



# OUR LADY OF FATIMA

## PARISH SCHOOL

Where faith, learning, and service have no limits

### **Parent & Student Handbook**

### **2023-2024**

***Our Lady of Fatima Parish School***  
***535 Norway Ave***  
***Huntington, WV 25705***  
***Phone: 304-523-2861***  
***FAX: 304-525-0390***  
***[www.olofps.org](http://www.olofps.org)***

Dear Parents and Students,

Welcome to Our Lady of Fatima Parish School! In choosing OLOFPS, you have demonstrated a commitment to the values and philosophy of Catholic education.

The Parent/Student Handbook reflects the policies of OLOFPS for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of OLOFPS during the 2023-2024 school year.

The faculty and staff of OLOFPS look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Peace and love,  
Ms. Micah O'Connor, Principal

## **School Staff**

Pastor	Fr. Tijo George	525-0866
Administrator	Ms. Micah O'Connor	523-2861
Administrative Assistant	Mrs. Stephanie Long	523-2861
School Secretary	Mrs. Elizabeth Mayes	523-2861

## **Faculty**

### *Preschool*

Preschool- 4 yr. old Lead Teacher  
Mrs. Amanda Springer, BA

Preschool- 4 yr. old Aide  
Mrs. Lois Turley, ECCAT

Preschool– 3 yr. old  
Mrs. Tessa Merry –Lead Teacher  
Mrs. Samanthe Hazelett –Aide

Preschool– 2 yr. old  
- Lead Teacher  
Mrs. Mary Bates–Aide

### *Elementary School*

Kindergarten  
Mrs. Colleen Nowlin - Teacher  
Mrs. Laura Young – Aide

Grade One  
Mrs. Meredith Hufford, MA

Grade Two  
Miss Elizabeth Mayes, MA

Grade Three  
Miss Rebecca Kilver, MA

Grade Four  
Miss Savana Robertson, BA

### *Middle School*

6<sup>th</sup>-8<sup>th</sup> Religion, 8<sup>th</sup> Grade History  
and 6<sup>th</sup>-7<sup>th</sup> Social Studies

Mr. Elijah Watson, BA

5<sup>th</sup>-8<sup>th</sup> Science,

Mrs. Meghan McNeeley, BA

5<sup>th</sup>-8<sup>th</sup> Language Arts

Mrs. Amie Aya-ay

5<sup>th</sup>-8<sup>th</sup> Math

Miss Tanisha Lilly

### *Related Arts*

Spanish Language

Mrs. Lori Patterson, MA

Physical Education/Health

Mrs. Amanda Day, MA

Art

Ms. Linda Anderson, MA

Music

Mr. Nick Vassar, MA

Library

Ms. Linda Anderson, MA

*Special Needs Education*

Title I Tutor/Instructional Resource Assistant  
Elementary Science Enrichment/STEM

Mrs. Cara Cheung, BA

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*The rules and regulations in this handbook apply to the students attending Our Lady of Fatima Parish School. The areas pertaining to specific grade levels will be noted.*

**Non-discrimination policy:**

*No child whose parents desire to enroll them in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission based on race, gender, national origin, and age (according to the law). Notwithstanding the preceding, students with disabilities will be considered for admission subject to the principal's discretion, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such requirements.*

*Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).*

**Behavior policy:**

*Our Lady of Fatima Parish School students represent the school and are always responsible for the code of conduct established herein if they are enrolled. Student conduct (whether on or off-campus, during the school year, or between enrollments) that detrimentally impacts a school community, program, or reputation and the sense of safety in a school may also result in disciplinary action.*

Our Lady of Fatima Parish School is accredited through Cognia and the state of West Virginia.

