



Parent and Student Handbook 2017-2018

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“In the absence of a school policy, the school will abide by the policies set forth by the Archdiocese of Galveston-Houston and the Catholic Schools Office.”

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Nurturing Souls. Challenging Minds.

MISSION STATEMENT

Based on the teaching mission of Jesus, Our Lady of Fatima Catholic School is committed to providing a quality education, nurturing Christian values in each student, and fostering Catholic community and service.

PHILOSOPHY

In a Christ-centered atmosphere Our Lady of Fatima Catholic School:

- Believes that learning is a life-long process
- Supports the holistic development of each individual learner
- Believes that every child has the ability to achieve excellence within their individual potential.

In a collaborative effort with parents, we dedicate ourselves to forming an active lifetime learner who embraces Christian values and ethics.

GOALS

To enable students to achieve their final goal, certain objectives are presented as an aid to that pursuit.

- Students will be provided with an atmosphere that encourages, celebrates, and cherishes

those disciplines that develop body and soul, heart and mind.

- Students will experience hands-on learning with cultivate curiosity and a desire for expansion.
- Students will experience various learning styles, where their interest will be engaged and achievement will be recognized.

HISTORY

Our Lady of Fatima Catholic School was established in 1953 by the Sisters of Notre Dame. The first principal was Sister Theodore and Father O’Sullivan was the first Pastor. During its sixty year history, the school has expanded from Pre-K3 through 8th grade. The school has a fully functional gymnasium, cafeteria, and a private playground. There is also Internet access.

Accreditation

Our Lady of Fatima Catholic School is accredited through the Texas Catholic Conference of Bishops Education Department (TCCBED).

Admissions Policies

Early Admission

- Early Admission to school may be considered for Pre-K 3 or 4, K or 1st grade using the following guidelines:
- Our Lady of Fatima reserves the right to determine if a child may be admitted early.
- Early admission is conditional and the school reserves the right to change placement during the probation period. Probation period is 4 to 6 weeks.
- Testing and teacher/principal interview including a classroom observation period are required.
- Students in Pre-K3 may not be in diapers or wear pull-ups.

General Admission

- Students entering a Pre-K 3 or 4 class must be 3 or 4 years old respectively, on or before September 1.
- Students entering a Kindergarten class must be 5 years old, on or before September 1.
- Students entering 1st grade must be 6 years old, on or before September 1.

Students seeking admission to Pre-Kindergarten, Kindergarten or 1st Grade who are under age because their birthday is after September 1, may be admitted to the respective grade if they come from a state where the minimum age is determined based on a date later than September 1st or if they have successfully completed the respective grade in an out-of- state Catholic or accredited elementary school.

Principal reviews current academic, social, medical, and psychological evaluations. The following documents must be provided:

1. Release of Confidential Information Form
2. Certified birth certificate

3. Baptismal certificate, if applicable
4. Academic records (including standardized test scores)
5. Social Security Card
6. Health Records
7. Student Information Form

Special Needs Students

Parents must sign a Student Information Form as well as an Authorization for Release of Confidential Information/Records form. Principal consults with appropriate personnel of present and/or former school as well as the Catholic Schools Office. The principal then determines if the applicant is qualified with or without accommodations for diverse needs. If so, the principal must then determine if minor adjustments can be made to the educational program which will accommodate the student's needs.

If the student is assigned grade placement, a probationary period should exist for up to 4-9 weeks, during which time a decision is made whether or not the school can meet the needs of the student. If the student's needs cannot be met, the principal will meet with the parents to facilitate withdrawal.

Non-Immigrant Students

Procedures for admitting and tracking non-immigrant students have been statutorily required of Immigration & Naturalization Service by the U.S.A. Patriot Act and the Border Security Act. The "Student Exchange Visitors Information System" (SEVIS) maintains information on foreign students. Contact the Catholic Schools Office for information.

Admissions and Non-discrimination Statement

Our Lady of Fatima Catholic School adheres to the Archdiocesan School Council Policy #70 regarding non-discrimination. Government requirements fulfilling non-discriminatory compliance are published annually in January in the Texas Catholic Herald. Our target community is Catholic families, regardless of racial and ethnic background.

Financial Policies

General Financial Information

The average cost to educate ONE (1) CHILD at Our Lady of Fatima is \$7,180. We know that parents cannot afford to pay that amount for each child; therefore we do require participation in fundraising activities and annual events to offset the deficit for each child.

Tuition Non-Payment

Tuition is the primary revenue source of our school, and these funds are used to pay the monthly bills our school incurs: teacher and staff salaries, utilities, maintenance and repairs, etc.) Therefore, it is imperative that families pay their tuition obligation in a timely manner to ensure the effective operation of the school. Tuition is to be paid PROMPTLY EVERY MONTH FROM AUGUST to June/July through FACTS.

If a family has not made their scheduled tuition payment, they will be notified by FACTS. FACTS will make two more collection attempts, which will incur additional fees for each attempt. The principal will contact the family within 15 days of the past due payment to discuss the past due balance and schedule a meeting to discuss a payment plan. Parents will be afforded an additional 15 days to meet the conditions of the payment plan. **If the family is not abiding by the plan and the account is 45 days past due, the student is subject to administrative withdrawal.**

Tuition that is delinquent more than one month will result in a student being withdrawn from Our Lady of Fatima Catholic School.

Withdrawal of a student due to non-payment of tuition is not a matter that can be grieved.

FACTS Tuition Payment Program

To help us manage our tuition payment program we have partnered with FACTS Management Company. You can choose the days to make your payment and they can be bi-monthly or monthly up to 10 months. Click on the FACTS icon at www.olfatima-gp.org to find the link. All families are required (mandatory) to be enrolled in the FACTS PAYMENT PROGRAM.



Health Policies

For the protection of all students, the following rules have been set-up and will be followed at all times. A child having one or more of the following symptoms will be sent home:

- Fever 99.6 degrees or higher
- Suspected contagious diseases
- Vomiting
- Diarrhea
- Feels too badly to remain in school

Illness

Our goal at Our Lady of Fatima is to have a safe and healthy environment for our teachers and students. Do not send your child to school if they have been sick, had a fever, or vomited the night before. **They must be fever free, and feeling well for 24 hours before they can come back to school.** Sending a sick child to school jeopardizes the health of everyone at the school including teachers and students. **Your child may not return to school until the temperature is normal for 24 hours.**

You or the person you name on the registration form will be notified if your child must be sent home. It will be your responsibility to get medical attention, unless the emergency is so great that your child must be taken immediately from school, and then you will be notified as soon as possible. The emergency room will not give emergency care without the parents/guardian's permission and presence. If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. A child with a serious cold or with a rash should be kept at home for observation. A child will not be sent home to be left alone unless your permission is given and the principal is in agreement with the choice.

