardized Assessment. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum. Our Lady of Fatima School also collects data using IXL, FastBridge, Reflex Math, and Amira, along with other sources.

GRADING

Students in Kindergarten are assessed benchmarks and attributes for their grade level. Students in grades 1-8 are assessed on a letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs and is noted on their report card and permanent record. This academic plan would be pre-arranged between the teacher and the principal in conjunction with parents.

Grading Scale for Grades 1-8:

A = Advanced Performance: (93-100) Demonstrates a thorough understanding of basic skills and concepts and is working at developing advanced skills and concepts.

B = Proficient Performance: (85-92) Demonstrates an understanding of the basic skills and concepts and is able to exemplify these skills and concepts in detail.

C = Basic Performance: (75-84) Demonstrates an understanding of the basic skills and concepts.

D = Below Basic Performance: (70-74) Demonstrates an incomplete understanding of the basic skills and concepts with possible misconceptions.

E = Experiencing Serious Difficulty: (Below 70) Demonstrates an inadequate understanding of basic skills and concepts

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

PROGRESS REPORTS

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports are sent home several times during each year. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours. Parents can monitor progress through the FACTS Student Information System.

REPORT CARDS

Quarterly report cards are issued at the end of each 9-week term. We encourage parents to discuss these reports with their children and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

GUIDELINES FOR HONOR ROLL

The purpose of an Honor Roll is to provide student recognition for academic achievement. Honor roll recognition will be given at the end of each marking period for students in grades seven and eight. Recognition may include the award of an Honor Roll Certificate and Honor Rolls, which are published in the PTG newsletters and school bulletin board.

Honor roll recognition will be based on the achievement of the following criteria:

The student has no grade less than a "C" in any subject.

Highest Honors – Straight A's

High Honors – grade point average of 3.6 -3.99

Honors – grade point average 3.00-3.59

PARENT-TEACHER-STUDENT CONFERENCES

Mandatory Parent-Teacher-Student conferences will be scheduled for each family at the end of the first grading period during the fall. Spring conferences are optional and may be scheduled by a parent and/ or teacher. The purpose of these conferences is to provide an up-to-date and personal evaluation of the student's work and progress and to discuss with parents the ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed of academic progress. Registering for conferences is done online.

Additionally, parents or teachers may request conferences at any time. To schedule a conference, please email your child's teacher.

EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential, and require a written release to be forwarded.

Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school.. Parents are required to indicate on the emergency form if their phone number is unlisted.

TRANSFER OF STUDENT RECORDS

If a parent is registering a child in another school, Our Lady of Fatima School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent must be discharged before records are forwarded.

TYPES OF RECORDS

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file and recorded at the parish office where sacraments were first received to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Our Lady of Fatima School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her particular grade or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, a parent/teacher conference will be required to determine the students continued academic performance. In extreme circumstances, retention may be elected by the administration, teacher, and parents.

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Preschool through 8th at Our Lady of Fatima School are admitted on a two-quarter trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences.

SCHOOL SUPPLIES

Textbooks, workbooks, and electronic devices are provided for each student at the start of the school year. Additional supply lists are posted on teacher pages on the school website. Replenishment may be requested during the school year and should be monitored by the parents and student.

TEXTBOOKS

Textbooks and electronic devices should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook. Textbooks should be covered throughout the school year. See appendix D for borrowed device agreement and appropriate usage agreement.

TUTORING

Our Fatima Friends tutoring program is available after school for students in grades 2 - 8 based on teacher recommendation and tutor availability. Both peer tutoring and teacher assistance are available.

PRE-SCHOOL

One of the most vital issues in the educational world is the instruction of young children. The current emphasis on early childhood education represents a logical response to the urgent needs within our society today.

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept herself/himself, relate to others and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him/her.

Early childhood education provides the transition from home to a school atmosphere. Educational research indicates that these early years are crucial for learning and, in fact, form the basis for all future learning. Because our children are our hope and joy, the future of the Church and society, the Diocese of Pittsburgh engages in the religious formation of the child at the center of the educational process. Through activities appropriate to the developmental stages of three, four and 5-year-olds, these children will be drawn into the initial stages of fullness of life. This process promotes academic excellence and moral values and fosters lifelong service. The integration of faith with all that is taught and experienced sets the Catholic preschool apart from other forms of education.

DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are

encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth.

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

Purpose of discipline at Our Lady of Fatima School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

LEVELED DISCIPLINE POLICY

Because our students are children, they do not always make the best choices; sometimes, as part of their moral development, they must recognize the consequences of inappropriate choices. When this happens, a student may be issued a Student Discipline Report (SDR) for different levels of infractions of school policy and will receive the consequences of that infraction.

There are **three levels** of misconduct and corresponding consequences. Our leveled discipline policies and consequences are detailed in Appendix A of this handbook.

ELASTIC CLAUSE

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy.

The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion. In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either an in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

CORPORAL PUNISHMENT PROHIBITED

The use of corporal punishment in any form is **prohibited** at Our Lady of Fatima School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline

procedures.

BEHAVIORAL AGREEMENTS

A student is placed on a behavioral plan when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral plan. A written behavioral plan is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral plan will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement. Parent signatures are required on all processing forms.

A student who engages in conduct detrimental to the school's reputation or learning environment, whether on or off school grounds, can be subject to suspension or expulsion.

SUSPENSION OF STUDENTS (Article 550.02 in Diocesan Policy Handbook)

A student may be temporarily suspended by the principal for a serious infraction of school regulations 40 or for repeated offenses. The length of suspensions could be from one to ten days. All suspensions become effective only after the principal contacts the parents and the parents receive a Notice of Suspension. However, no prior notice is needed if the health, safety or welfare of the school community is threatened. The original Notice of Suspension is kept on file in the Principal's office, and a copy is given to the parents. This document will not only explain why the student was suspended but will also contain an acknowledgment between the student, parents, and the principal describing the student's future cooperation in a program designed to resolve the student's problems. Students may be given in-school suspension as a warning. If infractions continue, out-of-school suspension will be enforced.

EXPULSION OF STUDENTS (Article 550.03 in Diocesan Policy Handbook)

An expulsion may be necessary for persistent and willful disregard of school rules and regulations. The following examples are illustrative but not exhaustive: chronic undesirable conduct detrimental to the physical and/or moral well-being of self or other students, continued malicious disobedience or disrespect for school authority, continued refusal by parents and/or students to comply with school policies. An expulsion may also be necessary for a single serious incident, event or situation involving disregard for, or a clear violation of, school rules or regulations. The following examples are illustrative but not exhaustive: 1. Selling or using drugs or alcohol 2. Violation of the weapons policy 3. Physical abuse of other students or staff 4. Indecent behavior 5. Arson 6. Theft Weapons Policy (Diocesan Policy H

DUE PROCESS

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the Region/Diocese. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived, and the expulsion from Our Lady of Fatima School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the regional/diocesan leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

BULLYING POLICY (In accordance with Diocesan Policies)

Purpose: All members of the Catholic School Community are expected to use non-violent means to resolve conflict as reflected in the Gospel values

Applicability:

- Bullying behaviors contradict Gospel values.
- Bullying may contribute to short-term problems for the targets (i.e. a change in behavior, drop in grades, frequent absences).
- Persistent bullying may cause long-term psychological problems (i.e. depression, dropping out, suicide ideation.)
- Bullying may contribute to involvement in other antisocial activities (i.e. alcohol/drug abuse, gangs) and threaten the physical safety of others.
- Bullying may contribute to a negative school climate, which interferes with spiritual development, academic learning, and social responsibility.

Definition:

A. *Bullying* is an intentional electronic, written, verbal, or physical act, or a series of acts which includes all of the following:

- it is directed at another student or any school community member;
- it occurs in or negatively impacts a school setting;
- it is severe, persistent or pervasive; and
- it has the effect of doing any of the following:
 1. substantially interfering with a student's education;
 2. creating a threatening environment or
 3. substantially disrupting the orderly operation of a school

B. *School Setting* shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school. Bullying may encompass acts that occur outside a school setting if those acts meet the other requirements specified in the definition of bullying.

