

Our Lady of Fatima School
801 North DuPont Boulevard
New Castle, Delaware 19720
Phone 328-2803 Fax 328-1572
www.olfschool.com

September 2010

Dear Parents/Guardians,

Please take the time to read this handbook. It contains most of the information you need with regard to the policies, rules, and regulations of Our Lady of Fatima School. If you have any questions, please feel free to contact the school office.

Sincerely,

The Faculty and Staff of
Our Lady of Fatima School

All parents are asked to return the form below indicating that they have received the Our Lady of Fatima School Handbook and have agreed to support the enforcement of the rules and regulations.

Family Name: _____

Children: _____ HR# _____

_____ HR# _____

_____ HR# _____

_____ HR# _____

I have received and read the Our Lady of Fatima School Handbook and I agree to support the enforcement of these rules and regulations.

Date: _____

Parent/Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

THE PARISH AND THE SCHOOL

A Model of Cooperation

The cooperative role that exists between the parish and school at Our Lady of Fatima has great historic significance. Within a year after the establishment of Our Lady of Fatima Parish, the founding pastor, Reverend Edmund J. McDonough and his parishioners recognized the integral part the parish would play in educating their children. So began a journey that was seen not as an expense but rather an investment in the future of the parish.

Providing Catholic education for their children has never been an easy task for parishioners and parents alike. However, the overwhelming support of the clergy, religious, and lay people has created an environment that continues to preach the Good News to the children. Support of the school from within the parish community significantly manifests itself in the unique opportunities the parish gives the school to grow and expand. Likewise, a cooperative attitude from school families toward their parish continues to revitalize the overall community spirit that exists. It is through this spirit that we have learned the wisdom, importance, and necessity of working with and for each other.

The administrators, staff, and faculty of the parish and the school work to continue the efforts of the parishioners and parents to provide a Catholic education. The pastor, who is ultimately responsible for the pastoral care of the parish and school community, along with the other clergy, plays an active role in the daily life of the school. The principal, along with faculty and staff, recognizes the personal role that must be played in building a community of faithful young parishioners whose service to the parish community will continue to strengthen and grow as they build up the Kingdom of God.

The entire community of Our Lady of Fatima exists because all are bonded in the desire to teach the children the beliefs and traditions of our Catholic faith. Together, parishioners, school families, clergy, religious, lay people, and children allow this teaching to continue from one generation to the next. Together we share in the overall community that is Our Lady of Fatima.

MISSION STATEMENT

Guided always by the Gospel message and in harmony with the parish community, Our Lady of Fatima School gives our students the knowledge, skills, and values to further the Catholic ideals of faith, service, peace, and justice, teaching our students to embrace differences and to love and serve God and our neighbors.

BELIEF STATEMENTS

We believe that:

- Our Lady of Fatima School reflects the teachings of Jesus Christ, providing a safe and loving learning environment with a common and consistent set of values.
- For optimal success in Our Lady of Fatima's school mission, teachers, parents, and administrators must join together in meeting the spiritual, educational, physical, and emotional needs of our children.
- Our Lady of Fatima School reflects and supports the mission of the parish community.
- Our Lady of Fatima School prepares children for a lifetime of service to God and our neighbors throughout the world.
- Early entrance into Our Lady of Fatima School allows for greater assimilation of Catholic values and teachings.
- Our Lady of Fatima School provides quality preparation for student success at the secondary level.
- Our Lady of Fatima School provides a broad curriculum that fosters creativity and exploration among students and teachers.
- Our Lady of Fatima School promotes the integration of technology into all curriculum areas and administrative tasks.

PARENT/GUARDIAN RESPONSIBILITIES

Parents, you are the first to communicate the Faith to your children and the first to educate them.

The school and parents/guardians must work together to communicate the Christian faith and values. For this reason, the school must have the full support of the parents/guardians.

Parents'/guardians' responsibilities are:

1. to support all policies set by the school
2. to be aware of the academic and religious programs offered by the school
3. to enforce school rules as necessary in the home
4. to report to the school office upon entering the building
5. to communicate with the teacher when in doubt as to the child's performance or behavior
6. to sign out and provide transportation for students immediately following a detention or extra-curricular activities
7. to support all volunteer programs initiated by the school
8. to provide absence notes, late-arrival excuses, or early dismissal requests for their children; also parents/guardians must sign in a child when late
9. to return promptly any forms or papers issued by the principal or teacher
10. to attend meetings of the Home and School Association
11. to take part in sacramental programs set by the parish
12. to attend parent conferences on request and schedule additional conferences by phone or letter
13. to call the school immediately if the child develops a communicable disease other than a common cold
14. to notify the school immediately of any changes in an address, telephone number, type of transportation, or custody status
15. to make the necessary arrangements for summer school in the event of their child's academic failure in a major subject area

TEACHER RESPONSIBILITIES

Teacher responsibilities are:

1. to read and be knowledgeable of diocesan teaching policies, evaluations, and procedures
2. to teach all subjects assigned by contract
3. to teach from prescribed texts and, whenever departing from these texts, to inform the principal for approval of enrichment materials
4. to hand in lesson plans to the principal regularly
5. to perform all assigned teacher duties
6. to be responsible for the safety of all students while they are in their classrooms or in the school building
7. to be in the classroom thirty minutes before school begins and for at least forty-five minutes after school has been dismissed
8. to follow the school's discipline policy
9. to encourage students to act with respect toward peers and authority
10. to model and lead in showing Christian love and respect for each student
11. to welcome and address fellow teachers, staff, students, and visitors to the school with due respect and courtesy
12. to provide a variety of prayer experiences for students
13. to attend all meetings required by the school and the parish
14. to attend all parent/guardian conferences and provide parents/guardians with students' progress reports
15. to inform parents/guardians of the students who are being detained in school for discipline or for other reasons
16. to notify parents/guardians of those students who must attend summer school for failures in major subjects