PLEASE CALL THE SCHOOL OFFICE THE FIRST DAY YOUR CHILD IS ABSENT TO REPORT THE NATURE OF HIS/HER ILLNESS.

School Nurse

The school has a Nurse Practitioner provided by the CHRISTUS FOUNDATION. She is on campus on Tuesday and Thursdays to treat students and families in the clinic.

Medications

Student medications are kept in the Nurse's' Office and must be in the original bottle accompanied with a permission slip to administer the medication. (Students may keep their inhalers with them or in the classroom as required by law). Teachers are provided with classroom first aid kits for minor cuts and scratches.

Academic Policies

Homework

Teachers will assign homework with great care to reinforce skills previously taught, foster habits of independent study and meet growth needs of individual student.

Each student in grades 1-8 will receive a Student Assignment Book to record their homework assignments.

Suggested Time Allotment:

Pre-K - Kinder	15 minutes	<u>and 20 minutes of READING LOG</u>
Grades 1 - 2	30 minutes	<u>and 20 minutes of READING LOG</u>
Grades 3 - 5	1.5 hours	<u>and 20 minutes of READING LOG</u>
Grades 6 - 8	2 hours	<u>and 30 minutes of READING LOG</u>

REQUIRED Homework:

Every student in grades Pre-K3 through 8th will complete a daily reading log at home. **Students will either be READ TO or READ ALOUD in grades Pre-K3-2nd grade. Students in grade 3rd-5th will either read aloud or read silently. Student in grade 6th-8th will read silently.**

Late Work/Make-up Work Guidelines

- Makeup work is available to all students. Students are responsible for asking teachers for

the makeup work upon returning to class. Students shall receive credit for satisfactory make-up work after an absence, but may receive a zero for any test not made up within the allotted time. Any assignment not turned in within the allotted time falls within the late work guidelines.

- Exceptions may be granted by the Administration in extenuating circumstances.
- The number of class days allowed for makeup work to be completed for full credit will be equal to the number of times a class was missed. Extra time may be given at the teacher's discretion.
- A student should not, on the day of returning to school, be required to take a quiz or test that was announced during his/her absence.
- Make-up work, including tests, may be of an altered version to assess what the student has learned.

Grading

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

- It is the student's responsibility to make up work missed when absent.
- Late work will be penalized.
- Students receive E, S, N, and U conduct grades.

Report Cards

Report cards are issued to students four times each academic year. Our Lady of Fatima Catholic School uses the Archdiocesan grading scale:

Outstanding	A+	99 – 100	E	Excellent
	A	95 - 98		
	A-	93 - 94		
Above Average	B+	91 - 92	N	Needs Improvement
	B	88 - 90		
	B-	86 - 87		
Average	C+	84 - 85	U	Unsatisfactory
	C	80 - 83		
	C-	78 - 79		
Below Average	D+	76 - 77		
	D	72 - 75		
	D-	70 - 71		
Failure	F	0 - 69		

The dates of report card and progress report distribution are marked on the school's monthly

calendar for parent notification. Non-custodial parents will be sent a copy of academic records (report cards) if a written request is on file and confirmed.

Report cards and progress reports are withheld when financial responsibilities to the school have not been met. These include tuition, fees, library fines or payments for lost or damaged books.

Any request of a grade change will only be taken into consideration by the principal in consultation with the teacher of record.

Athletic Eligibility

Students receiving **one** grade of **69** or below on either a Report Card or a Progress Report will be ineligible for **1 week**. Any student receiving a conduct grade of “U” will be ineligible for **1 week**. If an athlete is suspended, she/he may not attend practice or games. This suspension time is meant to prioritize coursework and improve grades. Attending practice and games does not allow the student appropriate time or focus on coursework. If a student becomes ineligible, a notification form will be sent home to verify the length and reason for suspension. Form must be returned to the Athletic Director on the following school day. Suspensions will begin immediately. The student will remain suspended from all team activities until the form is returned. The Athletic Director and the Principal will have the final word on this issue.

Absence/Tardiness/Attendance

In compliance with the Texas Catholic Conference Education Department (TCCED), Our Lady of Fatima Catholic School follows compulsory attendance laws. There are at least 180 days of instruction per school year.

School hours are from 7:00 a.m. to 3:30 p.m. Monday- Friday. Unless attending the before school program, the school offers supervision for students from 7:00 a.m. to 7:45 a.m. in the Gym, as well as from 3:30 p.m. to 6:00 p.m. Parents/guardians are expected to honor the calendar established by the school.

Students are not to be on campus at other times unless they are part of an organized activity. Students who are on campus outside of school hours must be directly supervised (visually supervised) by a parent. Students who remain on campus after pickup time will be sent to the After School Activities Program (ASAP), and all fees will apply. ASAP is available only on days of instruction as denoted in the annual calendar. Each child enrolled at Our Lady of Fatima Catholic School is automatically registered for ASAP for the convenience of the parents.

Daily school attendance is the only effective way to assure continued academic progress. **Students absent for more than 18 days of the school year for any reason may be retained at the sole discretion of the Principal.** A Principal/Parent/Teacher Conference may be scheduled to inform the parent of the Principal’s decision. School absence is categorized in the following manner:

- **Absence Due to Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office by calling and sending the

reason for the absence in writing upon the student's return. Students are responsible for makeup work and tests. These students have an equal amount of days to complete the work in order to receive a grade and not a zero. Absence of more than 3 days in a row is serious and requires a doctor's note for returning to school.

- **Family Emergency**, such as death in the immediate family and serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.
- **Absence for Other Reason:** When a student is absent from school for any reason other than illness or family emergency, the student will not be given make-up work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance days. It is the parent/student's responsibility to make sure that missed work is completed upon returning to school.
- **Tardiness:** Tardiness disrupts the learning environment for all students. Students who are not with their classes at 8:00 a.m. in the gym are tardy and must report to the school office, and the student will receive a tardy slip. Please plan to be on time to school each day. Excused tardies are those with a note from a professional office (Dr., Dentist, etc.). Unexcused tardies are parent/family related excuses. School administration may offer extra time to class in the case of citywide traffic or weather issues. Students arriving after 8:00 a.m. should be escorted to the school office by a parent.
- **Early Dismissal:** A written note by the parent/guardian is required if a student is to leave campus before regular dismissal time. A student returning to school is to report to the school office before being admitted to class. Parents picking children up early should report to the School Office, not the classroom.
- **A note explaining student absence is to be sent to the school office upon the student's return to school.**

Promotion/Retention

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects (English, math, reading/literature, religion, social studies, and science). If a student's final average is below 70 in any of the core subjects, it is at the sole discretion of the Principal as to the student's retention.