C. *Cyberbullying* includes, but is not limited to, the following misuses of Technology: Harassing, intimidating, threatening, or terrorizing another student or personnel employed by the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs, tweets, etc.). All forms of cyberbullying are unacceptable and to the extent such actions are disruptive of the educational process of the school, offenders shall be the subject of appropriate consequences as per Act 26 of 2015 – Cyberharassment.

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy
- Violations of the drug/alcohol policy
- Any purposeful action that results in bodily harm to another

LAST CHANCE AGREEMENT

When necessary, OLOF School will put into place a *Last Chance Agreement* when a student is not performing or meeting OLOF expectations. This signed agreement is not an indication of responsibility for a violation of school policy; rather, it is intended to have the student take steps towards a successful academic tenure while enrolled at Our Lady of Fatima Catholic School.

In compliance with Our Lady of Fatima academic expectations, this is an official directive notifying you must have shown significant improvement or you will forfeit your enrollment at OLOF and will be dismissed back to your home school district.

CONFLICT

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

HARASSMENT

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school. and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms:

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
 - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

THREATS

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats

should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death or who makes a threat about guns or explosive devices will be suspended or expelled, and the police will be notified.

RETALIATION/FALSE ALLEGATIONS

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

VIOLENT BEHAVIORS

Our Lady of Fatima School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

AGGRESSIVE OR RECKLESS BEHAVIOR

Aggressive or reckless behavior that jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

ASSAULT OR INTENTIONALLY CAUSING PHYSICAL INJURY

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home. This will be filed as a Critical Incident Report with the South Regional Catholic Schools office.

DISTURBANCES

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

HAZING

Hazing in any form or of any type is not allowed at Our Lady of Fatima School and can result in suspension or expulsion from school.

ADDITIONAL UNACCEPTABLE BEHAVIORS

INSUBORDINATION

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject

to disciplinary consequences.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Any Our Lady of Fatima student who leaves the school/school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

CHEATING

Our Lady of Fatima School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz, or any assignment or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include (but is not limited to):

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desktops, clothing, or on hands, legs, arms, and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher, or has been written by someone else.

PLAGIARISM

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences. Allowance to resubmit a plagiarized assignment for credit will be up to the discretion of the teacher.

PROFANITY

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

RESPECT OF PROPERTY

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages and tuition obligations have been paid.

ALCOHOL AND DRUGS

For substance abuse and violations, actions will be taken **in accordance with diocesan guidelines**.

SMOKING/VAPING

Cigarette smoking, vaping, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking/vaping will receive a suspension and or expulsion for their actions.

THEFT

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a semester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

SEARCHING STUDENT'S BELONGINGS

Our Lady of Fatima School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or cubbies at any time.

WEAPONS

For weapons violations, actions will be taken **in accordance with diocesan guidelines**.

SCHOOL POLICIES

CALENDARS

The OLOF calendar is available on the school's website. The school calendar is subject to change. When possible families will also be notified via email, text blast, our newsletters, and other school communications.

ABSENCES

Our Lady of Fatima School hours are from 7:30 AM to 2:10 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence before 8:30 AM by contacting the school office and/or teacher by phone or email. To report an absence or tardy, please email the homeroom teacher and secretary@olofschool.com. You can also phone the school office at 724-375-7565. If the parent emails the school to report an absence, they do not need to send a written note. However, they must send a written note when the student returns if they have not notified the school office or teacher by email. An email from the parent is considered a written notification. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted. Failure to communicate an absence will result in an unexcused absence until verified by a parent/ guardian.

Parents must notify the school office if a child will be late (after 8:00 a.m.) in the morning. Students arriving after 10:00 a.m. will be marked half-day absent a.m., and students leaving before 1:00 p.m. will be marked absent half-day absent p.m.

If a student is absent more than 10 days in a quarter, a parent conference will occur, and an attendance agreement will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances as to the reason for the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any

absence may be provided an opportunity to make up work. Students will have one day to complete make-up work for each day missed. Failure to make up assignments or tests may result in an adverse effect on grades. Students are not allowed to attend any extracurricular or sporting activities the same day as a school absence/s. A student's eligibility to participate in extracurricular or sporting activities after a multi-day absence will be evaluated on a case-by-case basis.

TARDINESS

The school day starts at 8:00 AM, and a student is considered tardy if he/she is not in his/her **classroom** at 7:55 AM. All students arriving after 7:50 AM must stop in the office and receive a class pass to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy and their classmates.

APPOINTMENTS

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

VACATIONS

Daily attendance is an integral part of the educational experience at Our Lady of Fatima School. The classroom interaction between students and teachers, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations and arrange trips during school breaks. Students are responsible for all work assigned during their absence. Teachers are not responsible to give any assignments that will be missed until the student returns to school.

INCLEMENT WEATHER

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the Our Lady of Fatima School website, Facebook, and local news stations (WTAE, KDKA, and WPXI). The school may also utilize text messages to families regarding closure alerts. Please look for information between the hours of 5:00 AM and 8:00 AM, looking for Hopewell School District and specifically for Our Lady of Fatima School. Please do not send students to school or **Extended Day** until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible or have arrangements made for an adult to meet them at home. We will attempt to contact parents directly to ensure adult supervision upon arrival at home.

FLEXIBLE INSTRUCTION DAY

Flexible Instructional Days (FIDs) may be used in place of a school day that has been canceled because of inclement weather or another emergency situation. On a FID, students will complete learning activities and assignments provided by their teachers at home on the day that otherwise would have been canceled. If inclement weather has been forecasted, we will have students bring their school devices home if it will be needed to complete assignments. Teachers may send "Snow Bags" home for the primary grades while the intermediate and upper grades have reviewed these procedures and expectations with the students.

SAFE ENVIRONMENT

The quality of Christian education at Our Lady of Fatima is enhanced by the many hours that volunteers spend assisting our teachers, our office staff and working with our P.T.G. and Athletic Association. All volunteers must be compliant with the Diocese of Pittsburgh Safe Environment Policy.

Volunteers are also essential to maintain the wonderful programs provided to our community. In order to be in compliance, you will need to complete the following:

1. Apply on the Diocese Database Program on the Diocesan web page www.diopitt.org. Contact the local contact when completed at loberdacker@avemariapgh.org.
2. Obtain State Criminal Clearance – Act 34 (This will be done for you after you complete the Diocese Database)
3. Obtain Child Abuse Clearance – Act 151 (You will need to do this after you receive your criminal clearance.)
4. Obtain Mandatory Child Abuse Reporting – Act 141
5. Attend – Protecting God’s Children workshop (Check the school website, church bulletin, and Religious Education, or www.virtus.org for workshop dates.)
6. Read and Sign – ‘The Code of Pastoral Conduct’ and ‘Child Protective Service Law Booklet. (Available in the school office.)

RELEASE OF STUDENTS

If anyone other than a parent or guardian is sent to pick up students, Our Lady of Fatima School requires either written permission signed by the parents or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize or to anyone not on the emergency form. Our Lady of Fatima School will check the identification of any unfamiliar person who is picking up a child from school.

DRESS CODE

UNIFORMS

Our Lady of Fatima School is a Catholic elementary school that maintains the right to establish a uniform Dress Code for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. School attire should always be within the limits of Christian good taste with an emphasis on modesty. The Dress Code has been established based on the following guidelines:

1. To promote a Christian atmosphere,
2. To free children for academic concentration,
3. To de-emphasize competition among children regarding clothing,
4. To allow more economical dress for school and
5. To provide some choice to accommodate individual differences.

This dress code is required of all students in all grades, from kindergarten through eighth grade. This policy is intended to maintain a standard of dress that is neat, economical, and attractive. School attire should at all times be neat, clean, safe, and modest. Uniform pieces are available through SCHOOL BELLES (Code #S1117). Uniform items may also be purchased at major retailers, including Target, Wal-Mart, Kohl's, Children's Place, Old Navy, and JC Penney.

Is very important that we have full cooperation concerning the Dress Code. Students who fail to comply with the Dress Code policy will be subject to disciplinary action which include a call home for appropriate school attire.

- After three dress code violations, a student in grades 4-8 will be assigned an after school detention. Any

additional violations will result in additional detentions.