STUDENT RESPONSIBILITIES

Students are required:

1. to obey all classroom and school rules, including those related to the library, gym, music room, and school yard; to knock on office and classroom doors before entering, remaining outside until asked to enter
2. to attend all classes and actively participate
3. to do all work assigned by the teacher, both in the classroom and at home
4. to return on time any papers issued by the principal or the teacher
5. to address all teachers, staff, and any visitors to the school with due respect using their proper titles
6. to dress according to the school dress code
7. to treat fellow students with Christian love and respect
8. to move about the school, including entering and leaving, in an orderly and organized manner recognizing that adults have the right of way in the hallways, going through doorways, and on the playground
9. to remain on school property from time of arrival in the morning until time of dismissal
10. to obey bus safety rules
11. to attend any detentions issued
12. to sign in at the office when tardy, before reporting to the homeroom
13. to hand in all messages sent into school by parents/guardians
14. to accept responsibility for personal belongings, and also to have respect for property belonging to others and to the school

BUSINESS HOURS

The school office is located on the first floor. All parents/guardians and visitors must report to the office upon entering the building and sign in.

The school is open weekdays from 7:30 A.M. until 3:30 P.M. The school is not open on Saturdays, Sundays, holidays, nor after an early dismissal.

WEATHER AND OTHER EMERGENCY CLOSINGS

On days when the weather is bad (snow, ice, etc.), all information regarding school closings or late openings will be announced on the radio by 6:30 A.M and posted on the diocesan web page at www.cdow.org. The announcement "All Catholic Elementary Schools" applies to the school. We ask you to listen to the following radio stations on such days: WJBR - WDEL - WILM - WSTW. In addition, a SchoolReach message will be sent to your home phone.

Please do not call the rectory, school, or the homes of faculty members as our information comes from the radio or web page also.

ARRIVAL - DISMISSAL TIMES

Students will not be permitted to enter the school building before 7:30 A.M. Students arriving between 7:30 and 7:40 are to report to their classrooms and remain seated outside the classroom door. Students arriving prior to 7:30 are to report to the After School Program. A \$5.00 fee will be charged and is payable upon arrival. Students must be in their classrooms prior to the 7:55 bell in order to avoid being marked late. Late students must report to the office with their parent/guardian to be signed in and to get a late slip. Students are to be picked up no later than 3:15 P.M. **Any student waiting for a ride after 3:15 P.M. will be sent to the After-School Program where a fee will be charged.**

TELEPHONE USE

Please make only necessary calls to the office. Students' use of the school telephone is permitted for emergency calls and only with the direct permission of the school administration.

CELL PHONE USE

Parents/Guardians and Visitors

All cell phones are to be placed on silence upon entering the building. **Parents/guardians and visitors are asked not to use their cell phones in the school building.**

Students

Cell phone use by students is not permitted in the school building or on the school property before, during, or immediately after school. If a cell phone is found on a student, the phone will be taken and stored in the school office. The cell phone will be returned to the parent/guardian. Disciplinary action may be taken for continued disregard of this policy.

COMMUNICATION

Parents/guardians wishing to talk or meet with a teacher can do so by making an appointment by telephone or letter. Teachers will make every effort to contact them within 24 hours of receiving the request. **Spontaneous visits to the classrooms for conferences are not permitted. All conferences must be scheduled.**

Parents/guardians should refer to the monthly newsletter to obtain information concerning school events. The newsletter is sent home with each child during the first week of every month.

PERSONAL PROPERTY

The school is not responsible for the personal property of the student. It is strongly recommended that toys and games not be brought to school. Electronic equipment of any sort is not allowed in school and will be confiscated and returned to the student at the end of the day.

UNIFORM DRESS CODE

The appearance of all students in Preschool through Grade 8 should reflect the Catholic identity of Our Lady of Fatima School; therefore, the following dress code has been established.

HAIR: styled simply and out of eyes; no fad or punk styles; no bleaching or coloring; boys' hair may not be longer than top of collar; boys must be clean shaven.

MAKEUP: worn only by 7th and 8th grade girls. It should be tasteful and appropriate for school.

JEWELRY: restricted to a ring, a watch, a simple, narrow chain necklace with a Christian symbol (such as a cross, crucifix, or saint) which is reflective of our Catholic faith, and small pierced earrings. Earrings, worn only by girls, are to be small and flat against the ear, with only one in each ear. Nose rings, tattoos, or any other bodily adornment are not permitted. Necklaces, chains, and bracelets are not permitted.

Girls: Grades 1 – 4

Uniforms are to be neat and clean at all times.

PLAID UNIFORM JUMPER with yellow peter-pan collar **BLOUSE** (long or short sleeve); jumpers must be knee length or longer and have a deep hem to allow for student growth during the year.

NAVY BLUE UNIFORM DRESS PANTS

NAVY BLUE UNIFORM DRESS SHORTS

BANDED, yellow monogrammed **GOLF SHIRT** (long or short sleeve) worn with pants or shorts

DARK BELT must be worn with pants and shorts

NAVY BLUE CARDIGAN SWEATER – with monogram

DARK COLOR SHOES with rubber soles; 1" heel limit; no boots, athletic shoes, clogs, backless shoes or sandals.

NAVY BLUE KNEE-HIGH SOCKS or **NAVY BLUE OPAQUE TIGHTS**; no ankle socks

Girls Grades 5 – 8

Uniforms must be neat and clean at all times.