When the possibility of retention exists, the parent(s) or guardian(s) shall be notified by the end of the first semester and the student will be placed on academic probation. Confirmation of

retention shall be communicated in writing to parents.

Records

Student records are kept in the school office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested.

Non-Custodial parent/Parent Custody Rights

Non-custodial parents will be provided records of their student's progress if they request a copy in writing. This information will be shared after the custody agreement with judge's signature is presented to the principal. A fee may be charged to non-custodial parents for shipment and handling of records.

Standardized Testing

The IOWA Test will be administered to grades 1 - 8 each year during a designated testing window. These tests will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of the test during the month of May.

Use of Technology and Social Media

Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/institution community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- * Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- * E-mail capabilities may be used to facilitate distance learning projects.
- * List serves and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- *Transmission of any material in violation of any U.S. or state law, including but not limited to:

copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school/institution E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to use computers for the transmission of illegal material.

* The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes and/or passwords will also be considered a form of vandalism.

* The creation, propagation, and/or use of computer viruses are prohibited.

* The forgery, reading, deleting, copying, or modifying files and/or data belonging to other users is prohibited.

* Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.

* Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

Access to the school's E-mail and similar electronic, communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

* Unauthorized attempt to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

* All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

* The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

* Any information contained on a school computer's hard drive or computer disks which are purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of Our Lady of

Fatima Catholic School regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Communication

Effective communication between the school and home is essential for student success. The following means will be used to keep the lines of communication open. Families must notify the school office if their contact information, such as home address, phone numbers, and email addresses change. This will ensure that all families receive timely school updates and information.

Newsletter

A weekly newsletter will be published each Friday. The newsletter will also be on the school website.

Website

The school website is updated frequently and has information regarding all aspects of the school. School forms, calendars, the latest news and links can be found on the school website www.olfatima-gp.org.

IRIS

Our Lady of Fatima Catholic School uses IRIS alert to keep families informed of important events, reminders or emergency.

School Calendar

Our school calendar is posted through the school website at www.olfatima-gp.org.

Parent/Teacher

Conferences

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, Wednesday folders, written notes or letters, e-mails, and on-site meetings. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other personnel should schedule the meeting in advance by scheduling an appointment via phone call or email to the teacher. Parent communications/messages will be returned within 24 business hours. Wednesday folders will be sent home every week.

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the Fall and Spring. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students, including in the morning assembly or in the afternoon pick up line. Parents are requested to call teachers during school hours only. Teacher email and voicemail is available for communications with all staff.

Teacher and Administration/Parent

Under certain circumstances, the Teacher or Principal may request a conference. It is imperative that you answer this request. If a parent does not make an effort to confirm or reschedule a meeting and does not attend the meeting, the student may be withdrawn from the school at the discretion of the Principal and in consultation with the Superintendent.

Non-use of Electronic Devices, including Cell Phones

Cell Phones

Students are strictly forbidden to use any electronic devices on school campus without administrative/teacher approval during school hours.

Our Lady of Fatima Catholic School students may bring a cell phone to school under the following conditions:

1. Phones must be in **the OFF position from 7:00am -3:30 pm**
2. Cell phone must be turned into the Homeroom Teacher in the morning by 8:00am. The cell phone will be returned to the student before dismissal.
3. No pictures or video may be taken with a cell phone.
4. Cell phones may not be seen or visible during the school day.

Violating these conditions will result in the confiscation of the phone/electronic device. In the first offense, the student will be sent to the office and the phone/electronic device will be returned only to the parent. **A second offense will result in a \$25.00 fine.** Additional offenses will forbid the student from having a phone/electronic device in school.

Computers - Electronic Devices - Technology

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

This policy applies to communications or depictions through email, text messages, cell phone pictures, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication at the school or elsewhere, which contain one (1) or more of these characteristics:

- Being of a sexual nature;
- Threatening, libeling, slandering, maligning, disparaging, harassing or embarrassing the students, the school or members of the school community;
- Causing harm to the school community; or
- Are inappropriate social networking images.
- Inappropriate materials or language about the school, faculty and students in instant messages, blogs, social networking sites, and discussion forums **are prohibited.**

**Our Lady of Fatima Catholic School can impose consequences for
conduct occurring outside school.**

Dress Code

All students attending Our Lady of Fatima School wear a school uniform. Our Lady of Fatima Catholic School is proud of its tradition and excellent reputation. Our uniform is the symbol that makes us different from public and other schools. It is a representation of what we stand for and our mission. Therefore, students are expected to be in uniforms that are neat, clean, and proper size, as well as to exhibit mannerly behavior in their conduct with all people at all times. Students MAY NOT vary from the uniform attire. More than two infractions in a grading period will result in a student to be sent home. Participation in jeans day spirit day on Friday is contingent upon wearing the correct uniform for the entire preceding week. *School Uniforms may be purchased at Parker Uniform at 2000 W Governors Circle, Houston, TX 77092, (713)681-4045.*

www.parkersu.com

GIRLS

Pre-Kindergarten – 3rd Grade:

Jumper: Parker Uniform Company V-front navy and blue plaid jumper with Fatima patch on front left (must wear privacy shorts underneath)

Tops: White Blouse (short or long sleeve)

Socks: White knee high socks

Shoes: Black enclosed dress shoes (required for mass days); tennis shoes are optional (sole must also be black). **Pre-Kindergarten - Kinder VELCRO ONLY- NO LACES**

4th – 8th Grade:

Skirt: Parker Uniform Company navy blue plaid skirt (must wear privacy shorts underneath)

Tops: White Blouse (short or long sleeve)

Vest: Navy Blue VEST with Fatima patch on front left is REQUIRED FOR GRADES 4th - 8th

Socks: White knee high socks

Shoes: Black enclosed dress shoes (required for mass days); tennis shoes are optional (sole must also be black).