*DAILY SCHEDULE FOR GRADES PRE-K – 5*

7:50	First Bell
8:00	Tardy Bell
8:05	Classes Begin
11:25	Lunch – K, 1, 2
Noon	Morning Pre-K Dismissed for half-day students
Noon	Lunch – 3, 4, 5
2:45	Dismissal Pre-K 3 & 4
3:00	Dismissal K – 8 and PK 2

*Middle School Bell Schedule*

<b>Period</b>	<b>Standard</b>
Homeroom	8:00-8:05
First	8:08-8:48
Second	8:51-9:31
Third	9:34-10:14
Morning Break	10:17-10:23
Fourth	10:26-11:06
Fifth	11:09-11:49
Sixth	11:52-12:32
Lunch	12:35-1:05
Recess	1:05-1:25
Seventh	1:28-2:08
Eighth	2:11-2:51
Pack Up	2:51-2:57
Homeroom	2:57-3:00

#### **GRADING PERIOD INFORMATION:**

August 16	Quarter One Begins
October 13	Quarter One Ends
October 16	Quarter Two Begins
January 5	Quarter Two Ends
January 8	Quarter Three Begins
March 8	Quarter Three Ends
March 11	Quarter Four Begins
May 17	Quarter Four Ends

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

#### **FINANCES:**

##### *TUITION RATES FOR THE 2020-2021 SCHOOL YEAR*

##### *Catholic*

<i>First Child</i>	<i>\$5,700</i>
<i>Second Child</i>	<i>\$5,200</i>
<i>Third Child</i>	<i>\$4,700</i>
<i>Fourth or more child</i>	<i>Free</i>

##### *Non-Catholic Student*

<i>Each child</i>	<i>\$8,200</i>
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##### *FEES*

<i>Registration Fee</i>	<i>\$220</i>
<i>Annual Prepaid Afterschool Care Fee</i>	<i>\$2,500/ \$18 a day</i>

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

The tuition listed above will be paid annually, semi-annually, or monthly (12 months) ***starting in July*** through the FACTS Tuition Management Program. Students cannot register for the next year unless tuition and fees are current. Tuition assistance is available through the Diocese of Wheeling-Charleston and Our Lady of Fatima Parish through Tuition Angels. Applications are available in the school office.

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

#### **ADMISSION AND WITHDRAWAL POLICIES:**

***Our Lady of Fatima Parish School serves the local community because of the parish. Our school does not discriminate and will do all it can to meet each student's needs within reason. OLOFPS admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to school students. It does not discriminate based on race, color, national or ethnic origin in administering educational policies, admissions policies, or athletic and other school-administered programs. The Pastor has the final decision-making authority as to admissions.***

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

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

## **REQUIREMENTS FOR ADMISSION:**

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

All students transferring to Our Lady of Fatima Parish School must inform us of all behavior or discipline problems the student may have had in the previous school. Any testing for attention deficit or learning difficulties (including IEPs) must be brought to the school's attention upon transfer. Families not providing this information may be denied continued admission to the school. All students transferring into Our Lady of Fatima Parish School are admitted on probation for nine (9) weeks. At the end of the nine weeks, parents, teachers, and the principal may meet to determine the progress and continuation of the transferring student. (Sensory items are only permitted at OLOFS if documented in a student service plan.)

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

## **WITHDRAWAL:**

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

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

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

## **PROCEDURE TO BE FOLLOWED BY PARENTS IN THE PURSUANCE OF COMPLAINTS**

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

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

## **OUR LADY OF FATIMA SCHOOL UNIFORM POLICY:**

*Our Lady of Fatima Parish School* uniform policy has been developed to promote pride in the appearance of all students and provide an atmosphere conducive to learning. All students K-8 will be required to have a dress uniform. Unless otherwise noted, official school uniforms may be purchased through Hometown Sportswear, Land's End, or Tommy Hilfiger.

*Uniform policy regulations are to be adhered to throughout the school year. Students who violate the uniform policy will face disciplinary action. It is impossible to list all possible uniform violations. The school administrator has the final authority to determine if a student violates the school uniform policy by wearing clothing, shoes, hairstyles, or jewelry that is inappropriate or distracting. **The Administrator's decision is final.***

*School Logo is REQUIRED on all Shirts, Sweaters, Tops, Jumpers, and Fleecees.*

\*\*\* If you have uniform-compliant items needing the school logo - please visit Hometown Sportswear - they have our logo and will embroider each item. They have a two (2) week turnaround, so please allow time before needing the items.