PLAID UNIFORM SKIRT knee length or longer with a deep hem to allow for student growth during the year

NAVY BLUE UNIFORM DRESS PANTS

NAVY BLUE UNIFORM DRESS SHORTS

BANDED, yellow monogrammed **GOLF SHIRT** (long or short sleeve)

DARK BELT must be worn with pants and shorts

NAVY BLUE CREW NECK PULLOVER or **V-NECK CARDIGAN SWEATER** – with monogram

DARK COLOR SHOES with rubber soles; 1" heel limit; no boots, athletic shoes, clogs, or backless shoes

NAVY BLUE KNEE-HIGH SOCKS or **NAVY BLUE OPAQUE TIGHTS**; no ankle socks

Note: As our girls begin to mature, parents are asked to be aware of the many hygiene and health issues relating to young women and address these issues at an appropriate time within the home. Girls choosing to wear undershirts may only wear a properly fitted white t-shirt that can not be seen below the collar.

Boys Grades 1 – 8

Uniforms are to be neat and clean at all times.

NAVY BLUE UNIFORM DRESS PANTS

NAVY BLUE UNIFORM DRESS SHORTS

BANDED, yellow monogrammed **GOLF SHIRT** (long or short sleeve)

DARK BELT must be worn with pants and shorts

LONG-SLEEVED V-NECK PULLOVER SWEATER – with monogram

DARK COLOR SHOES with rubber soles; no boots or athletic shoes; shoes must not be above ankle

NAVY BLUE SOCKS or **WHITE CREW SOCKS**; no ankle socks

Note: As our boys begin to mature, parents are asked to be aware of the many hygiene and health issues relating to young men and address these issues at the appropriate time within the home.

Boys are to wear properly fitted white t-shirt under their school uniform shirts that can not be seen below the collar.

GYM UNIFORM Grades 1 – 8

Uniforms are to be neat and clean at all times.

GREEN UNIFORM SHORTS purchased at Rush Uniform, Inc.

GRAY UNIFORM T-SHIRT purchased at Rush Uniform, Inc.

WHITE SOCKS

ATHLETIC SHOES

HUNTER GREEN SWEAT PANTS with **HUNTER GREEN SWEATSHIRT** (Only Our Lady of Fatima logo is permitted on the sweat suits.)

The official school uniform is to be obtained at:

RUSH UNIFORM, INC.
101 West Harrison Avenue
Wilmington Manor
New Castle, DE 19720
302-328-5444

All clothing is to be labeled with the student's name. Hats, bandannas, or sweatbands are not to be worn in school. Skirts, pants, and shorts may not be rolled.

The decision of the administration regarding the uniform code and its interpretation is final.

It is expected that parents/guardians will support the enforcement of the Uniform Dress Code.

The administration reserves the right to deny admission to any student who is in continual violation of the uniform dress code until the violation has been corrected to the satisfaction of the administration.

PHILOSOPHY OF DISCIPLINE

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline to discipleship. Children must first learn appropriate behavior through someone or something outside themselves. As soon as they are sufficiently mature, they should be helped to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

To meet the above stated goals of effective discipline, Our Lady of Fatima School conducts a school-wide program to reinforce the development of self-confidence and self-discipline. This program includes two basic components:

- 1) positive recognition for individual and community effort and achievement
- 2) a discipline policy including consequences for individual infractions of that policy

POSITIVE RECOGNITION PROGRAM

Honor Roll - Grades 3-8

1. *Principal's Roll of Excellence*

2. *Honors*

3. *Certificate of Improvement*

Honoring those students that have improved a letter grade of at least a "C" in two or more subjects while maintaining other grades of "C" or higher

4. *Christian Values Award*

Honoring those students who have consistently shown a Christian attitude

5. *Perfect Attendance*

Honoring those students who have not been absent, tardy, or dismissed early during the marking period

Honor Roll - Grades K-2

1. *Effort*

Honoring those students in Grades K - 2 who have shown effort in their daily work

2. *Reading*

Honoring those students in Grades K - 2 who have shown effort in their reading

3. *Math*

Honoring those students in Grades K - 2 who have shown achievement in their math skills

4. *Quiet Worker/Good Listener*

Honoring those students in Kindergarten who have shown effort in acquiring listening skills

5. *Christian Values Award*

Honoring those students in Grades K - 2 who have shown a Christian attitude each day

6. *Perfect Attendance*

Honoring those students who have not been absent, tardy, or dismissed early during the marking period

Positive Behavior - Grades K-8

Rewards and incentives will be given at the discretion of the grade-level teacher.

DISCIPLINE CODE

The discipline code for Our Lady of Fatima School is aimed at having all of our students and staff act as people of Christ. As Christians, it is our goal to have the entire community acting as one that values the dignity, thoughts, and actions of all of its members. When students fail to respect others as people of Christ, there must be consequences. These consequences are aimed at correcting behavior that is not in line with our Catholic teaching.

These consequences may include verbal correction, detention during lunch or after school, suspension, or expulsion. Parents or guardians will be notified when their children are held accountable for their actions. Parental cooperation is expected and counted on. In the cases of detentions and suspensions, parents or guardians will receive written notification from a teacher or administrator that should be signed by a parent or guardian. **The parent's signature is not indicative of permission to administer a detention. That decision has already been made by the administration. Signatures are required as proof that parents are aware of the behavior that has caused a problem.**

Grades 1-4

Each teacher is to have classroom rules posted. Consequences for violating these rules are determined on a daily basis. Failure to follow classroom rules may result in the following consequences:

1st Offense: Verbal warning

2nd Offense: Name on chalk board

3rd Offense: Checkmark next to name; contact with the parent will then take place and the student will lose a privilege or receive a lunch detention.

A student will receive a lunch detention and parents will be contacted for any of the following:

1. Failing to tell the truth
2. Repeatedly failing to follow posted classroom rules

A student will receive an after school detention and parents will be contacted for any of the following:

1. Fighting
2. Stealing
3. Causing injury to another student
4. Showing a lack of respect for a student, teacher, or any other adult.