BOYS

Pre-Kindergarten – 8th Grade

Top: Parker Uniform navy and plaid shirt with Fatima patch on front left

Vest: Navy Blue VEST with Fatima patch on front left is REQUIRED FOR GRADES 4th - 8th

Pants: Navy blue slacks

Shorts: Shorts (*only PreK-3rd grades*, can only be worn during the 1st grading period and 4th grading period, but **NOT** on Mass Days)

Belt: Black or brown (not required for Pre-K - Kinder)

Socks: White crew socks

Shoes: Black enclosed shoes or tennis shoes only (sole must also be black)**(Pre-Kindergarten-Kinder VELCRO ONLY- NO LACES)**

Seasonal attire: Hoodies may be purchased from the school and worn during cold weather days in November-March and on Spirit Day Fridays / a solid navy blue cardigan or jacket with Fatima patch.

Non-Uniform: On most Fridays students are allowed to wear their School Spirit Shirt and jeans for Spirit Day, given that they have worn the correct uniform for the week. It is up to the teacher's discretion as to whether or not a student has earned a jeans day pass. **Students not abiding by the uniform code may result in exclusion from the special activity/event that day or the possibility of losing future "non-uniform" privileges such as Spirit Day.**

Dress Code Policy

- Jeans must be presentable without any rips or holes.
- School uniforms must be clean, pressed, and mended at all times.
- Shirt tails and blouses must be tucked in at all times. Shirtsleeves must be rolled down. All buttons except the collar button must be buttoned. Undershirts that are worn must be solid white without any logos or writing showing.
- POLO SHIRTS are not allowed
- The top of waist bands and belts should be easily seen.
- Belts for boys in grades 1-8 must be black or brown.
- Shoes are solid black, including black sole. NO other color will be allowed. No lights, noisemakers, or cartoon characters are permitted on shoes. Shoes must be securely fastened (Velcro, buckle, or laces).
- Socks are white knee high for girls and white crew socks for boys. "No show" socks are not acceptable. Girls may wear white tights in cold weather.
- Students in grades 3-8 must wear a uniform during P.E.
- No ink is permitted on hands or body.
- Small, non-distracting jewelry may be worn, not to exceed one (1) ring, one (1) watch, and one (1) necklace with a recognized Christian religious symbol.
- Hair must be clean and groomed at all times. Hair must be kept out of and away from the eyes. Hair color must be the student's natural color.
- Make-up, artificial nails, and nail polish are not permitted. Nails may not extend beyond the student's fingertips.
- Navy privacy shorts must be worn under all jumpers and skirts.

Asbestos Information

In accordance with AHERA:

Our Lady of Fatima Catholic School along with other schools in the Archdiocese of Galveston-Houston has completed an asbestos management plan that has been submitted to the Texas Department of Health. A copy of this management plan is available for public review (with at least 5 days written notice) at the parish office during business hours, 8:00 a.m. - 4:00 p.m., Monday through Friday.

If you have any further question, please contact:

Our Lady of Fatima Catholic School

Office of Risk Management

1702 Ninth Street
Galena Park, Texas 77547
713-674-5832

Archdiocese of Galveston-Houston
1700 San Jacinto
Houston, Texas 77002 713-659-5461

Beginning and Dismissal Times

Daily Schedule

Schedules are posted outside of the teacher's classroom. All schedules meet the requirement of the Texas Educational Agency and the Texas Catholic Conference Education Department (TCCED)

AM Extended Day	7:00 - 7:45AM
Morning Prayer/Assembly	8:00 - 8:05AM
PM Extended Day	3:30 - 6:00PM
Dismissal PreK - 2nd	3:00 - 3:15PM
Dismissal 3rd – 8th	3:15 - 3:30PM
School Mass-Wednesday	8:30AM

Drop-off/Pick-up Procedures

All students at Our Lady of Fatima are dropped off in the morning or picked up by car at the end of the day, unless they are walkers. The following procedures are in place to insure the safety and security of each child.

Drop Off in the Morning

- A staff member will be at the front gate to greet your child from 7:30 - 8:00. ***DO NOT PARK IN FRONT OF THE SCHOOL AND WALK YOUR CHILD INTO THE GYM.***
- If you do want to escort your child into the school, park in the church parking lot and cross the street.

Pick Up After School

- Pick up line will be along 9th Street at the gate and extend around the corner to Parkside. A teacher and aide will escort your child to the car. ***DO NOT GET OUT OF THE CAR TO COME INSIDE THE BUILDING.*** If you need to come inside, park in the parking lot. There is no parking in front of the school.
- Do not expect to check your child out early to avoid the car line. Students ***WILL NOT BE RELEASED EARLY AFTER 2:45pm.*** They will need to stay until dismissal. If you have scheduled an appointment, you will need to check them out BEFORE 2:45pm.
- Walkers will be released at 3:30pm, after dismissal has concluded; for the safety of the students.

Parents are required to remain in the car at all times. Students will be called by name during dismissal and placed in cars by a staff member. At no time are parents allowed to park across the street and walk students to the car. Students not picked up by 3:30 pm will be dismissed to Extended Day and parents may pick them up there. Charge for Extended Day will begin accruing at 3:35 pm.

The gates and front door will remain locked during the school day for the safety of our students and faculty. Visitors are welcome to ring the doorbell and check-in to verify if VIRTUS trained. Visitors that have been approved will receive a Visitor's Badge.

Incident Weather/Emergency Dismissal

In the event of emergency dismissal or unscheduled holidays, the Archdiocesan policy is for Catholic Schools to follow HISD's and GPISD's decision about closing school in inclement weather. Should an emergency situation involve only Our Lady of Fatima Catholic School, room representatives/Principal will contact school families. An Emergency Contact System (IRIS) will notify families through cell phone, home phone and by email. We must have the most current email addresses and cell phone numbers for your family on file.

Parents/guardians are cautioned to exercise their judgment in situations, which may only affect their local neighborhoods (such as flooding). In such instances, children may be released early to parents/guardians to insure their safe arrival home. In the event the school is forced to close for an emergency or weather event, the day(s) missed will be made up during the school year at the discretion of the Pastor and the Superintendent.

Child Abuse

Our Lady of Fatima Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Before/After School Program

Our Extended Day Program offers students after-school enrichment activities conveniently located on our campus, allowing students to complete their homework assignments and engage in learning activities in a variety of subject areas beyond the traditional school day. As a family of families, we know that a parent or guardian's daily schedule may not be conducive to early release days and frequently extends beyond school hours. Our OLF community is committed to providing a safe place where students can feel at home even after the school day ends.

Our Extended Day Programs will begin the first day of school, and will be held on every regular school day. The After School Program will NOT be held on days when school is dismissed early unless specified.