- After three dress code violations, a student in grades K - 3 will be assigned lunch detention. Any additional violations will result in additional recess detention.

For specifics of the dress code policy please see Appendix F

DRESS DOWN DAYS

Occasionally, the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs that advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders and torso. No exposure of the mid-drift is allowed.

GYM WEAR

Please refer to the detailed uniform policy in Appendix F .

COMMUNICATIONS

CHAIN OF COMMAND

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Our Lady of Fatima School. Correspondence from the school is delivered to families in several ways, including but not limited to email, telephone, and weekly family emails. All personalized communication between school/ home and home/school requires acknowledgment of communication within 24 hours during school hours. Important information such as weekly school and classroom newsletters, yearly calendars, school and parish flyers, and Our Lady of Fatima items, forms, and other materials may be sent via email to every family each week on Thursday To be well-informed of academic and community news; it is essential that each family take time to open and read the school emails and newsletters when they arrive.

Our Lady of Fatima takes pride in its communication efforts with all stakeholders of the school. To ensure that parental concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, we ask that parents follow the schools Chain of Command below.. It is the intent of the chain of command to resolve concerns and issues during the earliest steps with the individual(s) directly involved in the concerns.

Step 1) In the event of a concern, a parent or community member should contact the teacher, supervisor, coach or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue/concern was not remedied, they should contact the building Principal, Director of the program, or the Athletic Director (for sports-related concerns).

Step 3) If a parent or community member has completed Steps 1 and 2 and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact the Regional Superintendent.

Step 4) If a parent or community member has completed Steps 1,2, and 3 and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact the Diocesan Assistant Superintendent or Superintendent.

Please refer to Appendix H for contact information

WITH FACULTY

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children and online and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

REPORTS AND CONFERENCES

Reporting student progress to parents is one of the primary responsibilities of the school. In addition to posting grades online, the school combines parent conferences with written reports of a student's progress. Report Cards are issued four times a year. Parent-teacher conferences are formally conducted twice, once in the fall and once in the spring.

Parent-teacher conferences have the following goals:

- enable home and school to meet the needs of the student more effectively;
- establish a working relationship with parents in the interest of the student;
- interpret to parents their child's academic growth and progress;
- suggest ways parents can help students succeed in school.

Efforts are made to provide every parent with an opportunity for a conference. Students may be dismissed early to facilitate meeting with parents. Evening conferences may be scheduled.

WITH PRINCIPAL

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. For the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

ELECTRONIC COMMUNICATION

Whether occurring within or outside of Our Lady of Fatima School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which (1) are of a sexual nature; (2) threaten, libel, slander, malign disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

EMAILS

Our Lady of Fatima School provides students with email accounts for the purpose of school-related

communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or untrusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only. Student devices and accounts are monitored by Go Guardian, which empowers our leaders with effective tools to create safe and engaging learning for every student.

Students are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

SOCIAL MEDIA

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching and/or interfere with the educational environment of the school. Our Lady of Fatima school students and their parents must adhere to and sign the Our Lady of Fatima School Student Technology and Internet Agreement.

PHONES AND ELECTRONIC DEVICES

CELL PHONES

Students must keep cell phones off and in the teacher's basket while at school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. Students who abuse the cell phone rule will have their phones confiscated and returned only to the parent.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care, is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playgrounds, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

OFFICE PHONE USE

The School Office is open from 7:00 AM to 3:00 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time. Students are not permitted to use the phone to call home for forgotten homework/assignments.

ELECTRONIC DEVICES

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, iPods, and other hand-held games or music devices. Student devices and accounts are monitored by Go Guardian, which empowers our leaders with effective tools to create

safe and engaging learning for every student.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features

in any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited. The use of any electronic communication device during a test shall be considered and treated as cheating.

PARENTS AND GUARDIANS

The basic principles of the philosophy of a Catholic School flow from the obligation of parents to be the primary educators of their children. To fulfill this responsibility, the parent must become the educational partner with the school.

To help the parents' partnership in education become a reality, the school endeavors to help parents to

- have a clear understanding of the philosophy of a Catholic School
- have a working knowledge and a commitment to the philosophy of the local Catholic school
- establish mutual cooperation concerning all aspects of their child's education
- provide home experiences that will complement, reinforce, and extend the formal religious and academic instruction received in school

SCHOOL-HOME RELATIONSHIPS

SRCES believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, SRCES may require parents to withdraw their children and sever their relationship with the school.

RIGHTS OF NON-CUSTODIAL PARENTS

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences if requested by the non-custodial parent and not prohibited by the court.

HEALTH INFORMATION SERVICES

COMMUNICABLE OR CONTAGIOUS DISEASE

Students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

Schools shall be made aware of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

All employees and health volunteers who work in schools will be trained in appropriate methods of responding

to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response. t to limit the spread of contagious diseases to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis.

IMMUNIZATIONS

All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious, medical reasons, and philosophical/strong moral ethical conviction reasons.

No student shall be admitted to or permitted to attend district schools who have not been immunized in accordance with state regulations, unless provisionally admitted or exempted for medical, religious, and philosophical/strong moral ethical conviction reasons by the Superintendent.

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious or philosophical/strong moral ethical conviction grounds or whose physician certifies that the student's physical condition contraindicates immunizations.

VACCINE DOSES	NOTES
tetanus* 4	1 on or after 4th birthday
diphtheria* 4	1 on or after 4th birthday
polio 4	1 on or after 4th birthday
measles** 2	
mumps** 2	
rubella (German measles)** 1	
hepatitis B 3	
varicella**2 (chicken pox) or a history of disease	

*Usually given as DTP or DTaP or DT or Td ** Usually given as MMR or MMRV

PENNSYLVANIA REGULATIONS REGARDING COMMUNICABLE DISEASES

Children who are ill with any suspected communicable disease must remain at home for the required length of time for such disease unless a doctor certifies in writing that the child is free from any such disease.

Our Lady of Fatima feels that this reference chart will help you become aware of communicable diseases and their symptoms. When your child is ill, or shows signs of one of the following diseases, please notify the school nurse or office. If a child returns to school and there are any symptoms warranting attention, the school nurse

may exclude the child until readmission seems advisable.

DISEASE	WHEN TO STAY HOME	RETURN TO SCHOOL
Measles or Rubella	red watery eyes, rash, temperature elevation, runny nose	4 days from onset of rash no rash remains, temperature is normal for 24 hours
Chicken Pox	nasal discharge, temperature elevation, blister-like eruptions	6 days from last crop of vesicles
Mumps	pain in ears and neck, temperature elevation, swelling in neck	9 days from onset of swelling or until swelling subsides, normal temperature for 24 hours
Whooping Cough	severe spasmodic cough, vomiting	4 weeks from onset or 7 days from instituting appropriate therapy
Scabies	localized rash, very itchy	until judged non-infective by school nurse or child's physician
Impetigo	open sores, thick watery discharge, crusty	until judged non-infective by school nurse or child's physician
Conjunctivitis (Pink Eye)	enlarged veins in eyes, discharge	24 hours from institution of appropriate therapy
Pediculosis (Head Lice)	itchy scalp, live lice in hair, especially close to scalp and around ears	until judged non-infective by school nurse or child's physician
Ringworm	reddish, ring-shaped lesions	until judged non-infective by school nurse or child's physician

Respiratory Strep Infections - including Scarlet Fever	sore throat, temperature elevation, scarlet rash.	not less than 7 days from onset if no physician is in attendance or 24 hours from institution of antibiotic therapy , normal temperature for 24 hours
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PENNSYLVANIA STATE-MANDATED SCREENINGS

The following health appraisal of students has been established in the elementary schools in compliance with Pennsylvania School Health Law.

Kindergarten	Height, weight, vision and hearing screenings
Grade 1	Height, weight, vision and hearing screenings, physical and dental exams
Grade 2	Height, weight, vision and hearing screenings
Grade 3	Height, weight, vision and hearing screenings, and dental exams
Grade 4	Height, weight, vision screening
Grade 5	Height, weight, vision screening
Grade 6	Height, weight, and vision screening, and physical exam
Grade 7	Height, weight, vision and hearing screenings, and dental exams
Grade 8	Height, weight, vision screening

Vision screenings are provided by the school optometrist in grades K, 2, and 4. The school nurse provides vision screenings for students in grades 1, 3, 5, 6, 7, and 8.