Grades 5-8

Each teacher is to have classroom rules posted and students are expected to follow them and respect the dignity of all people in the school community. When students do not respect the dignity of others in the community, consequences are necessary. Possible consequences may include, but are not limited to, verbal warnings, name on chalk board or teacher check list, lunch and recess detentions, after school detentions, suspensions, and expulsions. Parents/guardians will be informed by individual teachers of behavior that continually disrupts the classroom setting.

Lunch and Recess Detentions

Lunch and Recess Detentions are held twice each week. When a student is issued a lunch and recess detention, he or she is to spend the entire lunch and recess period in a designated room. A teacher or administrator may issue a lunch and recess detention for any of the following:

1. Failing to follow the posted classroom rules of the teacher.
2. Inappropriate classroom behavior, including loud or excessive talking.
3. Arriving late to class without a valid excuse.

4. Failing to follow schoolyard behavior guidelines.
5. Misbehaving in the hallways, bathrooms, or on the stairs.
6. Chewing gum at any time, or eating and drinking other than at specified times.
7. Taking part in the passing, writing, or reading of student notes.
8. Repeated violation of the uniform dress code.
9. Inappropriate public displays of affection.
10. Violation of the technology acceptable use policy.
11. Using inappropriate language.

After School Detentions

After school detentions are held twice each week. A teacher or administrator may issue an after school detention for any of the following:

1. Defiance or disobedience of any teacher, administrator, or adult acting in supervision.
2. Showing disrespect toward any student, teacher, administrator, or adult acting in supervision. This includes physical or verbal assault, bullying, and threatening statements.
3. Fighting of any kind.
4. Using profane or discriminatory language, signals, or communications.
5. Stealing.
6. Defacing or damaging the private property of another student or teacher, or defacing or damaging the property of the school.
7. Lying, cheating, or assisting in cheating.
8. Tampering with or changing grades.
9. Forgery.
10. Sexual harassment.
11. Unauthorized absence from school, class, or detention period.
12. Misbehavior during a detention period.
13. Any repeated misbehavior that a teacher or administrator judges to require an after school detention as a consequence.
14. Violation of the technology acceptable use policy

Teachers will contact parents when after school detentions are issued. The parents of any student who receives repeated after school detentions will be required to attend a conference with their child's teachers. If the behavior continues, a conference with the teacher and administration to assess the child's future placement at Our Lady of Fatima School will be held.

These conferences may result in additional consequences such as the loss of a field trip or special activity, service to the parish or school, mandatory counseling, suspension or expulsion, or notification of law enforcement authorities.

Suspension and Expulsions

The administration will issue suspensions and expulsions for any of the following behaviors:

1. Possessing or using cigarettes, alcohol, or illegal drugs in any form on school property at any time, or at any school-sponsored activity held off the property.
2. Making threats of any kind to a student, staff member, teacher, or adult acting in supervision.
3. Injuring or abusing a student, staff member, teacher, or adult acting in supervision.
4. Bringing weapons or instruments which can be used as weapons, including any flammable product, to school or a school-sponsored activity.
5. Sexual misconduct of any sort.
6. Violation of technology acceptable use plan.
7. Any other serious infraction judged as requiring suspension or expulsion by the administration.

Owing to the severity of the above infractions, the administration reserves the right to contact law enforcement personnel. A report will also be filed with the Diocese of Wilmington.

A conference with parents and administration will be required for any of the above infractions.

INVOLUNTARY WITHDRAWAL POLICY

At Our Lady of Fatima teachers, students, and parents/guardians work together to help our students develop to their full individual potential. On occasion, the unusual needs of certain students are beyond the professional expertise of the teachers and affect the rights of the other students. Our Lady of Fatima reserves the right to require the involuntary withdrawal of any student who is unable to perform academically or to conform his/her conduct to school standards due to psychiatric, psychological, or emotional problems.

When such circumstances exist, Our Lady of Fatima shall have the right to require that the child be examined by a licensed psychologist and/or psychiatrist at the parent's/guardian's expense. If the evaluation indicates that the child is unable to continue at the school, Our Lady of Fatima has the right to require the involuntary withdrawal of the child in question. Should the parent/guardian of the child refuse to permit such an evaluation, Our Lady of Fatima has the right to require involuntary withdrawal of that child.

All evaluations must be completed in a timely manner. Our Lady of Fatima will take into consideration any evidence presented by the parent/guardian relating to the psychiatric, psychological, or emotional well-being of the child when making its determination to require involuntary withdrawal.

The administration is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

CLASS WORK

Students are responsible for completing their class work in the allotted time. Teacher review of student work is ongoing and students are responsible for making corrections on papers and workbook pages. Parents/guardians, especially at the primary level, should make a daily habit of reviewing their child's work. Each teacher will establish a class work/home work policy for their classroom/subject area. This information will be communicated to the parent/guardians at the start of each school year.

HOMEWORK POLICY

The faculty supports the concept of intelligent and meaningful homework assignments. Teachers assign homework with great care and for the purposes of reinforcing skills taught in class and fostering habits of independent study.

Students in the primary grades, who are learning how to assume responsibility for their home assignments, require considerable patience and much parental guidance. As soon as possible, however, all children should become self-reliant in this respect, although parents should never relinquish their right to examine any completed assignments.

Any problems concerning the amount or nature of home assignments should be referred to the subject-area teacher.

Students must obtain an assignment pad and are expected to use it. Forgetfulness is not an acceptable excuse for coming unprepared to class. Students who repeatedly forget or refuse to complete work assigned to them will be subject to the procedures listed in the discipline policy or the loss of grade points.

Homework can be expected regularly in grades K - 8. Ordinarily, homework is not assigned on weekends or over vacation periods, except in grades 7 - 8. However, there may be times that homework is assigned over a long weekend. Summer reading/work is assigned to grades K – 7.