2017-2018 Before/After School Rates

Before School

Hours: 7:30 AM until 7:45 AM; Rate: Free

After School

Hours: 3:30 PM until 6:00 PM

Rate:

\$5.00 per day for one child	\$15.00 per day for 3 children
\$10.00 per day for 2 children	\$20.00 per day for 4 children

After School

Families will be billed monthly for the After School Program, only if your child uses these services. A statement of the previous month's charges will be sent home the first week of each month. These charges are due upon receipt of this statement. If these charges are not paid in a timely manner, your child's continued attendance in the After School Programs may be jeopardized.

****IF A CHILD IS LEFT PAST 6:00 PM, AN ADDITIONAL CHARGE OF \$1.00 PER MINUTE, PER CHILD, WILL BE CHARGED. THIS ADDITIONAL CHARGE IS TO BE PAID IN CASH TO THE AFTER SCHOOL PROGRAM CAREGIVER AT THE TIME THE CHILD IS PICKED UP.***

If a child is left past 6:00 PM more than once, the child's continued attendance in the Before and After School Program may be jeopardized. The Principal will have the final ruling on whether a child may or may not continue in the program.

All students attending the Before and After School Programs will be expected to follow the rules and guidelines outlined in the current Parent/Student Handbook of Our Lady of Fatima Catholic School. Failure to comply will result in withdrawal of the student.

Lunch Visitation Policy

Lunches are provided by a vendor. (Eligibility Forms will be sent home annually to determine eligibility for reduced pricing) Parents that are approved through VIRTUS training will be allowed to have lunch on occasion with their children (at the Guest Table) and should register as a visitor with the school office upon entering campus. Thus, **fast food lunches may not be brought into the school** and served during the lunch period. Parents and visitors may eat food from the school cafeteria at a Guest Table with their child. All lunches must meet the Texas Department of Agriculture Nutritional Guidelines and the federal requirements. The requirements for the lunch program are available on the school website. Parents shall not leave campus with their child to have lunch.

Birthday/Celebrations Policy

On a child's birthday, he/she can be out of uniform. If a birthday falls on a weekend, he/she may be out of uniform on Friday. Summer birthdays will have a scheduled out-of-uniform day in May.

In order to follow the Archdiocese lunch program regulations, birthday snacks (prepackaged individually) must be distributed at the end of the day, this means that the snack cannot be given out in the lunchroom during the students' lunch time, or during instructional time. Teachers cannot accommodate food items that need to be cut and served, such as cakes, large cookies, and donuts. Recognize that while we are trying to accommodate the tradition to honor a child's birthday, at the same time, we must follow the mandates given to us.

As a courtesy to students, all invitations to parties not related to school must be given to ALL students in the class at the end of the instructional day; otherwise, invitations should be handled away from school. Sending balloons, flowers, etc., to school is discouraged.

Visitors

All visitors must be approved through VIRTUS and must check-in with the school front desk prior to entering the school area.

Discipline Code

Rules/Consequences/Exceptions

The maintaining of discipline in the Catholic schools is to help the students achieve habits of self-discipline. Teachers, parents and students are expected to conduct themselves, whether inside or outside school, or at sponsored activities, in a manner befitting the stated philosophy, expected behaviors and reputation of a Catholic school.

Unacceptable behavior subverts the Mission of Our Lady of Fatima Catholic School and threatens the educational experience and the well-being of all affected persons. Whether occurring within or outside the school, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student, staff member, volunteer or parent can be subject to the full range of disciplinary consequences, including expulsion, termination, revocation of the volunteer's services, or being asked to withdraw their student from the school.

Rules and Regulations

In establishing appropriate disciplinary regulations, the following guidelines are to be used accordingly:

1. Students will keep hands, feet, and objects to themselves.
2. Students will exemplify courtesy and respect for all.
3. Students will do their BEST in all endeavors
4. Students will help to keep the school safe and clean.

Consequences

Minor discipline infractions are generally handled in the classroom by the teacher and may include: moving to another seat, moving to another class, missing time during recess, eating lunch alone, parent phone call.

All corporal punishment (for example, but not limited to, spanking, dragging, shaking, slapping, pinching, etc.) shall not be used under any circumstances in Our Lady of Fatima Catholic School.

Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is not permitted. Such actions by a teacher or staff member may warrant immediate termination.

*Exception: Reasonable physical contact with a student may be applied in situations of a direct threat upon an employee of the school or when defensive action is necessary by the employee to prevent physical harm to the student and/or employee.

Serious Consequences

A student is subject to removal from class, suspension, expulsion and/or referred for prosecution if he or she:

- Possesses or uses controlled substance or illegal items
- Possesses or uses a chemical substance;
- Sells or dispenses illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana, or a controlled substance);
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana, or controlled substance; or misuses or overdoses on prescription or over-the-counter medication.

Upon discovery of a drug-related situation stated above, the principal reports the incident to the superintendent, and notifies parents/guardians immediately, and requests a conference.

After a conference with the parents/guardians and student, the student is subject to removal from class, suspension, expulsion, or referral for prosecution.

Recommendations to the Parents/guardians are made for evaluation and possible treatment for the student.

Discipline Consequences

Since our school is a PK-8 campus, consequences will be administered with respect to the age and maturity level of the student.

Disciplinary options of which one or more may be used:

- Verbal reprimand;
- Seat assignment change;
- Extra assignments to be done at home;
- Teacher/Student conference;
- Parents/Guardians contact via phone call, note or conference;
- Conference with intervention team assigned to the individual grade level i.e. (administrator, teacher, student, parent(s) and any other appropriate personnel);
- Behavior contract;
- Supervised campus or community service assignment while serving detention;
- Time-out in another classroom until the completion of the assignment or time limit;
- Confiscation of a prohibited nuisance item;
- Morning detention;
- Lunch detention;
- After-school detention;
- Saturday school detention;
- In-class disciplinary action;
- Exclusion from extra-curricular activity;
- Grade penalty for copying, plagiarism and/or cheating;
- In-school or Out- of-school suspension;
- Exclusion from Field Trip;
- Involvement of law enforcement;
- Restoration or restitution; (as applicable)
- Removal of student from classroom;
- Withdrawal of various student privileges;
- Other appropriate disciplinary options as deemed necessary by the administration;

Service projects;

Expulsion;

*Law enforcement will be contacted if the behavior warrants such action.

Disciplinary Probation

A student's continuous misbehavior may result in being placed on disciplinary probation by the principal. The principal will determine the length of the probation and notify the teacher, student and parents of the reasons for the terms of probation. Probation may occur in class or in a setting of in-school suspension. During the probation and at the end of the probation, the parents will be informed of the student's progress. At the conclusion of the probation, the principal, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the principal may consider other actions. If a problem persists, the child may be removed from classes until parents attend a conference with the teachers and/or the principal.