- Shoes and Socks
  - Non-scaff soles athletic shoes – **All white, black, or black and white. No other colors are permitted.**  
*Acceptable Shoes Include: Vans and Chuck Taylors*  
*Non-Acceptable Shoes Include: Combat Boots, Crocs, Heelys, High Top Tennis Shoes (These may be worn on dress-down days only, except for Heelys)*
  - Leather shoes that tie, buckle, or loafer style (playground safe). Boots are not acceptable.
    - All-black
  - Socks must be crew or knee-length in white, black, or navy blue (Socks must be visible above the top of the shoe).
  - Navy or white tights and knee-length socks in navy or white are also acceptable for girls.
- Jewelry - Boys and Girls
  - Watch
  - Ring
  - A chain with a small charm, religious cross, or medal may be worn. No choker chains are permitted.
  - Girls: One pair of tiny hoops or stud earrings.
- Belts
  - Elementary - Black Belt Only
  - Middle School - Brown Belt Only

\*\*\*A belt must be worn from first through eighth grade.

- Hairstyles: Students are always to be well-groomed while on school property.
  - Girls must keep the hair out of the face; hair accessories must be navy, black, white, or school plaid.
  - Boys, hair must remain out of the face.
  - Shaved hairstyles, rat tails, or dyed hair are not permitted.

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Grades K – 5 GIRLS

- SHIRT
  - Hometown Sportswear, Land's End, or Tommy Hilfiger – Short sleeve, long sleeve Interlock, or Pique Polo Shirt in white or evergreen.

*Shirttails must be tucked in.*



- JUMPER
  - Land's End - # 06501-0BP6 Hunter/Classic Navy Plaid
  - Tommy Hilfiger - SKU#: PLDJUBL Hunter/Classic Navy Plaid

*School Logo is REQUIRED*

- SHORTS
  - Land's End/Tommy Hilfiger - Navy blue chino short or plain front uniform short

*\*Jumper/Skort/Shorts must be no shorter than 2 inches above the knee.*

- PANTS
  - Navy blue uniform pants or Navy-blue uniform shorts from Land's End or Tommy Hilfiger. Plain or pleated front, no cargo or flare leg styles.
- SWEATER and FLEECES (Navy Blue)
  - Land's End/Tommy Hilfiger

*School Logo is REQUIRED*

*\*\*\*A belt must be worn from first through eighth grade.*

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#### Grades K – 5 BOYS

- SHIRT
  - Hometown Sportswear, Land's End, or Tommy Hilfiger - Interlock, Pique Short Sleeve, or Long Sleeve Polo Shirt in white or evergreen.

*Shirttails must be tucked in.*

*The school Logo is REQUIRED.*

- PANTS
  - Navy blue uniform pants or Navy-blue uniform shorts from Land's End or Tommy Hilfiger. Plain or pleated front, no cargo or flare leg styles.
- SHORTS
  - Land's End or Tommy Hilfiger navy blue chino shorts or plain front uniform shorts.
- SWEATER and FLEECES (Navy Blue)
  - Land's End or Tommy Hilfiger

*School Logo is REQUIRED*

*\*\*\*A belt must be worn from first through eighth grade.*

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#### Middle School (Grades 6-8) GIRLS

- SHIRT
  - Hometown Sportswear, Land's End, Tommy Hilfiger - Interlock, Pique Short Sleeve, or Long Sleeve Polo Shirt in Burgundy or Navy.

*Shirttails must be tucked in always.*

*The school Logo is REQUIRED.*

- SKIRT
  - Khaki skirt or skort from Lands' End
- SHORTS
  - Khaki walking shorts from Lands' End.