Grade level teachers will inform the students and parents/guardians at the beginning of the school year of their specific homework requirements.

Long-term projects and assignments for which a grade is given must be completed and handed in on time. Project deadlines and penalties will be made clear at the onset of the assignment.

Students are responsible for their assignments; therefore, faxed copies of homework or other assignments will not be accepted.

A suggested homework time schedule is as follows:

Grade K	10 minutes
Grades 1-3	20 - 30 minutes
Grades 4-5	30 - 45 minutes
Grade 6	45 - 60 minutes
Grades 7-8	60 - 90 minutes

It should be noted that this is an average time schedule. Based on the differing abilities of the students, homework may take more or less time to complete.

It is recommended that students should:

1. Do homework at the same time and at the same place.
2. Have the necessary materials and an uncluttered, quiet work area.
3. Begin promptly and stay at work for the time allotted.
4. Work with a goal and have a definite time limit for each assignment.
5. Check the finished work against the original assignment.

TESTING POLICY

Students are tested on a regular basis in all major subjects. It is the responsibility of the student to come prepared for all tests. This means reviewing on a nightly basis the work covered.

Cheating of any kind will not be tolerated. Any student found cheating during a test will be given a grade of 0% for that particular test and will be subject to disciplinary action. This also applies to anyone assisting in cheating.

Standardized tests are given to the students each year in the spring. Results of these tests are sent home after the teachers have reviewed them.

ATTENDANCE

Regular attendance is vital to success in school. Each absence, however short, may interfere with schoolwork and impede a student's progress. Good scholarship depends upon a good attendance record since work and discussion missed in the classroom cannot always be adequately made up. The student who is absent frequently multiplies his or her academic problems.

The following reasons will constitute an accepted absence from school:

1. Personal illness
2. Death in the family
3. Emergency circumstances judged as sufficient cause by school authorities. In such emergencies, the student should arrive at school as soon as the problem is resolved, regardless of the time. A note of explanation should accompany the child.

- Medical or dental appointments should be made outside school hours whenever possible. Every effort should be made to ensure that students do not miss school for appointments.
- In the case of early dismissal, a parent/guardian must report to the office to sign out the child. If someone other than the parent is picking up the child, proof of authorization will be required. No child will be dismissed unless first signed out in the office. A record of early dismissals will be kept on file.
- Students who are late for school must be signed in at the office by the parent/guardian. The student must hand a written excuse from the parent/guardian to the homeroom teacher to explain the lateness. Excessive tardiness may result in a parent/guardian conference with the administration.
- When an absence is necessary, a written excuse signed by a parent/guardian must be presented to the homeroom teacher on the first day of attendance after the absence. **Failure to bring in a note will result in disciplinary action. Excessive absences may result in a conference with the administration. A doctor's certificate may be required to justify absence.**
- Each student is responsible for discussing with his/her teacher(s) the work or tests missed during the absence. The teacher's requirements must then be met.
- Requests for homework on the day of absence must be made by 9:00 A.M. **Family vacations should be taken outside of the school year.** Extended absences due to vacation interfere with student progress.

MAKE-UP WORK

Parents requesting work when a student is absent must do so by 9:00 A.M.

After an absence, students are responsible for obtaining their make-up work. Upon returning to school, students will report to their subject area teachers for assignments that have been missed.

Each teacher will communicate to the students his/her expectations regarding assignments missed during extended absences. Students are responsible for completing all work missed within one week following their return to school.

Parents are asked not to schedule vacations during prime teaching times.

FIELD TRIPS

Field trips are privileges afforded to the 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.

Permission slips are sent home at least two weeks in advance of the field trip. Students must return the appropriate signed permission slips on the required day. **Telephone calls or faxed forms will not be accepted in lieu of the appropriate forms.**

Field trips are considered part of the educational experience, and students are expected to attend. However, parents/guardians have the right to refuse to allow their child to participate in a field trip. Students who do not participate are expected to attend school on the day of the trip. Students are expected to follow all bus safety guidelines.

REPORT CARDS

The school issues report cards three times a year. Parents/guardians are expected to sign the report card and to return it with the student within five days.

CONFERENCES

Teacher-parent/guardian conferences are scheduled during the first and second trimesters. Notices will be sent home to parents/guardians, accompanied by appointment slips. Parents/guardians should return these slips on or before the date stated. Parents/guardians will be notified of their appointments.

Parent/guardian conferences are scheduled at ten-minute intervals. This is done so that all parents/guardians may be accommodated. If parents/guardians feel a longer conference is needed, they should contact the office so that an appointment can be made.

Parents/guardians are encouraged to contact the subject area teacher with any questions they may have concerning their child's progress.

PROMOTION AND RETENTION

A student is promoted if he/she has successfully completed the requirements of the grade. In the case of possible retention, parents/guardians will be notified and a conference will be held during the second trimester.

SUMMER SCHOOL

Parents/guardians will be notified during the third trimester if summer school or a tutoring program is required for promotion. All summer school or tutoring programs must be completed and the school notified in writing by August 15. Failure to complete summer school or a tutoring program will result in an administrator-parent/guardian conference to determine continued placement at Our Lady of Fatima.

Absolute failure is not the primary basis for summer school. Recommendations, at the discretion of the teacher and with the approval of the principal, are made to insure the student's best preparation for continuance in the school's program.

TRAFFIC

For the safety of the children, parents/guardians are not allowed to park on Harrison Avenue, Roosevelt Avenue, the surrounding businesses, or in the semi-circle in front of the school.

Parents/guardians of car riders should follow directions found on the website for drop off and pick up of students in the school parking lot. Students will not be allowed to walk to cars parked anywhere except in the convent-side parking lot. Walkers should use the auditorium entrance to the school.

Parents/guardians calling for children at times other than regular dismissal should ring the doorbell at either entrance to the school to be admitted and then report to the school office to meet their children. No children will be released directly from the classroom.