Physical examination requirements are in grades 1 and 6. The school's physician can provide the exam during school hours, if you so desire. You will be notified of the date and time. You may inform the school nurse if you prefer to have your physician perform the exam and request the Pennsylvania Private Physical Examination Form to take to your child's doctor's visit. Private physical examination forms may be completed the year prior to entering grade 1 or grade 6. The form must be completed and returned to the school nurse immediately following your child's private examination.

Dental exams are required in grades 1, 3, and 7. The school dentist will provide the exam during school hours, if you so desire. You will be notified of the date and time. You may inform the school nurse if you prefer to have your dentist perform the exam and request the Pennsylvania Private Dental Exam Form to take to your child's dental visit. The form must be completed and returned to the school nurse immediately following your child's

private dental exam.

Height, weight, and hearing screenings are provided by the school nurse.

FEVER GUIDELINES

If your child has a temperature of 100.4 degrees or higher, your child is not to attend school. Once your child is fever free for 24 hours without the use of fever reducing medication he/she may return to school.

MEDICATION

Medication should be given at home, and physicians should be asked to change the schedule for the administration of medication so that it can be given before and after school hours. All medications shall be administered by a registered nurse, a licensed practical nurse, or by the parent or their designee (excluding non-medical school personnel). Our Lady of Fatima School does not have a school nurse on staff. The only exception would be emergency medication which can be self-administered, such as an epi-pen or asthma inhaler. However, when medication must be administered during school hours in an emergency situation, a written procedure for student self-administration and storage of medication is required to ensure student safety and to mitigate any liability of the school and school personnel. NOTE: The Pennsylvania Department of Health states that medication should be given by school nurses only as prescribed by a physician. A legal opinion of the Pennsylvania Department of Justice states, "Except in truly emergency situations, teachers may not administer individually prescribed medications." Fast-acting inhaler and Epi-pen: Students requiring a fast-acting inhaler, such as albuterol for asthma or epinephrine for life-threatening allergies may be self-administered. Students may carry their own medication and administer it during the school day as ordered by their licensed prescriber and authorized by their parent and school. An order from a licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration, is required before the student may carry the medication on his/her person. A student needing to self-carry emergency medications should have an emergency care plan or a similar form completed by their healthcare provider. Before allowing a student to self-carry medication, the nurse assigned to Our Lady of Fatima School through the school district will ensure that the student is competent in self-care through demonstration of administration skills and responsible behavior. The student must notify administration immediately following each use.

- When possible, school personnel should supervise the student's self-administration of medication.
- Stored medications administered by a RN, LPN or parent must be in a secure locked location. Students should never be given access to this location.
 - The medication should be delivered to the school by the parent, guardian or other responsible adult along with the treating physician's written documentation relative to the diagnosis, prescribed medication, dosage and instructions for the student's self-administration of the medication.
 - Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
 - If the student is not carrying the epi-pen or inhaler, a specific staff member should be given the responsibility of distributing medication to students for self-medication.
 - A record book must be maintained indicating the student's name, the name of the medication, the date and time of distribution to the student for self-medication, and the identity of the person distributing medication to the student for self-medication. This record must be marked every time medication is dispensed.

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with SRCES schools, diocesan office, and local fire/police departments, Our Lady of Fatima School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the Our Lady of Fatima School website, email, and text messages. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. **Identification will be required to be shown by all parents and guardians/ anyone that you authorize to pick up your child. No exceptions.** Your help in providing and completing accurate information on the emergency forms is essential in ensuring an immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

EMERGENCY FORMS

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

GENERAL EMERGENCIES

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever-free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.

2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concern will be reported immediately, and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or colliding hard with another person or object may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.

3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.

4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported to the school office.

DRILLS

Emergency drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should be taken with them during drills.

HOLD/SECURE/LOCKDOWN/SHELTER-IN-PLACE

Hold/Secure/Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice hold/secure/lockdown/shelter-in-place procedures routinely so they can be prepared in the event of an emergency.

Hold/secure/lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

BEAVER COUNTY EMERGENCY EVACUATION

According to the Beaver County Emergency Evacuation Plan due to an unlikely event at the Beaver Valley Power Station, the evacuation and relocation for the Hopewell site is South Park High School, 2005 Eagle Ridge Road, South Park Township, PA 15129.

If the need arises to evacuate for other safety considerations, and we are not able to use Our Lady of Fatima Church for reunification, information will be sent to parents via email/text.

No student will be released to anyone, not on the emergency contact list.

ASBESTOS NOTICE

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the PA Department of Education. A copy of our Asbestos Inspection Report and Management Plan is on file in the school office.

The school is re-inspected by a certified AHERA Inspector every three (3) years. The maintenance and custodial staff have received two (2) hours of Awareness Training and conduct periodic surveillance twice a year, in December and June

SAFETY AT SCHOOL

Children should not come to school before 7:30 AM since there is no supervision prior to that time. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

Our Lady of Fatima School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules during school hours are not the responsibility of Our Lady of Fatima School.

ARRIVAL AND DISMISSAL SAFETY

Students arriving by car in the morning may use the front entrance (Door #1) for those dropping off or the playground entrance (Door #7) for those who need assistance or are being walked to the door so as not to hold up the drop off line. All cars and buses should exit onto Broadhead Road via the exit between the church and Kuhn's Plaza. **There should be no one exiting from Fatima Drive.** All buses will arrive and dismiss through the playground doors (Door #7). We ask that no cars drive through the back parking lot during dismissal and should depart down Fatima Drive towards Washington Avenue. When dropping off in the morning, please be aware of students and departing buses and treat the bus as if the "School Zone" lights are operating.

Kindergarten - 3rd Grade car riders will be dismissed through the main front doors (Door #1), while 4th - 8th Grade will be dismissed through Kohler Hall (Door #3).

BUSING

Students who live within a ten-mile radius of Our Lady of Fatima School are eligible to be bused to and from school. Those who travel along a route that has been declared “hazardous” are also eligible for busing. The Board of Education Transportation Division determines “hazardous route” claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania. Students are expected to maintain appropriate behavior while en route on the bus. Every bus follows the guidelines that are within our own discipline code. Food is not allowed on the bus. Inappropriate behavior, vandalism, or any weapon implemented that could cause bodily harm (see weapons policy) will not be tolerated. If the bus driver/company recommends that a student be removed from the bus due to any reason stated above, the principal will support it. This will result in the student losing bus privileges. The student/parent will then be responsible for making other arrangements for transportation. You will be notified by your district’s personnel at the time and place for pick-up. Students are not permitted to change buses to go home with another student.

TEACHING SAFETY/EMPOWERING GOD’S CHILDREN

Protecting God’s Children™ program by Virtus is provided and required by the Diocese of Pittsburgh and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The Virtus program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules and boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Diocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form*™, and you must contact the principal directly.

FINANCIAL SAFETY

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

EXTENDED DAY-CARE

Our Lady of Fatima School offers an after school program, referred to as Our Lady of Fatima Extended Day Care (EDC). This program is located in the school cafeteria..

The primary focus of Our Lady of Fatima Extended Day Care (EDC) is to provide onsite quality supervised care for Our Lady of Fatima School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

The Extended Day program is a service that helps assist parents who are working during after-school hours. Our Extended Day program is offered after school until 6:00 p.m. The program will not be in operation on days that there are no school and certain half days. Any changes in the EDC schedule will be noted in the school’s weekly memo.

There is a separate charge for students attending the Our Lady of Fatima Extended Day Care program.

Students who attend Extended Day Care are expected to follow Our Lady of Fatima school policies.

EDC POLICIES AND PROCEDURES

Extended Day is open in the afternoon from 2:00 until 6:00 pm, Monday through Friday.

For the afternoon session, the ED staff will sign in to students. Parents must sign out their child when picking up for the afternoon session. Please Park and come to the EDC door.

Students are expected to treat each other and all ED teachers with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal.

A copy of the student's emergency form is kept on file at EDC. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call to the school's office.

Open Times Afternoons – 2:00 - 6:00 p.m.