Suspensions and Expulsions

The following offenses committed by students are potential reasons for suspension or expulsion, pending a Principal's conference with the parent(s) and/or guardian(s). Suspensions over five (5) days and expulsions shall require the approval of the Superintendent.

It is impossible to list all of the behaviors which may be deemed unacceptable; however, the following are major offenses that will not be tolerated at St. Somebody Catholic School and will result in an office referral and may lead to suspension or expulsion:

- Use, sale, distribution, or possession of real or fake: tobacco, alcohol, weapons, drugs, or other illegal/controlled substances and other items
- Defiance of authority in word or deed by students or parents
- Defiance of authority by passive refusal to follow the rules or policies of the school
- Destruction or vandalism of school property (In each instance, restitution will be paid to the school to repair or replace the property)
- Serious theft or dishonesty
- Use of crude, sexual, or offensive language or possession of such materials
- Serious or continuous disruptive behavior
- Acts or threats of aggression or violence or any instance of bullying or harassment
- Acts of sexual harassment
- Violation of internet code of ethics or the acceptable use policy
- Photographing or video-recording students or school personnel without permission
- Habitual unauthorized absences or tardiness
- Failure to follow the Honor Code
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.

Complaint/Appeal

Grievance Procedure – Complaint/Appeal

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not settled to the parent's satisfaction, the parent may send a formal letter of complaint to the principal within five (5) working days following the occurrence of the event on which the complaint is based. Please contact the principal for a copy of the Archdiocese's current appeals process/complaint procedure for further details.

Bullying/Harassment/Cyber-bullying

Bullying

Our Lady of Fatima Catholic School believes that as Catholic Christians everyone has the right to be treated with respect. School administration and staff work to prevent harassment in all forms, including bullying and cyber-bullying. Bullying is often hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied and the bully hides their actions or defends it as play or normal "joking". Bullying is defined by a power imbalance between a bully and their target. This power can be derived from physical size, strength, popularity, gender or verbal skill. Bullying can happen physically, emotionally, socially or via technology called cyber-bullying. Bullying involves repeated acts of physical, emotional or social behavior that are intentional, controlling and hurtful. Bullying persists even when the target has asked for it to stop. Bullying is a learned behavior that is either direct or indirect. Direct bullying is usually seen and felt readily; examples might be: shoving, kicking, intentionally scaring or physically intimidating someone. Indirect bullying is also called relational aggression. It is difficult to identify and more difficult to remedy. Examples of relational aggression include: spreading rumors, teasing, exclusion and name calling. Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Our Lady of Fatima Catholic School will not tolerate any form of bullying. Students are encouraged to report any incident of harassment to their teacher, counselor, principal, or any school staff. At Our Lady of Fatima Catholic School we use a three tiered process to combat the destructiveness of bullying and to promote kindness and good social skills.

The three tiers are as follows:

Level One Intervention

If a child is accused of bullying the accusation will be addressed by the classroom teacher and an educational remedy is put into place. Most of the time, students do not know that their behavior is hurtful to others. Society has evolved into a much more verbally critical and sarcastic environment and sometimes educating children to appropriate and loving interactions with one another is all that is needed.

Level Two Intervention

If a child is accused of bullying a second time the school counselor will be invited to assess the situation with the teacher. Sometimes this means having individual counseling and/or a classroom guidance lesson on what bullying is and how to interact in a kind and assertive manner.

Level Three Intervention

If a child is accused of bullying a third time a referral is made to the Principal to begin the discipline process. The parents will work with the school to develop a plan of action to help the student develop their social skills and to eliminate all bullying activity. The Principal reserves the right to develop any individualized behavior plan that is seen as necessary to ensure the physical and emotional safety for all the students. Continued bullying may result in further disciplinary action, up to and including expulsion.

Harassment

Harassment, as defined for Our Lady of Fatima Catholic School, is that which is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or that which creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school and parish faculty, parents and visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently and action taken may range from a disciplinary report to expulsion from the school and in some cases, legal action. Should anyone become a victim of or witness harassment, the following steps should be taken:

- 1) Immediately notify someone in authority, such as teacher, principal, or priest.
- 2) After reporting the harassment, keep the information confidential.
- 3) If necessary, write an account of what happened for future reference.

Our Lady of Fatima Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, online, at school or even after school hours) face detention, suspension and/or expulsion.

Harassment - Sexual

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.

- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies, or play.
- Retaliation for having reported or threatened to report sexual harassment.
- Obscene comments of a sexual nature can be deemed as sexual harassment.

Blogs/Social Networking

Engagement in online blogs and social media sites may result in disciplinary actions if the content of the parent/student's blog or social media includes defamatory comments regarding the school, the faculty, other students or the parish.

Extra-Curricular Activities

A number of extracurricular activities are available to Our Lady of Fatima Catholic School students, ranging from sports to clubs. These activities are not part of the established school curriculum and student participation is completely voluntary. At Our Lady of Fatima Catholic School, participation in extracurricular activities by students is a privilege, not a right. Our Lady of Fatima Catholic School set forth a number of requirements which must be complied with in order to become and remain eligible for participation, and each coach, advisor or facilitator may establish and enforce standards of behavior applicable to the particular activity. Eligibility to participate in extracurricular activities may be suspended for violation of these requirements.

Field Trip Policies/Forms

Field trips serve the instructional program by utilizing the educational resources of the community that supplement classroom work. To keep with the class's instructional objectives, teachers plan the field trips. Some field trips are held here on campus. Participation in field trips is a privilege and can be denied to students who fail to meet behavioral requirements. Parents or guardians are required to sign a permission and liability release form in order for the student to participate. Students are not allowed to attend a field trip without this written permission from their parents or guardians. A note or phone call cannot be substituted for this form. Teachers verify and set the number of parents or guardians needed to chaperone during field trips. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under the jurisdiction of a teacher. Parents must also meet additional requirements and be cleared by the VIRTUS system. Siblings of students participating in class field trips may not attend the outing. Students may only be transported to the designations indicated on the field trip permission forms. All adults interacting or responsible for chaperoning students must be VIRTUS trained.

Safety

Unlicensed Drivers

Unlicensed drivers are not permitted to drive on the property or campus of Our Lady of Fatima Catholic School or Parish.

Fire Drills

State Law requires that fire drills be held monthly. Additional drills for sheltering in place and inclement weather are run during school hours as deemed necessary by the administration.

Parent Involvement

Service Requirements

Our school requires that each School Family contribute 20 hours of their time during the school year. If you are unable to contribute the required time, we will accept payment of \$10.00 for each hour not contributed.