******Parents/guardians please note: Following the parking lot procedure, as stated on the website, is mandatory. Any parent/guardian failing to follow the procedure will be questioned. Continued disregard for the safety of the children will be regarded as a lack of parental support and may result in families being asked to transfer their children to another school.**

BUS SAFETY GUIDELINES

The safety of school bus passengers is the most important part of school bus operation. In order to provide for passenger safety and the effective use of buses, the following rules have been established:

1. Students must obey the bus driver promptly and be courteous to both him/her and to fellow students. **The driver is in full charge of the bus and passengers and has the authority of a classroom teacher.**
2. Students will follow the same code of conduct that is expected of them in school.
3. Students must enter the bus without crowding or disturbing others and be seated immediately.
4. Students must not board or exit the bus while it is moving. When on the bus, they must remain seated until it has come to a full stop.
5. Students must keep away from the driver's seat. Unnecessary conversation with the driver is prohibited while the bus is moving.
6. Students must not leave the bus without the teacher's consent.
7. Students must not call out to passers-by. Students should not open the bus windows without permission from the driver and must not extend head or arms out the windows.
8. Students should help keep the bus clean and orderly and must not damage or abuse the equipment.
9. Students must not throw articles around the bus or out the windows.
10. Students are not allowed to eat or drink while on the bus.

RECESS - LUNCH - MILK

- Children in grades PreK - 4 are given a ten-minute indoor snack break each morning.
- During recess, the children must remain on the schoolyard until the bell rings.
- On days of inclement weather, the students remain in the classroom, supervised by homeroom parents/guardians.
- Hot lunches are offered for the students at a small cost. Lunches are ordered a week in advance.
- Milk orders are placed twice a year, in September and in December. ***Each*** child who is ordering milk must hand in an order form.

SCHOOL YARD BEHAVIOR

Students are to follow the directions of the yard-duty personnel at all times.

1. Students must keep away from all cars in the parking lot.
2. Students are not allowed to play in the bushes.
3. Students are not permitted to play in or with snow, ice, and puddles of water at any time.
4. If injured on the playground, a student should report to the yard-duty personnel to be taken to the nurse.
5. Any unusual occurrences on the schoolyard must be reported immediately to the yard-duty personnel.
6. Students may not leave the school grounds without the permission of the administration.
7. No food or drink is permitted on the playground.

8. Students are not permitted to interfere with another group's game.

- Students are asked to remember that rough play can result in unintentional injury. For this reason, pushing, pulling, or grabbing at each other or each other's clothing is not allowed.
- Likewise, jumping on each other, headlocks, wrestling, and other forms of rough play are not allowed.
- At the end of recess, students must stand still immediately at the sound of the first whistle.
- At the sound of the second whistle, students must walk quickly and quietly into line.
- Students are required to stand quietly in line, facing the front, and to enter the school building in a quiet manner.

FIRE DRILL

Students are expected to know the emergency procedure for every area in the building and to apply the rules of safety in all drills. All classrooms have fire drill evacuation plans posted. Students are required to observe the following procedures:

1. Leave the building through the designated exits.
2. Observe silence while leaving the building.
3. Walk quickly and in a single-file line.
4. Face the building when standing in the place that the classroom is assigned.
5. Follow any verbal instructions of the teacher or administrator.

NURSE - MEDICATION

Students are not permitted to bring any form of medicine to school to administer to themselves. This includes aspirin, throat lozenges, or any other type of over-the-counter medication. If a child must take medication (prescription or non-prescription) throughout the day, a doctor's order must be on file in the nurse's office. Parents/guardians must complete the appropriate forms with the school nurse before any medication (prescription or non-prescription) is administered. The school nurse has the final say in all medical issues at school.

ADMISSION

Students are accepted into Our Lady of Fatima School based on the following policy set by the Diocese of Wilmington:

1. Active Catholic registered members of Our Lady of Fatima Parish with siblings in the school
2. Active Catholic registered members of Our Lady of Fatima Parish
3. Siblings of other children already attending Our Lady of Fatima School and in good standing
4. Catholic non-parishioners
5. Non-Catholics

All children who register for Our Lady of Fatima School must provide the following information:

1. Completed registration form
2. Completed medical form and immunization record
3. Copy of birth certificate
4. Copy of baptismal certificate

5. Copy of Childfind Dial - R Screening (K - only)
6. Copy of most recent report card (K - 8)
7. Copy of standardized test scores (K - 8)
8. In the case of a divorce situation, an official copy of the custody section of the divorce decree
9. Non-refundable registration fee

Parents/guardians of all students registering for Preschool through Grade 8 will be notified either by mail or phone of acceptance. Payment of required tuition/book fees is due at time of acceptance.

TUITION - BOOK - AFTER-SCHOOL FEES

Annual tuition/book/After-School fees are set each year by the parish finance council. Tuition and After-School fees are payable over 12 months - June through May - via the FACTS Tuition Management System.

Questions in regard to all fees should be directed to the parish rectory at 328-3431.

TRANSFERS

When a student transfers to another school, the parent/guardian must sign a Release of Records form at the new school. Records will be sent directly to the new school upon receipt of that school's request.

Parents/guardians should make sure that the student's account is paid in full before any transfer is completed.

NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, Our Lady of Fatima School will provide the non-custodial parent with access to the academic record and other school related information regarding the child upon request. If there is a court order specifying that there should be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SCHOOL RECORDS

The official school record file of the student includes: academic transcripts, registration, health, and attendance records. Parents/guardians desiring to review the school record file of their child must give the school 24 hours notice.

RELIGIOUS EDUCATION OFFICE

The religious education of the children at Our Lady of Fatima School is a primary concern. Textbooks and supplementary materials used in the teaching of religion are in accord with Diocesan guidelines and are frequently evaluated. All Catholic school teachers are required to take theology/formation courses that lead to Diocesan certification.