Fee \$3.50 per hour

Late fees – \$1.00 per student per minute after 6:00 pm

EDC PAYMENTS

Families will be invoiced through FACTS, and all payments should be made through FACTS. If your payment becomes past due, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

CAFETERIA AND RECESS

SRCES LUNCH PROGRAM

What to Expect from the SRCES School Lunch Program:

1. Nutritionally Balanced Meals: Our menu was carefully designed to include a variety of fresh fruits, vegetables, proteins, and dairy products to ensure that each meal provides the essential nutrients your child needs. To help achieve this goal, every cafeteria in the region will now offer a full salad bar to accompany the main meal with fresh fruit and vegetables.
2. Diverse Menu Options: Our menu will feature many delicious options. We will also rotate the menu frequently to keep things exciting and to introduce students to new flavors. Your local school will provide an example of a menu.
3. Cashless Lunches through FACTS: FACTS provides the technology and communication to connect with your child and school easily and on your schedule. Check grades, pay for lunch, and stay informed about everything at your school with FACTS Family Portal. Here, you will prepay for your child's lunches. The required starting balance for prepaid accounts will be \$25.00.
4. Additional lunch servings, beverages such as milk and water, and snacks are available for purchase daily.
7. Reduced & Free Lunch: Although SRCES had to move away from the National School Lunch Program: The region will continue to provide a reduced and free lunch cost for those families who qualify.

To qualify for Free or Reduced Lunch: Families must have a complete and accepted Tuition Aid Application through the Diocese. (**Income does not exceed federal Limits.)

Parent Involvement: We value your feedback and encourage you to share your thoughts, suggestions, and concerns regarding the SRCES lunch program. Your input will help us continually improve and refine our offerings. Additionally, we would love it if you could volunteer to help with our cafeteria needs.

LUNCHROOM RULES

- Come and leave the school hall for lunch quietly and respectfully.

- There is absolutely no running in the hall.
- Use a normal conversational voice; no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.

Failure to follow these rules may result in loss of recess.

RECESS RULES AND BEHAVIOR

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep your hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students may bring their own equipment/toys out to recess, but Our Lady of Fatima School is not responsible for lost, broken, or stolen items. This includes all electronic devices.

PLAYGROUND EQUIPMENT

Recess equipment is available for all students and should be shared with all those who wish to use it. Students are not allowed to climb or hang on the fences. All posted signs need to be honored. Students are to pick up and dispose of any trash prior to leaving the field.

PARENTAL INVOLVEMENT

Parental cooperation is essential for the welfare of students. Parents are expected to become actively involved in their child's progression through Our Lady of Fatima School. It is our hope that this will include assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PTG, attending fall and spring conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

If, in the opinion of the administration, a parent's behavior seriously interferes with the teaching/learning

process, the school reserves the right to require parents to withdraw their children and sever their relationship with the school.

PARENT-TEACHER GUILD

The PTG is an organization made up of elected volunteers who provide help to students, families, and faculty/school personnel for classroom and extracurricular activities. All monies raised by the PTG, through fundraising, is the percentage required to be raised by the diocese.

The objective of the PTG is to bring into closer relation the church, the home, and the school and thereby enable the pastor, principal, parents and teachers to cooperate conscientiously and intelligently to the responsibility of providing children with Catholic Education. The PTG goals are:

- To enhance the welfare of all the children at OLOF
- Act in the promotion of parent-school activities and to increase on the part of its members' interest in educational affairs.
- To work for the advancement of Catholic education.
- To attempt to enhance parents' and teachers' roles in the education of the child by increasing their knowledge of education and its process and by providing an opportunity for parents and teachers to work together for the good of the child.

PTG bylaws are available upon request.

VISITORS

All classroom visitors must first sign in and be cleared at the office. A visitor may be required to present a driver's license. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked, and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

HOME ROOM PARENTS

Each grade has a team of Home Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Home Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Chaperoning on class field trips

PARTIES

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Parents/ family members do not attend for treat distribution. **Adhere to all allergy concerns in the class.**

Party invitations are not to be handed out at school or at carpool. Please send your invitations by mail or

email unless the entire class is invited. The school office cannot provide any contact information. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out.

PICTURES

Individual photos are taken in the fall and spring. Pictures are distributed via the classroom Information concerning prices and packages is sent home at least one week before picture taking day.. No parent is required to pay for pictures unless they choose to order them.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to Our Lady of Fatima, except while celebrating the Feast of St. Francis Assisi. . If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal, who will make the final decision concerning accommodations.

DANCE POLICY

Our Lady of Fatima School Student Council does host middle school dances outside of school hours. Our Lady of Fatima School students attending our school-sponsored dance or other Catholic school middle school dances must abide by the codes of conduct set forth by the School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of Our Lady of Fatima School. Students are only allowed to attend dances that they are provided permission slips for.. Attendance is determined by the invite, our own school calendar, behavior, and principal discretion.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school such as band, after-school clubs, scouting, athletics, follow the policies developed by the school for participation. Students not adhering to the policies may forfeit the privilege of participating in school sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

To be eligible to participate in extracurricular activities students must meet minimum academic standards. Parents of academically ineligible students will be notified on Thursdays. All grades can be viewed on the FACTS SIS grading system weekly.

Academic ineligibility is defined by a student having a 69% or below in any school subject or specials class/es. This includes but not limited to missing assignments, outstanding extended absences with no progress made or assignment turned over, and cumulative course grade.

A student will be placed "under review," and a team parent/teacher/principal conference will be called after the third week of student ineligibility.

The Principal will make the final determination in any decision(s) regarding academic or behavior ineligibility.

ATHLETICS

Boys Basketball Grades 3-8

Coed Soccer Fall and Spring Grades 1-8

Coed Track Spring Grades 1-8

Pep Squad Grades 1-2

Girls Basketball Grades 3-8

Coed Cross Country Grades K-8

Cheerleading Grades 3-8

EXTRACURRICULAR

Altar Servers

Art Club

Bowling Club

Fatima Friends Tutoring

SPECIAL POLICIES AND INFORMATION

SACRAMENTAL PROGRAMS Sacramental programs are designed for second-grade students (First Holy Communion and Reconciliation) and Eighth-grade students (Confirmation). Early May is usually set aside for the group celebration of First Holy Communion. We are given a date by the Diocese of Pittsburgh for the celebration of the Sacrament of Confirmation. The parish provides retreats for Second

SPECIAL PROGRAMS We make every effort to have our students participate in school programs. These can be but are not limited to: Advent projects, Christmas Eve Liturgy, Thanksgiving Liturgy, Parish celebrations, Living Rosary and Marian Procession, Catholic Schools Week Liturgy and programs, Christmas/Spring recitals and service projects.

SERVICE HOURS It is our responsibility as Catholics to give of ourselves in time, especially to those in need. We require the following grades to give their time to those in need:

Eighth Grade: Ten hours during their 8th grade year are due by the beginning of the 3 quarter.

Diocese of Pittsburgh Honor League

Option 1	1 activity	25 service hours
Option 2	2 activities	15 service hours

The students will be responsible to have a form signed by the person in charge of an activity or the person in which the service was completed. The hours must be completed by May 15 of the current school year. If the service is not completed by this date, the student will be assigned by the administrator/staff for service hours to be completed.

DIOCESE OF PITTSBURGH HONOR LEAGUE

DOP Honor League is an organization that recognizes and encourages academic achievement while fostering Catholic values of service, leadership, character, and citizenship among students. Membership in the Honor League is an honor and a responsibility. Members are expected to uphold high standards in their academics, behavior, and moral decision-making, rooted in the teachings of the Catholic faith. Students must maintain a minimum GPA of **3.5** on a 4.0 scale.

FALCON EXTRAS

An automated parent notification system is used for emergencies and other time-sensitive issues.

Arrival/Dismissal: Arrival and dismissal are both extremely hectic times for the office. Unless there is an emergency, we ask that all communication at these times be limited so that we can focus on the safety of our children. Parents are not permitted to escort their child/ren to the classroom.