*\*Skirt/Shorts must be no shorter than 2 inches above the knee.*

- PANTS
  - Khaki uniform pants from Land's End. Plain or pleated front, no cargo or flare leg styles.
- SWEATER and FLEECES (Navy Blue)
  - Land's End
- PHYSICAL EDUCATION Uniform

- Each grade has a scheduled time for physical education classes twice each week. Students are excused from classes only with a note from a doctor or parent and the principal's approval. All 6th – 8th-grade students must wear shorts or sweatpants, a T-shirt or sweatshirt, socks, and tennis shoes for PE class.

\*\*\*A belt must be worn from first through eighth grade.

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#### Middle School (Grades 6-8) BOYS

- SHIRT
  - Hometown Sportswear, Land's End, Tommy Hilfiger - Interlock, Pique Short Sleeve, or Long Sleeve Polo Shirt in Burgundy or Navy.

*Shirrtails must be tucked in always.*

*School Logo is REQUIRED.*

- PANTS
  - Khaki uniform pants from Land's End or Tommy Hilfiger. Plain or pleated front, no cargo or flare leg styles.
- SHORTS
  - Khaki walking shorts from Land's End or Tommy Hilfiger.
- SWEATER and FLEECE
  - Land's End or Tommy Hilfiger
- PHYSICAL EDUCATION Uniform
  - Each grade has a scheduled time for physical education classes twice each week. Students are excused from classes only with a note from a doctor or parent and the principal's approval. All 6th – 8th-grade students must wear shorts or sweatpants, a T-shirt or sweatshirt, socks, and tennis shoes for PE class.

\*\*\*A belt must be worn from first through eighth grade.

#### *EXPECTATIONS:*

The Dress Code is relatively straightforward and needs to be monitored by parents. Any child that comes to Our Lady of Fatima Parish School must call their parents to bring the proper clothing to return to class. The child may also be subject to further disciplinary action depending on the frequency and severity of the dress code violation.

#### *UNIFORM VIOLATIONS:*

Dress Code Violation Policy: After four (4) such violations in each nine-week grading period, the student's Ren Web account will be billed \$20 and then \$5 for each subsequent offense. Dress Code Violation Notifications will be sent home upon each violation.

#### *UNIFORM HOLIDAY:*

There may be uniform holidays at the discretion of the principal. The principal will communicate rules monitoring correct dress these days to students and parents before the uniform holiday. Shorts must be no shorter than 2 inches above the knee. High heels are not permitted for dress-down days. **The principal retains final discretion regarding acceptable dress on these days.**

### ACADEMIC POLICY:

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

#### Grading Scale for Grades 1 – 8

A	100 – 93
B	92 – 85
C	84 – 77
D	76 – 70
F	69 - 50

Students also receive a letter grade for conduct. Conduct grade is based on classroom rules and expectations.

#### *Questions Regarding Grades:*

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

#### *Honor Roll (4-8)*

*A list of students who make the Principal's List (4.0) and Honor Roll (3.5-3.99) is posted outside the office. Students will be recognized for their achievements.*

*Any student receiving a D or lower will not be on the Honor Roll.*

#### *FAILURE:*

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

#### *HOMEWORK:*

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

The amount and type of homework vary from grade to grade; however, parents should understand that the assignments are meaningful and valuable to the student. ***Generally, parents should expect 10-15 minutes of homework per grade level per day starting in Kindergarten.*** Parents are asked to cooperate with teachers to ensure homework is completed and brought to school on time. Parents will be notified if a child consistently does not complete or turn in homework. Missing assignment slips are given out. Daily

homework will be posted in each classroom. Students are expected to write this homework daily in their assignment notebooks. Parents should check these notebooks daily to ensure their child completes homework assignments. Parents may check Ren Web and the school's website ([www.olofps.org](http://www.olofps.org)) to look at classroom activities and information from their child's teacher.

#### *MAKEUP WORK:*

If a student is absent from school due to illness, any assignments assigned *before* and during the absence are due ***within 48 hours of the student's return to school***. Any work assigned during an absence will be given an extension on the due date equal to the number of days absent but will not exceed five days. For extended absences due to severe illness or surgery, contact the teacher to set due dates for assignments. ***Requested makeup work must be requested by 9 am, or they will receive it after they return.***

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

### **POLICY ON SCHOOL ABSENCES:**

#### *1. ATTENDANCE*

Our Lady of Fatima Parish School believes regular school attendance is directly related to academic success. Absences, tardiness, and early school departures mustn't detract students from their academic responsibilities.