In conjunction with the religious education program, all students in Grades K - 8 participate in a Family-Life Program. All materials used in this program are available for review by parents/guardians at any time during the school year.

Sacramental preparation programs are offered each year for parents/guardians of those students who are receiving a sacrament for the first time.

The Religious Education Office is located on the second floor of the school. For information or questions, please contact the Religious Education Office at 328-0307.

SACRAMENTAL PREPARATION

For all sacraments, there is a period of preparation/instruction required prior to receiving the sacraments.

- Generally, school age children who are baptized and who have participated in and successfully completed one (1) year of religious education will be invited to register for sacramental preparation class (Reconciliation and First Eucharist.)
- If a child has had no previous religious education and is older than grade 3, they must attend RCIA for Children for one (1) year.
- In RCIA for Children basic teachings, prayers, and traditions of our Catholic faith will be taught. If a child needs to be baptized, preparation for the sacrament of Baptism will be included in the preparation.
- Following one (1) year of RCIA for Children and baptism, the child will be invited to prepare for the sacraments of Reconciliation and First Eucharist.
- Preparation for the sacrament of Confirmation begins in 8th grade with the celebration of Confirmation being held in the fall of 9th grade. Qualifying candidates will be expected to attend a series of preparation classes held on various Saturdays in January, February, and March.

The Religious Education Office will answer all questions regarding sacramental preparation.

HOME AND SCHOOL ASSOCIATION

The Home and School Association provides parental input to the school. The mission of the organization is as follows:

1. To facilitate communication between teachers, administration, and families of the school community
2. To provide educational opportunities for parents which will allow them to help their children at home
3. To provide a social framework within which parents can build community
4. To provide financial support through fund-raising projects to enable the school to purchase items which are not part of the operating budget

The Home and School Association provides programs to help accomplish these goals.

VOLUNTEER POLICY

Our Lady of Fatima School encourages parents, guardians, grandparents, and other family members and friends to become active participants in the life of the school. In the spring of 2003, the Diocese of Wilmington established “**For the Sake of God’s Children,**” a diocesan policy that addresses the role of volunteers in the school and on the parish level. All volunteers who will be having direct contact with children will be expected to comply with the policy.

Procedures for Volunteers

Prior to the start of any volunteer activity for the school year, the following must be completed.

1. Background Check

Any adult (18 and over) whose ministry will require their close association with minors in diocesan or parish activities on a regular, reoccurring basis will be required to have a

background screening completed. A background screening application, submitted to Hyden and Associates, Inc., P. O. Box 268, Georgetown, Delaware 19947 must be completed. A \$30.00 fee is required for processing. Copies of the application form are available at the school office. The result of the screening will be sent directly to you and the Diocesan Human Resource Office only. The parish will not get any results. Confidentiality is critical. The parish will receive a listing of "cleared" individuals on a monthly basis directly from the Diocesan Human Resource Office.

2. Volunteer Covenant

Ethical and professional behavior and standards for **all** volunteers while working with children and young adults are clearly outlined in the Diocesan Volunteer Covenant. This form, available in the school office, should be signed and returned to the school office.

Please remember that "a safe environment is a frame of mind and not just a place." As a parish and school, we are committed to doing what is right, reasonable, and responsible for the good of all our children and young people.

AFTER-SCHOOL PROGRAM

The Our Lady of Fatima After-School Program provides a secure, supervised, educationally stimulating place for students who need before and after-school care. The program's mission is to provide continuity for the after-school child, to encourage social interaction in a Christian environment, and to develop self-confidence and a sense of belonging through planned activities.

The program's hours are from 7:00 A.M. to 6:00 P.M. on days that the school is in session. Children must be picked up by 6:00 P.M. **A late fee will be charged** for any child picked up late from the After-School Program.

The coordinator of the After-School Program can be reached between the hours of 3:00 P.M. and 5:00 P.M. at 328-0733.

LIBRARY/MEDIA CENTER

The library is part of the total school program of Our Lady of Fatima School and the students have the responsibility of following its rules. The library's purpose is to meet the needs of the curriculum as well as the interests of the students. All students from grades one through eight have access to the library each morning as part of the Accelerated Reading Program. At that time students may borrow one Accelerated Reading book.

In addition, classes may have a scheduled library period each week when the students are given the opportunity to borrow books. However, if a student has an overdue book, he/she may not borrow another one.

If a student loses a book, the parent/guardian will be charged a replacement fee of \$10.00. Students who have failed to pay a required replacement fee will not be issued their final report cards until the fee is paid.

INTERNET ACCESS

Internet access is a privilege not a right. Students of Our Lady of Fatima School are expected to follow all rules of appropriate behavior or risk losing the use of the Internet. At the start of each school year, a copy of the Guidelines for the Acceptable Use of Telecommunications will be sent home with each student. Parents and guardians are expected to read carefully and review these guidelines with their children. The Student Access Contract must be signed and returned to the homeroom teacher on or before the due date given.

Parents and guardians are warned that Our Lady of Fatima School and the Diocese of Wilmington do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their children should follow.

Students who fail to follow the guidelines as stated in the Acceptable Use Guidelines will be disciplined in accordance with the policies set forth by Our Lady of Fatima School.

Guidelines for the Acceptable Use of Telecommunications

Purpose

Electronic networks and other new technologies have changed the way we communicate and share information. The ability to access information through the computer will be used by students and staff to further educational goals and objectives by providing educational resources previously unavailable. Internet information will support and enrich our curriculum. Learning how to access this information and how to communicate electronically are now fundamental skills and an important goal as we prepare students for the future.

Definition

The Internet is an online computer network that connects millions of computer users and information resources around the world. Using the Internet will allow students to do research, find homework help, and communicate with students, teachers, scientists, and people around the world from all walks of life.