Books OLOF: participates in Pennsylvania's Act 195 and Act 90, whereby the state purchases textbooks and instructional materials of non-religious items. A parent form with permission to have their child use these books is kept on file in the school office. All books are to be covered at all times. Students are responsible for the condition of the books given to them at the beginning of the year. Students will be required to pay for the book if it is damaged or lost. Books taken to and from school are to be placed in a book bag. Please do not cover textbooks with contact paper or other material which damages the book.

Cell phones: We have a door-to-door policy concerning cell phones, which means all cell phones are off and out from the time the students walk in the building upon arrival until they exit the door at dismissal. All cell phones are to be turned off and on the homeroom "basket" under teacher supervision. If a student has their cell phone in school and it is not in the homeroom basket, the phone will be given to the principal and kept in the office until the parent comes to the school to pick it up.

ClassDOJO: is an educational technology company. It connects primary school teachers, students and families through communication features, such as a feed for photos and videos from the school day,]and messaging that can be translated into more than 35 languages] It also enables teachers to note feedback on students' skills and creates a portfolio for students, so that families can be aware of school activities outside of meeting with teachers. ClassDoJo is used in grades K - 5

Clothing Identification: Parents are strongly urged to mark their children's personal belongings with their names. Proper identification helps us to find the owner and save parents the cost of replacement.

Daily Prayer and Announcements: Each school day begins with prayer led by our students. Morning announcements follow. All students are expected to participate in prayer and listen quietly and reverently. If a student arrives after the late bell, they are instructed to wait in the front entrance area and participate in prayer and the Pledge of Allegiance. At noon students in grades K - 2 are to offer a prayer to Mary while students in grades 3 - 8 will pray the Angelus. Our day ends with prayer and afternoon announcements/reminders.

Dismissal Changes: During the course of the day, we realize that dismissal changes will occur. To avoid confusion, especially with younger children, the best action plan is to either write a note, email, or call the school office. Please do not text or call your child's cell phone as they do not have access until they leave the school building.

FACTS: is a web-based Student Information System. Parents are encouraged to visit this site routinely to check on grades, lunch balances, etc.

Field trips: Field trips are to be educational in nature and are planned by the teacher. Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral expectations. Transportation, in accordance with Diocesan directives, is provided by bus, and a fee is charged to cover the costs. Only parents/guardians of students may chaperone a field trip. Parents attending the field trip as a chaperone will not be permitted to smoke in front of the students according to Act 1988-168 and the Pro-Children Act 194. Chaperones are to have all Safe Environment clearances on file in the school office. Teachers will determine which parents will be chaperones.

Google Classroom: is a free blended learning platform developed by Google for educational institutions that aim to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students] As of 2021, approximately 150 million users use Google Classroom. Google Classroom uses a variety of proprietary user applications (Google Applications for Education) with the goal of managing student and teacher communication. Students can be invited to join a class through a private code or be imported automatically from a school domain. Each class creates a separate folder in the respective user's Google Drive, where the student can submit work to be graded by a teacher. Teachers can monitor each student's progress by reviewing the revision history of a document, and after being graded, teachers can return work along with comments and grades. Google Classroom is used in grades 4 -8

Homework Request: If a child is absent from school for one day it is best to return the next day to get missing assignments. Requested makeup work will not be available for pick up until after dismissal. Students have as many days as they missed to make up missed work, for example, the student misses 2 days of school they have 2 days to make up the work after their return to school. Students will not receive homework in advance for absences due to vacation.

Items forgotten at home: Students will not be permitted to call home for a parent to bring in an item needed for the school day. If a parent realizes the item is needed and brings it to school, there is no guarantee that the child will get the item in time for a class. If the school determines that the child texted the parent during the day to bring the item, consequences will be given.

Liturgy: Students will attend school Masses regularly. Mass day is every Friday (unless a Holy Day falls within the week). If a Holy Day falls during the week, students will attend the 8:30 Liturgy on the Holy Day. The different classes are responsible for planning the school liturgies. Parents are welcome and encouraged to attend. Students are required to be in Event Wear, navy blue tops and khaki bottoms.

Lost and Found: All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

Lunches: Outside lunches, such as McDonald's, etc., are not to be brought in for students unless they involve the entire class. This is done out of fairness to all of our students. All cafeteria lunches are to be paid through FACTS.

Photo Release Policy: The Photo Release Policy allows OLOF to use students' photos on the website, in brochures, and in other advertising opportunities. This form is part of your FACTS registration. All students will be photographed for the yearbook.

Sacrament of Reconciliation: Students will have the opportunity for the Sacrament of Reconciliation during Advent and Lent.

Supplies: Supply lists can be downloaded from our website. Each teacher requires specific items to be purchased for the new school year.

Used Uniforms: If your child outgrows their uniforms and they are still in good shape, we have a uniform exchange closet. Please feel free to donate or take items you may need free of charge.

Written Excuses: Written excuses should be given to the teacher for the following reasons: following an absence, excuse from gym class, permission for out of school appointments, attending funerals, vacations, change of plans to leave school (bus/walk/ride), early dismissal and any other reasons to be out of the building. An email to the school office and the teacher counts as a written excuse.

Appendix A

Our Lady of Fatima Discipline Policy

Level 1 Minor infractions Teacher managed	Level 2 Moderate infractions/Safety Teacher managed	Level 3 Major infractions/Harmful/Illegal Office Managed
<p>If these become chronic behaviors (a minimum of 3 of any level 1 or repeated offenses), move to level 2.</p>	<p>If these become chronic behaviors (a minimum of 3 of any level 2 or repeated offenses), move to level 3). Parent contact via phone/email is required prior to moving to level 2 behavior to the office.</p>	<p>The following behaviors result in being immediately sent to the office.</p>
<p><i>Off task/avoidance</i></p> <ul style="list-style-type: none"> • Distracting behaviors • Not following directions • Not listening • Not prepared • Out of seat • Playing/distracted by things • Sleeping • Talking out of turn • Incomplete work • Not being responsible • Missing homework <p><i>Safety Issues</i></p> <ul style="list-style-type: none"> • Running • Horseplay <p><i>Other</i></p> <ul style="list-style-type: none"> • Dress code • Dishonesty • Being mean • Disrespect • Excessive bathroom use (in order to get out of class) • Elastic clause for behaviors not listed 	<p><i>Off task/avoidance</i></p> <ul style="list-style-type: none"> • Ongoing level 1 behavior may require the use of level 2 <p><i>Safety issues</i></p> <ul style="list-style-type: none"> • Leaving supervised area • Pushing/shoving others • Standing on furniture • Loss of emotional control (determined by the teacher if behavior needs to go directly to the office) <p><i>Other</i></p> <ul style="list-style-type: none"> • Cheating on an assignment • Plagiarism/Inappropriate AI use • Argumentative behavior 	<p><i>Action involving serious physical contact where injury may occur</i></p> <ul style="list-style-type: none"> • Hitting • Punching • Fighting Weapons • Spitting on others • Throwing objects • Credible threat to do injury to a person or property • Harassment • Illegal substance • Smoking/vaping • PDA • Theft • Throwing furniture • Vandalism • Self-harm concerns • Hate speech • Bullying or harassment as outlined in the family handbook., page • Verbal/physical assault
<p>Level 1 Possible Consequences</p> <p>Grades K-3 accumulated daily Grades 3 -8 accumulated weekly</p> <p><i>1st Infraction</i></p> <ul style="list-style-type: none"> • Warning <p><i>2nd Infraction</i></p> <ul style="list-style-type: none"> • Loss of 10 minutes of recess <p><i>3rd Infraction</i></p> <ul style="list-style-type: none"> • Loss of recess 	<p>Level 2 Possible Consequences</p> <p><i>1st Infraction</i></p> <ul style="list-style-type: none"> • Silent lunch/Recess detention <p><i>2nd Infraction</i></p> <ul style="list-style-type: none"> • 30 minute after school detention • Exclusion from the next class party, activity, and/or field trip • Exclusion of extra-curricular activities for the next five school days • Seventh or eighth grade student is ineligible for Honor Roll the quarter in which the infraction is committed 	<p>Level 3 Possible Consequences</p> <p>Subject to principal/superintendent discretion.</p>
<p>*Determined by teacher/principal discretion</p>	<p>*Determined by teacher/principal discretion</p>	

Appendix B

Our Lady of Fatima School Internet Policy

School Year: Current

Dear Parents of OLOF,

Our Lady of Fatima School believes in preparing our students for the challenges of the 21st Century. We believe that one of the tools needed for our students is experience and understanding of technology. OLOF is pleased to have electronic devices for our students and staff. These electronic devices are used for many resources that will always be supervised by a faculty member and monitored by Go Guardian.