##### *1.1. ABSENCES*

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

**Students should be fever-free for 24 hours before returning to school.** Students sent home during the school day with a fever will not be allowed to return to school the next day, as this would not qualify for the 24-hour protection of the entire school community.

The school may refuse credit to any student missing more than 15 absences per year (or ten absences per semester), whether excused or unexcused. Students who have over 15 absences due to an extended illness or hospitalization may receive credit for makeup work through tutoring or an approved alternative learning plan.

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

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

##### *1.2 PLANNED ABSENCES*

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

### *1.3 MAKEUP WORK*

The school faculty is not responsible for providing any advanced assignments for students. It is the student's responsibility to complete missing work when they return. Makeup work for assignments missed will be provided to the student upon their return to class or if requested by 9 am. Makeup tests will be given at the teacher's discretion.

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

An exception to the above makeup work policy would be if a student is hospitalized or has an extended illness. In this instance, the school will work with the student to develop an approved alternative learning plan.

Any student with a UNEXCUSED absence will be given a zero for any assignments or tests missed.

### *1.4 TARDINESS AND UNEXCUSED EARLY DEPARTURE*

Students are expected to be in their classroom in their seats by the 8:00 am bell. Students arriving between 8:00 am and 10:30 am will be marked tardy. Students who come to school after 10:30 am will be marked a half-day absent.

Instruction continues until dismissal at 3:00 pm. Students who leave school after 12:30 pm will be marked a half-day absent. Any doctor appointments with a doctor's excuse less than 2 ½ hours will be excused.

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

**\*\*Students are not allowed to participate in any afterschool activity if they are not present at school on the same day as the activity.**

### **CLOSING OF SCHOOL:**

In conjunction with the other Catholic schools, Our Lady of Fatima Parish School makes its own decisions on school closing. All closings will be announced on local media on the morning of closings. Please do not bring the children to school earlier than the designated times on delayed openings because no teacher will be at school to supervise the children. It would not be safe to have children unsupervised in snow or cold. If the school remains open and a parent/guardian believes it would not be safe to bring

their child to school on that day, the parent/guardian should contact the school's office and notify the staff of the absence, which will be considered excused.

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

### **REMOTE LEARNING DAY:**

The Our Lady of Fatima Parish School "REMOTE LEARNING DAY" program will be used when school is canceled due to inclement weather. A Remote Learning Day will count as a whole school day, one of the 180 required by West Virginia. A "REMOTE LEARNING DAY" alert will also be posted on the school website and Facebook ([www.olofps.org](http://www.olofps.org)) to remind families that students should be working from home on these days. Below you will find our expectations for Remote Learning Days.

#### **REMOTE LEARNING DAY PROCEDURES and RULES**

1) OLOFPS Faculty members will email assignments to Grades 3<sup>rd</sup>-8th students by approximately 9:00 am. Our staff creates special lessons for this type of day, and the assignments may not be posted at precisely 9:00. Students should check their email multiple times to ensure they receive all assignments. Students in grades K-2 will receive snow day packets before the snow day.

2) OLOFPS Faculty members will answer questions regarding assignments by email from noon until 3:00 pm.

3) Students should email completed assignments to their teachers by 6:00 pm or at the discretion of their teacher.

4) All assignments will receive a grade entered in Ren Web. Students who fail to complete an assignment will receive a zero (0).

#### **TECHNICAL PROBLEMS or ILLNESS**

Parents must email the school administration on the "REMOTE LEARNING DAY" if their child is ill and cannot do the work or experiencing technical difficulties in completing or returning their assignment. Email the school administration regarding illness or technical issues will allow students to turn in their work later. Lack of Wi-Fi is not an acceptable excuse. Students can use smartphones to access their email and complete the assignment.