Internet resources will include, but will not be limited to:

- Electronic mail communication
- Information and news from research institutions such as major universities, government organizations, etc.
- Library catalogs all over the world, including the Library of Congress
- Common interest groups on the Internet, such as chat rooms, discussion groups, bulletin boards, etc.
- Online databases of professional information such as electronic journals, newswires, etc.
- Public domain software
- The World Wide Web

Electronic Network Use

- To emphasize that electronic network use at Our Lady of Fatima is for appropriate activities, this policy requires that **access will be provided for school-related, academic activities only.**
- Access to and use of electronic networks are privileges, not rights.
- The school and its employees are not responsible for use that is in violation of this policy.

Personal Safety

- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- Students will not agree to meet with anyone that they have communicated with using the school Internet access.
- Students will promptly disclose to a teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

Privacy

- Network storage areas will be treated like school lockers. Network administrators may review files and communications to keep the network working properly and to ensure that students are using the system responsibly.
- Students should be aware that in the global community of the Internet, no communication is “private.”

Student Responsibilities

- Students will access the Internet only with software owned by Our Lady of Fatima.
- The student is responsible for using the school account provided in an ethical, responsible, and legal manner for school-related tasks only.
- Students and parents must sign the Student Access Contract in order for the student to have approved access to the school system.
- Students will access only those resources or topics which are related to academic pursuits. Students are responsible for their behavior on the school computer network just as they are in a classroom or a hallway.
- Students will use appropriate language when using computers and follow the same rules of conduct as required by Our Lady of Fatima School.
- Using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, picture, or other material on any computer or network with the school is prohibited.
- Students should not respond to any harassment encountered and must report any incidents to the appropriate staff member.
- Students with personal online accounts such as America Online, CompuServe, or any other service provider may not install their operating software on school equipment and may not access the service provider using school software or equipment. No software may be copied to the school network.
- For safety reasons, students shall not reveal phone numbers, addresses, or any other personal information.
- Students shall respect the privacy of e-mail.
- Students will use the electronic network for legal activities only.
- Illegal activities include, but are not limited to:
 1. knowingly spreading viruses
 2. violating copyright laws and plagiarizing
 3. using unauthorized software
 4. impersonating another user
 5. unauthorized entry
 6. destruction of computer system or files
- Students shall not use the network for any commercial activity.
- Students shall not use the network to make personal purchases or unauthorized orders using the school name.

- Students shall use all resources on the Internet in accordance with the policies of the institutions providing the service.
- Students shall use the network in such a way that the use of the network by other users is not disrupted.
- Students shall not present personal viewpoints on the system that make them appear to represent the school.
- Students shall not infuse inappropriate materials onto the school system, nor are links to inappropriate materials at other sites permitted.
- Inappropriate material includes, but is not limited to, libel, plagiarism, illegal activities, copyright infringement, misinformation, harassing materials, and obscene materials.
- Publishers must have permission to publish copyrighted information on their pages or documents if they are not the author or creator.

Consequences of Unacceptable Student Use

The use of electronic networks is a privilege, not a right.

- Misuse of an electronic network account or a violation of this policy may result in the account or the user's access privilege being denied, revoked, or suspended.
- Misuse will subject the student to disciplinary action at the appropriate level in keeping with existing procedures and practices regarding inappropriate language or behavior.
- When and where applicable, law enforcement agencies may be involved.

Due Process

- In the event of a violation of this policy, or school code, the student will be subject to disciplinary action, which will be determined by the severity of the violation.
- Our Lady of Fatima will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

Liability

- Our Lady of Fatima makes no express or implied warranties for the Internet access it provides.
- Our Lady of Fatima cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school.
- The accuracy and quality of information obtained cannot be guaranteed.
- Our Lady of Fatima will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.
- Access to computer communication technology is provided for school-related, academic activities only.
- All copyright laws are to be honored and academic honesty is expected at all levels of use.

Publication of Students' Work/Pictures

- Our Lady of Fatima may publish children's pictures or work on the school web site.
- Students will not be identified in photographs.
- Students' work will be identified by first name only.

SERVICES AVAILABLE TO PARENTS OF OUR LADY OF FATIMA SCHOOL

Service	Phone Contact	
School Office	328-2803	Mrs. Michele Lundstrom
Parish Rectory	328-3431	Mrs. Sheryl Cook (Tuition Payments) Mrs. Kathleen Cullen (Bookkeeper)
Sacramental Programs	328-0307	Mrs. Madeline Romano
After-School Program	328-2803	Ms. Allison Haney
School Counseling Program	328-2803	Mrs. Fran Kaib
Liturgy/Children's Choir	322-3745	Ms. Mary Lou May
Hispanic Ministry Office	328-2752	
Pastoral Care Office	322-3112	Sr. Theresa Ulshafer

PARISH MASS SCHEDULE

Saturday	5:00pm 7:00pm (Spanish)	Sunday	7:30 am 9:00 am 10:30 am 12 noon
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DIOCESAN POLICIES AND PROCEDURES

Our Lady of Fatima School follows the guidelines set by the Catholic Diocese of Wilmington that are clearly outlined in the Diocesan School Policy Manual (rev. 11/03).

NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Wilmington comply with the Civil Rights Act of 1964 and do not discriminate on the basis of race, color, national and ethnic origin, handicap, sex, age, disability, or political beliefs in the administration of their admissions, athletic, education, loan, personnel, scholarship programs or other administered programs.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its activities and its Special Nutrition Programs (Child Nutrition Programs, the Special Supplemental Food Programs, Food Distribution Programs and Special Milk Programs) on the basis of race, color, national origin, sex, religion, age, disability, or political beliefs. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410.

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OF
FATIMA**

**SCHOOL
HANDBOOK
2010-2011**