OLOF is connected to high-speed internet access(DSL). The DSL connection to our internet server. The Internet is an online computer network that connects millions of computer users and information resources throughout the world. Using the internet will allow students and employees to do research, develop a working knowledge of the latest “online” trends, and communicate with people around the world via email and videoconferencing. To meet both students' and employees' needs, we feel that access to the internet's global information network is essential. The internet represents a unique opportunity to begin to explore the incredible wealth of information that will enhance the educational experience.

There are concerns that could arise during the school year. Although student's use of the internet will be supervised by teachers, we have taken measures to limit access to inappropriate materials through a filter,without authorization.

problems could arise due to poor choices, experimentation, or curiosity,

Use of the internet is a privilege, not a right at OLOF. We expect all students and employees to act according to the by-laws that were started in the Internet policy. All users should understand that the OLOF internet service shall be used for legitimate educational and research uses only.. Those users who fail to adhere to proper and correct online behavior risk losing access to the internet service. Inappropriate behavior includes but is not limited to the following:

- Receiving copyrighted software from the internet
- Receiving or sending communication(email or chat) that is directly related to justifiable educational uses
- Absolutely no instant messaging
- Absolutely no access to personal webspace
- Sending an email or harassing or discriminatory remarks
- Using the internet to bully any person
- Accessing any pornographic or inappropriate materials or files dangerous to the integrity of the network
- Altering or installing programs on any computer without authorization
- Hacking into any computer or network, including using another user's password to access accounts other than your own
- Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, offensive or otherwise unlawful or inappropriate may not be accessed, displayed, stored, created, or disseminated on any computer.

Appendix C

Chromebook/iPad Policy & Usage Handbook Technology Addendum

Dear Our Lady of Fatima School Parents/Guardians,

Students will continue to use Chromebooks for the 2024-2025 academic school year. The focus of this program is to continue to provide Our Lady of Fatima School students with the necessary preparation for their futures in 21st digital literacy and technology awareness.

Students will have an assigned Chromebook to use for the academic year. The individual use of the Chromebook is to allow students opportunities for collaboration, analytical thinking, problem-solving, communication, and high school and career readiness. In order to facilitate this, specific parameters and supports have been put in place to promote a positive, productive, and safe learning environment. All technology usage will be allowed only with teacher permission and school authorization, including third-party applications.

Chromebooks are intended to be used during each school day with permission and authorization from the classroom teacher. Students are responsible for maintaining the condition of the Chromebook and utilizing it for its intended classroom and learning purposes. Loss and damages are the responsibility of the student and family. All Google products, Gmail, Google Drive, and Google add-ons and extensions are only used as authorized by the teacher and only for educational purposes. Students may not download material or use their email accounts, which are not authorized for classroom learning and assignments. All inappropriate usage and/or vandalism will result in school discipline in accordance with our school handbook. All of this is in accordance with the existing Our Lady of Fatima Handbook technology and internet usage policy, which is included below (39).

“Our Lady of Fatima School believes in preparing our students for the challenges of the 21st Century. We believe that one of the tools needed for our students is experience and understanding of technology. OLOF is pleased to have a Computer Lab that is available to our students and staff. Besides our Computer Lab, each classroom will be equipped with student laptops. These computers are used for many resources that will always be supervised by a faculty member.

OLOF is connected to high-speed internet access (DSL). The DSL connection is a direct connection to our internet server. The Internet is an online computer network that connects millions of computer users and information resources throughout the world. Using the internet will allow students and employees to do research, develop a working knowledge of the latest “online” trends, and communicate with people around the world via email and videoconferencing. To meet both student and employee needs, we feel that access to the internet’s global information network is essential. The internet represents a unique opportunity to begin to explore the incredible wealth of online information that will enhance the educational experience.

There are concerns that could arise during the school year. Although student’s use of the internet will be supervised by teachers and we have taken measures to limit access to inappropriate material through a filter, problems could arise due to poor choices, experimentation or curiosity.

Use of the internet is a privilege, not a right at OLOF. We expect all students and employees to act according to the by-laws stated in the internet policy. All users should understand that the OLOF internet service shall be used for legitimate educational and research uses only. Those users who fail to adhere to proper and correct online behavior risk losing access to the internet service. Inappropriate behavior includes but is not limited to the following:

- *Receiving copyrighted software from the internet*
- *Receiving or sending communications (e-mail or chat) not directly related to justifiable educational uses*
- *Absolutely no instant messaging*
- *Absolutely no access to personal web spaces*
- *Sending an e-mail or harassing or discriminatory remarks*
- *Using the internet to bully any person*
- *Accessing any pornographic or inappropriate materials or files dangerous to the integrity of the network*
- *Altering or installing programs on any computer without authorization*
- *Hacking into any computer or network, including using another user's password to access accounts other than your own*
- *Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, offensive, or otherwise unlawful or inappropriate may not be accessed, displayed, stored, created, or disseminated on any computer*

Privacy - Our Lady of Fatima School reserves the right to monitor all computer and internet activity by students.

We, the family of _____ have read and discussed the **Our Lady of Fatima Parent/Student handbook technology and internet policy** as outlined and in accordance with this “**Chromebook Policy and Usage.**” We agree to observe the rules and regulations contained within and understand that inappropriate usage will result in school discipline and loss of technology privileges. We also understand that the school uses third-party apps for educational purposes, for example, but not limited to “Kahoot,” “Blooket,” and “Lumio,” etc. We understand that these applications are used for educational purposes only and usage is monitored.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

Please do not remove this copy which is intended as reference only.

Appendix D

Our Lady of Fatima Borrowed Device Agreement

This agreement is between Our Lady of Fatima Catholic School and the family borrowing a device from OLOF.

All devices have been inspected and documented for any damage and or defects. The family is expected to treat the borrowed device with respect and care. The device is to be returned to Our Lady of Fatima by the end of the school year in the same condition as it was given at the beginning of the year. If there is any damage to the device that was not present when the device was given, the family agrees to pay for repairs or replacement of the device.

The student agrees to use the borrowed device in accordance with the Technology Policy in the Our Lady of Fatima Handbook. Any inappropriate behavior on the device is subject to disciplinary measures in accordance with the Our Lady of Fatima Handbook and Chromebook Addendum Policy.

I, _____ agree to all measures as outlined above.

Parent Signature

Date

Student Signature

Date

OLOF Staff Signature

Date

Student Chromebook/iPad # & Serial #

Please note any appearance and usage markers

Please do not remove this copy which is intended as reference only.

Appendix E

Our Lady of Fatima Student Expectations

- We Expect Respect... To Each Other, To All Adults, To School Property, And To Yourself.
- We Expect All Students To Be Prepared...This Includes Having:
 - Supplies
 - Books
 - Technology
 - Assignments, Etc.
- We Expect Tight, and To The Right In The Hallways
 - Change Of Class
 - While Using Restrooms
 - Coming In From Recess
 - Running An Errand For A Teacher
 - Working with a Small Group Or Partner on an Assignment Etc.
- We expect all students to always have an accelerated reader book with them
- We expect students to be focused and ready to learn
- We expect students to use manners...we should hear:
 - Greetings
 - Please
 - Thank You
 - May I be excused/excuse me
- We Expect Students To Show Reverence...In:
 - Church
 - During Prayer Services
 - Prayers In The Classroom
 - Assemblies
- We Expect Homework To Be:
 - Neat
 - Complete
 - Task Appropriate
 - On-Time
 - All Directions To Be Followed
- We Expect The Use Of Appropriate Language and No Physical Interactions
- We Expect All Rules To Be Followed In:
 - School
 - Classroom
 - Cafeteria
 - Church

Appendix F

Student Uniform Dress Code

APPEARANCE

- No body piercing, other than ears, is permitted.
- No tattoos (permanent or temporary) are permitted.
- Hair must be neat, combed or brushed, and clean.
- Boys hair should be no longer than the top of the shirt collar.
- No hair is to be in front of the face, hanging over the eyes.
- NO dying hair outside of the natural colors, including tinsel extensions.