### **STUDENT SUPPORT DAYS**

Student Support Days are days that count as a whole day of school. These are days off school given to the students so they can stay caught up in their classes. An SSDs encourages student success through mentoring, tutoring, and the opportunity to make up work. During the SSD, all teachers will be available between 8:00 and 3:00 to answer emails and work with students who are struggling or missing assignments.

### **CRISIS PLAN:**

OLOFPS has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to one of two secure designated locations:

1. OLOF Church
2. Off-Campus – across the street at Cemetery

### **CHILD ABUSE:**

OLOFPS abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all suspected abuse and neglect cases be reported to Child Protective Services.

### **FIELD TRIPS:**

Field trips are planned with an instructional objective in mind. *School permission forms signed by the parent/guardian are required before the student can go on a field trip. Permission by phone is ordinarily not acceptable. If a student fails to return the permission slip at the assigned time, then that student will not go on the trip.* Parent chaperones must remember that they represent the school and that the teacher handles all decisions and concerns regarding the trip. ***All chaperones must meet all Office of Safe Environment requirements for the Diocese of Wheeling-Charleston.*** At their discretion, teachers may invite parents to accompany the class on the trip. Siblings of children are not allowed to attend a class on a field trip, even if the parent is a chaperone. Only "official" chaperones should be in attendance for a field trip. **Any adult transporting students to and from a school event must complete the Field Trip Driver Form.**

### **HEALTH AND MEDICATION:**

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

### **REQUIRED VACCINATION:**

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

### **LOCKERS:**

Middle school students are assigned lockers. Lockers are provided for all students and are the property of the school. Students are always responsible for keeping their lockers neat and clean. Lockers are to be used only at the designated times. Students will be charged for any damage to the lockers. Students should not consider the lockers to be secure. The valuable personal property of the student should not be left in the lockers. Lockers are subject to search by school officials at any time. Lockers will be cleaned out every nine weeks. Students are only permitted to put magnetic items in the lockers. No stickers, writing, etc., are allowed, or it will be considered vandalism.

### **LOST AND FOUND:**

Any items found in the school building or on the grounds should be given to the receptionist to place in the Lost and Found basket. Items placed in the Lost and Found remain there for seven days. After seven days, items are donated to charity.

Students who lose a library book, textbook, or workbook must pay the book's replacement cost plus shipping to receive a new copy.

### **LUNCH PROGRAM:**

Our Lady of Fatima Parish School will not provide a hot lunch program for K-8<sup>th</sup> students during the 2022-2023 school year. All students will be required to bring a packed lunch.

### **MILK:**

Our Lady of Fatima Parish School participates in the Federal Milk Program, where 2% white or chocolate milk may be ordered. Students may order up to two cartons of milk each day when lunch count is taken during homeroom. Small water bottles are also available for purchase daily at lunch.

### **MESSAGES TO VISITORS:**

Everyone, including parents, guardians, and alums coming into the school, must report to the office first before being accompanied to their destination by an office staff member. No class is to be interrupted to bring lunches or messages to students. The office staff will deliver them when convenient. After the school day begins, no forgotten books, homework, or gym clothes will be given to students. Students must be responsible and remember them each morning. Students cannot retrieve forgotten homework or books after 3:30 pm.

### **PRINCIPAL ABSENCE**

When the principal is out of the office, please consult the office staff for discipline or administrative issues.

### **DELIVERIES TO STUDENTS AND STUDENT BIRTHDAYS:**

Any parent/guardian needing to deliver lunch to a student must bring the lunch to the school office for delivery. Birthday gifts, flowers, balloons, etc., are NOT to be delivered to the school. This disrupts the school day, and they will not be given to the child in class. Birthday treats may be enjoyed in the classroom only. Please drop them off in the school office and coordinate a time and day with the classroom teacher.

### **RECORDS:**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses, and phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

### **RECOMMENDATION LETTERS:**

Recommendation Letters for students must be presented to teachers and staff members at least two weeks before the due date.