Hours may be earned in the following ways:

- Helping in the classroom during the school day or after school
- Working in the Library or Cafeteria
- Making copies or bulletin boards for teachers
- Chaperoning a field trip (parents will only receive volunteer credit hours if they are chaperoning a group assigned by the teacher. This does not mean showing up just to spend time with your child on the trip.
- Working a school/parish event (This does not just mean sending in food or drinks)
- Building or repair work done at school
- Serving as a tutor or volunteering during an after-school program.
- Assisting with monthly All School Sunday Masses

Any adult volunteering on a regular basis and/or unsupervised contact with students must first attend the **VIRTUS “Protecting God’s Children”** training offered by the Archdiocese and also complete a background check before starting their volunteer service.

Volunteers include, but are not limited to the following:

- Room Parents
- Library Volunteers
- Field trip Chaperones
- Classroom Volunteers
- Classroom Party Volunteers
- Office Volunteers
- Special Events Volunteers,
- Extra-curricular Volunteers

You may go to www.virtus.org to set up a login id and register for training sessions. (Go to Galveston-Houston to find the locations for the trainings.) The original workshop expires every five (5) years and a refresher course, “Keeping the Faith Alive,” will need to be taken.

Fundraising Events

Our Lady of Fatima Catholic School parents and guardians must participate in all fundraising activities. The family obligation for the 2017-2018 School Year will be \$400 for the Fall and Spring Festival raffle tickets. After fulfilling the \$400 obligation, the family can opt to apply additional raffle ticket sales to their tuition. Selling of raffle tickets expires on the day of the corresponding festival.

The Role of School Organizations

School associations and organizations are under the direction and leadership of the school principal. To provide sound structure by-laws should be established for associations and organizations. All organization funds belong to the school and are managed by the principal through the school account number. No separate account numbers are allowed. The principal must approve all fund disbursements. Formation of these organizations, as well as the continuance of them, is solely at the discretion of the principal.

- ***Parent/Teacher Organization:*** Parent Teacher and/or Home School Organizations under the leadership of the principal provide parents and educators a vehicle to foster collaboration in educational and social endeavors. The principal must approve all fund disbursements.
- ***Booster Club Organizations:*** Booster Club Organizations under the leadership of the principal assist schools in providing appropriate athletic competition for students. The principal must approve all fund disbursements.

Use of School Grounds and Facilities

Outside of school hours, all use of the school's grounds and facilities is at the discretion of the Pastor.

ESTUDIANTES CON NECESIDADES ESPECIALES

Declaración Introductoria

En consonancia con el contenido del documento de la Iglesia, *Para Enseñar Como lo Hizo Jesús*, y la Declaración Pastoral de los Obispos de Estados Unidos, *Las Personas con Discapacidad*, la Arquidiócesis pretende incluir a los estudiantes con necesidades especiales en nuestras escuelas en la medida en que la necesidad de tales estudiantes pueden cumplirse dentro del alcance de los programas y los recursos ofrecidos. La Oficina de Escuelas Católica es consciente de que no es realista para servir a todas las categorías de los estudiantes con necesidades especiales. Sin embargo, la escuela católica Our Lady of Fatima Catholic School y otras Escuelas Católicas son conscientes del hecho de que la admisión de los estudiantes con necesidades especiales debe ser considerada y revisada de forma individual.

Referencias Legales a Los Servicios Especiales

La ley federal conocida como el Acta para la Educación de Individuos con Discapacidades (Individuals with Disabilities Act, o IDEA) requiere que los distritos escolares locales localizar, identificar y evaluar a todos los estudiantes de escuelas privadas que se sospecha tener una discapacidad (para Our Lady of Fatima Catholic School, el distrito local es Galena Park ISD). Este proceso de Identificación de Niños (Child Find) debe llevarse a cabo en consulta con los representantes de las escuelas privadas para garantizar el acceso equitativo para los estudiantes de escuelas privadas. En IDEA, estos niños son identificados como "niños paternalmente colocados en escolares privadas con discapacidad", y los beneficios disponibles para ellos son diferentes de los beneficios para los niños con discapacidades matriculados en escuelas públicas.

La Ley de Rehabilitación de 1973, Sección 504 (con frecuencia denominada Section 504), establece que ninguna persona calificada con una discapacidad será, únicamente en razón de su discapacidad, ser excluido de la participación en cualquier programa que reciba asistencia federal. Educadores Católicos se esfuerzan por reconocer y abordar las necesidades de todos aquellos que buscan una educación Católica. Dentro de nuestros recursos, Our Lady of Fatima Catholic School y otras escuelas Católicas ofrecerán servicios a los estudiantes elegibles con necesidades especiales, cuando sea posible. Sin embargo, las escuelas privadas no están obligadas a alterar significativamente sus programas, bajar o sustancialmente

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Los Registros de Los Estudiantes con Necesidades Especiales

Todas las evaluaciones / informes psicológicos y educativos con respecto a las pruebas de las necesidades especiales de los estudiantes recibidos de las escuelas públicas, personas o agencias se envían a la escuela Católica Our Lady of Fatima Catholic School, bajo petición. Estos registros se mantienen en la escuela por un período de siete (7) años después de la salida del estudiante. Estos registros se guardan en un archivo seguro y zona accesible sólo para el director, el especialista en intervención, el consejero de la escuela, y cualquier otro miembro del personal apropiado que trabaja con el niño en su día académico. Los padres pueden ver el e modificar sus normas para dar cabida a un niño con necesidades especiales. Instituciones educativas privadas sólo están obligadas a hacer ajustes y acomodaciones menores para dar cabida a los estudiantes elegibles.

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Criterios Para la Aceptación de Estudiantes con Necesidades Especiales

Al hacer una determinación en la admisión de un estudiante en particular, la escuela revisará la capacidad del niño para satisfacer académica, de comportamiento de la escuela, y las calificaciones físicas. Cada escuela Católica determina su capacidad para satisfacer la necesidad del estudiante solicitante. Se tendrá en cuenta lo siguiente:

- El estudiante demostrada capacidad para cumplir con los requisitos de nivel de grado;
- Registro de la capacidad del estudiante para seguir las reglas y regulaciones de la escuela; y
- Capacidad de los alumnos para cumplir con los requisitos físicos de asistencia.