GIRLS' UNIFORM GRADES K-8

TOPS

- Polo shirts in white, light blue, navy, and hunter green
- Sweaters may be cardigan, v-neck, or pullover style in navy, black, or white. No hoodies.
- No visible underlayers are permitted
- NO, EMBLEMS, EMBROIDERY, OR EMBELLISHMENTS ARE PERMITTED

PANTS

- Uniform-style dress pants should be comfortable and not skin-tight.
- Permitted colors are navy, khaki, or black
- No leggings, spandex, denim, or cargo/side pockets
- Only flat (inside pockets) are permitted

SHORTS

- MUST be walking style, no more than two inches above the knee
- No spandex nor tight fitting
- Permitted colors are navy, khaki, or black.
- May only be worn during the months of August, September, October, April, May, and June
- Only flat(inside)pockets are permitted

SKIRTS/JUMPERS

- Solid navy, black, or khaki skirts and jumpers are permitted with or without pleats.
- Plaid jumpers and skirts must be purchased through School Belles in Our Lady of Fatima's approved plaid.
- All skirts, jumpers, and dresses must be no shorter than 2 inches above the knee.

JEWELRY

- Earring posts are permitted
- Hoop earrings must be no longer than 1 inch.

MAKE-UP

- It is an 8th-grade privilege and must be worn in good taste.

BOYS UNIFORM GRADES K - 8

TOPS

- Dress shirts must be worn with tails tucked in
- Polo shirts may be worn outside of the pants if an appropriate length
- Polo shirts must be white, light blue, navy, or hunter green
- No visible underlayers are permitted
- Sweaters may be a cardigan, V-neck, or pullover styles in navy, black, or white No hoodies.
- NO LOGOS, EMBLEMS, EMBROIDERY, OR EMBELLISHMENTS ARE PERMITTED

PANTS

- Uniform-style dress pants should be the appropriate size(i.e. Not too long or baggy)
- They are permitted in navy, black, or khaki colors.
- No denim, cargo, or side pocket pants are allowed
- Only flat (inside) pockets are permitted.

SHORTS

- Must be walking style, that is no more than two inches above the knee
- They may be worn during the months of August, September, October, April, May, and June and be navy, black, or khaki.
- No denim, cargo, or side pockets.
- Only flat (inside) pockets are permitted

EVENT ATTIRE

ALL STUDENTS will be required to wear EVENT ATTIRE for mass, concerts, field trips (as permitted by destination), and other occasions to be determined by the administration. Event attire consists of

- KHAKI bottoms (pants and skirts, or shorts during allowed months)
- NAVY BLUE tops
- Girls may wear their plaid shirts or jumper
- Sweaters in navy blue, black, or white.
- Solid-colored socks in navy or white.

**** Eighth-grade sweatshirts may be worn by eighth-grade students as event wear attire. A blue colored shirt must be worn beneath the sweatshirt with the collar visible.**

FLEECE PULLOVER

- All students may wear the approved Navy ¼ zip embroidered fleece pullover from School Belles on regular dress days. Gym days and Event wear days

SHOES/SOCKS

- Regular solid-color school shoes may be worn
- Solid white or solid black tennis shoes are permitted.
- The laces must match the shoes, and the shoes must have a back
- The sole of the shoe must match the shoe. (Black shoe/black sole, white shoe/white sole)
- A **small** manufacturer's logo is acceptable on the tennis shoe.
- School-appropriate color socks, no-show socks, or tights must be worn at all times.
- Socks must be worn at all times in colors of navy, dark green, white, and black (no-show socks are permitted with pants or shorts)
- Brown or Black ankle boots are only permitted with pants.
- All other boots are not permitted.
- Students wearing rain or snow boots to school are to change before homeroom period.
- No flip-flops, open-toe shoes, or clogs are permitted at any time. All shoes must have a back strap.

GYM UNIFORMS FOR BOYS AND GIRLS

Gym uniforms are available during the year through the Athletic Association.

GYM TOPS

Fatima Gym Logo T--shirt or Sweatshirt (recommended).

- Any shirt that the Athletic Association sells or gives as a gift is permissible.
- A plain T--shirt in Fatima green or gray. No other colors are acceptable.

GYM BOTTOMS

Shorts may be worn during August, September, October, April, May, and June.

- Shorts must be a solid Fatima green or black.
- Shorts sold via the Athletic Association are permitted (or given as a gift via the Athletic Association).
- Shorts must be no more than two inches above the knee.
- No logos, or embellishments with the exception of OLOF or our school mascot.
- Solid Fatima green, gray, or black sweatpants may be worn anytime during the year.

Designer-label clothes are not permitted.

GYM SHOES

Tennis Shoes must be worn on your gym day. Any athletic shoes are permitted for gym day.

HOODIES

We will allow the students to wear hoodies on gym days as long as they are **purchased through the Athletic Association**. The hoods are NOT allowed to be worn up at any time.

Appendix G

Our Lady of Fatima School Contact Information

724-375-7565

Principal	Shirley Martin smartin@olofschool.com
Administrative Assistant	Tonya McKenna secretary@olofschool.com
Advancement Director	Dana Havey advancement@olofschool.com
Preschool	Julie Fadden jfadden@olofschool.com
Developmental Kindergarten	Haley Trella htrella@olofschool.com
Kindergarten	Marissa Kowalyk mkowalyk@olofschool.com
1st Grade	Emily Felix efelix@olofschool.com
2nd Grade	Diane Pulcini dpulcini@olofschool.com
3rd Grade	Melissa Catanzarite mcatanzarite@olofschool.com
4th Grade	Shelly LeFebvre slefebvre@olofschool.com
5th Grade	Molly Elliott melliott@olofschool.com
6th Grade	Sara Heckman sheckman@olofschool.com
7th Grade	Kathleen Smith ksmith@olofschool.com
8th Grade	Kayleigh Dickie kdickie@olofschool.com
Learning Support	Tracy Shields tshields@olofschool.com
Music	Jennifer Persuitte music@olofschool.com
Gym	Tony Valvo avalvo@olofschool.com
Library	Claudia Fath & Linda Liberatore library@olofschool.com
Cafeteria	Melissa Horvath cafeteria@olofschool.com
Regional Superintendent	Erin Rice erice@srcespgh.org
Diocesan Superintendent	Lauren Martin lmartin@diopitt.org
Assistant Regional Business Manager/Project Manager	Jocelyn Valderrama jocelyn@srcespgh.org
Regional Business Manager	Carlos Leyva carlos@srcespgh.org
SRCES Tuition/Financial Aid	tuition@srcespgh.org
Regional Cafeteria Coordinator	Dawn Timko cafeteria@srcespgh.org
PTG President	Lynn Morrissey ptgpresident@olofschool.com
PTG Vice President	Nicole Erickson vp@olofschool.com
PTG Secretary	Tirzah James ptgsecretary@olofschool.com
PTG Treasurer	Laura Poynar Laura Poynar treasurer@olofschool.com
Teacher Representative	Melissa Catanzarite mcatanzarite@olofschool.com
Athletic Director	Anthony DelTondo athleticdirector@olofschool.com
Assistant Athletic Director	Brad Shields assistantathleticdirector@olofschool.com
Athletic Secretary	Christine DelTondo athleticsecretary@olofschool.com
Athletic Treasurer	Chris Kovell athletictreasurer@olofschool.com
Diocesan Athletic Director	Don Militzer don@srcespgh.org

Our Lady of Fatima School
Parent/Student Handbook Verification Form

Please indicate each with a ✓.

☐ I have read and am aware of the contents of the current Our Lady of Fatima Catholic School Parent/Student Handbook, in particular the following sections:

- ☐ Discipline Policy
- ☐ Internet Policy
- ☐ Chromebook/Ipad Policy & Usage Handbook Technology Addendum
- ☐ Borrowed Device Agreement
- ☐ Student Expectations
- ☐ Student Uniform Dress Code

Please sign, date, and return this form to the school office by _____.

Please list student(s) in school and their current grade level(s):

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Please do not remove this copy which is intended as reference only.