### **SACRAMENTAL CELEBRATIONS:**

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

#### *SACRAMENTAL PREPARATION:*

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

#### *RECONCILIATION:*

Parents or guardians must be instructed about their rights and privilege and their role and responsibility in preparing their children for First Reconciliation.



A child must have been baptized before receiving the Sacrament of Reconciliation. After the celebration of First Reconciliation, the school provides further opportunities for students to receive the Sacrament. Catholic parents and those students preparing for First Reconciliation are encouraged to use the Sacrament of God's mercy, healing, and love in their daily Catholic Christian life.

Children will receive more than a year of formal religious education (beginning in the first grade) before the traditional preparation for First Reconciliation. After the first year of formal religious instruction (starting in Kindergarten), a concentrated catechesis occurs six to eight weeks before the celebration of First Reconciliation.

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

#### *EUCCHARIST*

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

Children should receive at least one and a half years of formal religious instruction (beginning in Kindergarten) before preparing to celebrate the First Eucharist. A concentrated Catechesis centering on the Eucharist is to occur usually eight to ten weeks before the actual reception of the Sacrament.

#### *CONFIRMATION:*

Parents and guardians must be instructed about their rights and privilege and their role and responsibility in preparing the candidates for Confirmation.

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

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

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

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

#### *PRAYER:*

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

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

Students pray in the classroom at the school day's opening, before lunch, and before afternoon dismissal. These regular prayer opportunities strengthen the student's relationship with God, the school community of faith, and oneself.

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

### **SERVICE:**

The fullest response to the Christian experience of God in Christ is to serve others. St. Paul reminds Christians in his Letter to the Corinthians that faith without the love of others renders faith "a resounding gong or a clashing cymbal" (Corinthians 13:1). Therefore, the school is committed to living out Christ's call to serve others and work for true justice in the world today. Students in grades 5-8 must complete three hours of service per nine weeks as part of their religion classes. Please see the Service Hour Guidelines.

### **SCHOOL ARRIVAL:**

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

### **SCHOOL DISMISSAL:**

Parents are required to follow the school's pick-up procedures. **Please see the procedure and diagram information sheet.** If a parent has business in the school, they should park away from the traffic flow and walk to the building after 3:20 pm. At 3:30 pm, the school's academic facilities will close. Teachers are not ordinarily available for a conference at this time. Parents must schedule a conference to meet with their child's teachers. Afterschool Care begins at 3:20 pm daily.

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

### **SCHOOL OFFICE HOURS:**

The school office is open on all school days from 8:05 am –2:45 pm and 3:20 pm-3:30 pm daily.

### **SCHOOL PROPERTY:**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the total amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **SCHOOL SAFETY:**

OLOFPS attempts to provide a safe environment for all individuals. Verbal or written threats against any individual's physical or emotional well-being are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, or expulsion. If the school suspects danger to a student or the school community, the school reserves the right to call the police.

## **TOBACCO CONTROL POLICY**

Tobacco use or distribution of tobacco products in any school building is prohibited. Students under 21 may not possess tobacco products at any time.

### **SEARCH:**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

### **STUDENT DIRECTORY:**

Each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and email addresses within the first month of the school year. Parents may choose to exclude any personal contact information from the Student Directory. The Student Directory should be used to acquaint parents with the names of their children(s), classmates, and parents. These directories should not be used or sold for other purposes.

### **STANDARDIZED TESTING:**

Students in K-8 take the NWEA Map Test three times during the school year. 8th Grade students will also take the Golden Horseshoe Test. 2nd through 8th-grade students will take the ARK Test (Assessment of Religious Knowledge).

### **TECHNOLOGY:**

#### **Technology Usage:**

Each student/ parent or guardian must sign an Acceptable Use Policy Form for Technology (see agreement at the end of this handbook). Use of the computer and the Internet are provided for school use only. Students in grades 3-8 will receive Chrome Books and a separate handbook/agreement for those terms and conditions.