Servicios de Our Lady of Fatima Catholic School Para Necesidades Especiales de los Estudiantes

Nuevos Estudiantes - Cuando la Oficina de Admisión o al director se le notifica que un estudiante entrante puede tener necesidades especiales de aprendizaje, los directores de la escuela apropiada revisará evaluaciones académicas, sociales, médicas y psicológicas para determinar si el solicitante puede inscribirse para estudiar, con o sin su discapacidad. Si el solicitante está calificado para la inscripción, el director y Especialista en Intervención determinará entonces si

las acomodaciones razonables se pueden hacer con el programa educativo que dará cabida a las necesidades del estudiante. Si se determina una admisión de la escuela comenzará los procedimientos con los padres para discutir un Plan de Adaptación Católica (*Catholic Accommodation Plan*).

Los Estudiantes que Actualmente Están Inscritos - Si un maestro (o padre) está preocupado por el progreso académico, de comportamiento o emocional de un niño y se siente puede ser necesario una evaluación, él / ella necesita hablar con los padres / familia, el director, y luego cumplir con el especialista en intervención tan pronto como sea posible. Trabajamos como un equipo para hacer lo que es mejor para el niño y hablar de:

- El estado educativa actual del estudiante, incluyendo los registros de asistencia, calificaciones, los datos de evaluación y observaciones en el aula;
- Esfuerzos y estrategias educativas anteriores proporcionados para los estudiantes y los resultados;
- Documentación de los últimos exámenes de la vista y el oído;
- Inventario general de la historia de salud; y
- Otra información proporcionada por los padres o maestros.

Se espera que los padres de revelar cualquier información pertinente que nos puede ayudar en la educación del estudiante. El director y el personal es responsable de recomendar alternativas educativas y / o la referencia al distrito escolar local y / o agencia privada de elección de los padres para una evaluación adicional. En algunos casos, la escuela Católica puede no tener los

Las Expectativas de Éxito Para las Necesidades Especiales del Estudiante

Se utilizarán todos los recursos de la escuela disponibles para promover el éxito del estudiante. Las líneas de comunicación se mantienen abiertas para informar a los padres del progreso de los estudiantes en todas las áreas. Las preocupaciones acerca de un estudiante serán tratados inicialmente por el maestro y los padres. El éxito escolar sólo puede alcanzarse mediante la cooperación entre los padres y los educadores. Se espera que los padres de revelar cualquier información pertinente de los recursos privados (diagnósticos y recomendaciones) que serían de valor educativo específico en la programación adecuada para sus hijos. Si se determina que los recursos de la escuela no puede satisfacer las necesidades de un estudiante, o si el padre (s) deja de actuar sobre las recomendaciones de la escuela para recibir la evaluación diagnóstica, el director puede solicitar el retiro del estudiante o negar la admisión para el año siguiente.

Acomodación para Estudiantes con Necesidades Especiales

El propósito de un acomodación de cualquier tipo es proporcionar la instrucción apropiada de acuerdo a las necesidades especiales del estudiante individual. Como resultado de una evaluación de diagnóstico, un estudiante cumple con ciertos criterios para calificar para acomodación a su trabajo escolar. En muchos casos, las acomodaciones (cambio en los métodos de instrucción) se pueden hacer en la clase para alumnos con necesidades especiales o para los estudiantes con dificultades. Los estudiantes que son diagnosticados con una diferencia de aprendizaje o que son diagnosticados con una necesidad especial a través del sistema de educación pública, los médicos privados, o a través de agencias especiales pueden ser referidos para asistencia especial con el Especialista de Intervención después de la administración tienen la verificación de las acomodaciones recomendadas para el estudiante. (Modificaciones curriculares no se proporcionan

porque las modificaciones requieren alteraciones de los objetivos curriculares.) El número de sesiones de intervención por semana, duración de las sesiones, y los objetivos serán determinadas por el especialista en intervención, el director y maestro de la clase después de toda la información disponible ha sido revisado.

La Evaluación Estandarizada de Estudiantes con Necesidades Especiales

Evaluaciones estandarizadas es uno de los medios de evaluación de rendimiento de los estudiantes. Todos los estudiantes en la Arquidiócesis participan en el programa de evaluación estandarizada. Los estudiantes con discapacidades identificadas a través de IDEA pueden requerir acomodaciones especiales. Estas acomodaciones se deben ofrecer sobre una base semanal a través del maestro de la clase. Estas disposiciones de ensayo deben planificarse con antelación a través de una reunión con el especialista en intervención. Cualquier ajuste sobre la evaluación estandarizada debe ser solicitado a la Oficina de Escuelas Católicas a través de petición especial en la forma apropiada.

SPECIAL NEEDS LEARNERS AND REFERRALS

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Our Lady of Fatima Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

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

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

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Our Lady of Fatima Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

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

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

Our Lady of Fatima's Services for Special Needs Learners

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

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

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

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

appropriate educational program for the child.

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

Student Success Expectations for Special Needs Learners

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

Accommodations for Special Needs Learners

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

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Intervention Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

This handbook is subject to change.



*Dear Lady of Fatima,
we come on bended knee,
To beg your intercession
for peace and unity.*



*Dear Mary, won't you show us
The right and shining way?
We pledge our love and offer you,
A Rosary each day.
You promised at Fatima,
Each time that you appeared.
To help us if we pray
to you to banish war and fear.*

*Dear Lady, on first Saturday,
we ask your guiding hand.
For grace and guidance here on earth.
and protection for our land.*



PLEASE TEAR OFF
THE LAST TWO
PAGES
&
RETURN
TO THE
SCHOOL OFFICE.



PARENT-STUDENT HANDBOOK ACKNOWLEDGMENT FORM 2017-2018

Dear Parent/Guardian:

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



Our family has discussed the Our Lady of Fatima Catholic School Parent-Student Handbook. We agree to follow the school procedures, regulations and policies covered in this Handbook for the School Year 2017-18.

Print Family Last Name

Parent Signature Date

Parent Signature Date

Student Signature Grade Date

Student Signature Grade Date

Student Signature Grade Date



MEDIA RELEASE FORM 2017-2018

I hereby grant permission to Our Lady of Fatima Catholic School to allow my child/children, to be photographed, videotaped, interviewed, or posted through images on the parish/school website and other printed material such as newsletters and yearbooks.

It is my understanding that this photograph/interview or portions thereof will be used for public view and for teacher training purposes. Images will not be bought or sold.

I agree to participate without financial remuneration, and I understand that this releases Our Lady of Fatima Catholic School, and the Archdiocese of Galveston-Houston from any future claims as well as from any liability arising from the use of said photograph/interview.

Print Family Last Name _____

Name of Child _____ Grade: _____

Name of Child _____ Grade: _____

Name of Child _____ Grade: _____

Signature of Parent/Guardian: _____

Date: _____