#### **Technology Concerns:**

**Blogs:** Engagement in online blogs such as, but not limited to Facebook®, etc., may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

**Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sports practices or games, they should bring the cell phone to their homeroom upon arrival in the morning to park the cell phone in the off position for the day. The student at dismissal may pick up the cell phone. At no time during the day should a cell phone be in a student's locker or possession. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

**Electronic Readers (E-readers):** Electronic readers, called "e-Readers," are digital devices that store books, periodicals, magazines, and other electronic media. E-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture, and they cannot be ignored. OLOFPS, in striving to maintain technological relevance in education, provides students the opportunity to use these devices per our Technology Use Policy. Teachers reserve the right not to allow E-readers in their classrooms.

**Facebook® and Instagram®: Photos, Posts, and captions on a student or parent's Facebook® and Instagram® account(s) that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.**

Sexting: Students involved in possessing or transmitting inappropriate photos on their cell phones or other electronic devices face suspension or expulsion.

Texting: Students should not be involved in texting during the school day. Students engaged in texting at school face detention, suspension, or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as but not limited to [www.there.com](http://www.there.com)® and [www.SecondLife.com](http://www.SecondLife.com)® pose a developmental and moral risk to a student's life. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff face detention, suspension, or expulsion in defamatory light.

#### **TITLE IX:**

OLOFPS adheres to the tenets of Title IX: "No person in the United States shall, based on sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### **GUIDELINES FOR PARTICIPATION IN SPORTS:**

#### *ELEMENTARY SPORTS (Grades 3-5)*

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

Conduct grade of Satisfactory or higher on last semester's average.

A "C" average in all subjects.

If students do not meet the eligibility requirements, they have until the first interim report to bring up their grades. They will not be allowed to participate if they are eligible for the team and grades or conduct dropped below requirements after the first report card.

#### *MIDDLE SCHOOL SPORTS*

Our Lady of Fatima Parish School plans to offer the following sports depending on student interest:

Cross Country

Tennis – boys and girls

Basketball – boys and girls

Cheerleading

Golf

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

The following academic eligibility standards apply:

2.0 grade point average on last semester's report card.

A Conduct Status of Satisfactory.

"If students do not meet the eligibility requirements, they have until the first interim report to bring up their grades. They will not be allowed to participate if they are eligible for the team and grades or conduct dropped below requirements after the first report card.

#### **POLICY ON DISCIPLINE:**

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

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

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

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

#### ***ILLEGAL SUBSTANCE POLICY***

Diocesan Policy 5512 states:

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

#### ***DEADLY WEAPON POLICY***

Diocesan Policy 5513

*Any instrument designed to be used to produce serious bodily injury or death or is readily adaptable to such use shall not by any person be brought onto or otherwise permitted on the property of the schools or any other property under the jurisdiction of the Bishop of the Diocese of Wheeling-Charleston. Nor shall any instrument be brought onto or otherwise permitted on any premises where school functions are conducted. Deadly weapons shall include but not be limited to those instruments defined in West Virginia code, chapter 61, Article 7, Section2, as a blackjack, gravity knife, knife, switchblade knife, Nunchuk,*

*metallic or false knuckles, pistol, revolver, rifle, or other deadly weapon or like kind of character which may be easily concealed on or about the person or any other type or description.*

***Violation of this policy will result in expulsion.***

## **OUR LADY OF FATIMA PARISH SCHOOL HARASSMENT POLICY:**

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

### *Definitions:*

1. *Racial Harassment* shall consist of physical, verbal, or written conduct relating to a person's race when:

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

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

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

### *Possible consequences of harassment*

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

### *Reprisal*

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

### *False Accusations*

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

### **STUDENT PREGNANCIES OR MARRIAGES**

Every effort should be extended in a student pregnancy or marriage to ensure the possibility of the students continuing their education in Catholic Schools.

### **RIGHT TO AMEND:**

OLOFPS reserves the right to amend this handbook. Notice of amendments will be sent home to parents or through email communication.



### **Consent Form**

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

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I have read and understood the 2023-2024 Parent/Student Handbook contents and agree to abide by the terms contained within.

Student(s) Name: \_\_\_\_\_

Parent or Guardian's Printed Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_