

Our Lady of Fatima Parish School



Family Handbook **2016-2017**

3301 W Dravus St
Seattle, WA 98199
206-283-7031

<http://school.olfatima.org>

School Office Hours:
Mon-Fri, 8:00am - 4:00pm

Classroom Hours:
Mon/Tues/Thurs/Fri, 8:30am - 3:15pm
Wed, 8:30am - 2:15pm

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A. MISSION/PHILOSOPHY

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades K to 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

MISSION STATEMENT

Our Lady of Fatima School is a parochial elementary school established as a primary ministry of Our Lady of Fatima Parish. The school is first and foremost an instrument of the Gospel achieving its objectives by:

- educating the children of the parish in the Catholic faith,
- supporting parents as the primary educators of their children,
- maintaining an environment in which our faith and its moral values can be lived out,
- developing the mental and physical capabilities of the students, and
- preparing children for leadership and service to others.

PHILOSOPHY STATEMENT

We believe that the formal education at Our Lady of Fatima School

- is value-based in Catholic beliefs,
- promotes life-long learning,
- develops and fosters effective communication, and
- is committed to service and the principles of Social Justice

SCHOOLWIDE LEARNING EXPECTATIONS

An Our Lady of Fatima Parish School student is one whose values, attitudes, and interpersonal skills are rooted in faith, hope, love, and mercy.

An active Catholic who:

- Celebrates and understands the life of the Church and sacraments, especially the Eucharist
- Demonstrates knowledge of scripture, prayer, and basic teachings of the Catholic Church
- Shares faith by living the Gospel values as a disciple of Christ

A life-long learner who:

- Demonstrates critical thinking, reflection, and responsible decision-making
- Sets achievable goals and evaluates results
- Applies prior knowledge to new situations

An effective communicator who:

- Demonstrates critical reading, writing, speaking, and listening skills
- Gathers, questions, and analyzes information individually and collaboratively
- Shares learning and understanding through a variety of methods

A socially responsible person who:

- Demonstrates respect for self, others, and all of God's creation
- Leads by example by respecting individual differences and opinions
- Understands and applies the principles of Catholic Social Teaching

B. ADMINISTRATION

ORGANIZATIONAL RELATIONSHIPS

Archbishop

Archbishop J. Peter Sartain, D.D., S.T.L., is the chief teacher in the Archdiocese. In a special way, Catholic elementary and secondary schools participate in the teaching mission of the Church and are responsible to the Archbishop. The Archbishop's ministry and responsibility in this area are shared on a variety of levels with the Superintendent of Schools, pastors, principals, teachers, and parents. The Superintendent of Schools is appointed by the Archbishop and serves as his delegate in matters affecting the elementary and secondary schools.

Superintendent

The Superintendent of Catholic Schools, Patrick Haggerty, Ed.D., is responsible for providing direction, services, leadership, and support for the Catholic elementary schools in the Archdiocese of Seattle.

Pastor

The pastor, Fr. Philip Raether, is the policymaker for the parish school. He fulfills this function within the context of Archdiocesan policies and in close collaboration with the principal and School Commission.

Principal

The principal, Mr. Nicholas Ford, serves as the chief administrative officer of the school. The principal of an Archdiocesan parish or regional elementary school reports directly to and is evaluated annually by the pastor. The principal is the educational leader in the school community charged with the administration and supervision of the school, in conformity with Archdiocesan and local school policies, rules, and regulations.

School Commission

The parish elementary School Commission is a consultative body to the pastor in long-range planning and the formulation of local policies affecting the parish school. The principal is the School Commission's executive officer. The Commission recommends school policies within the context of parish priorities and goals. Commission responsibilities include establishing a mission statement for the school, developing long-range goals for the school, developing means to finance the school (including tuition structures, financial development, and fundraising), promoting communication and public relations, and evaluating the school's goals and plans.

Parent-Teacher Club

The Parent-Teacher Club (PTC) is responsible for maintaining good communication between the home and school. It is a vehicle by which parents can provide service and support to the school through volunteering and fundraising. It offers a mechanism for parent education and serves as a structure for political action when needed. The purposes of the Parent-Teacher Club are:

- To provide information to parents about the school, PTC activities, volunteer opportunities, and the OLF School Commission.
- To enhance school programs and to provide extras, such as milk service and Field Day.
- To support faculty and staff efforts by contributing to homeroom and enrichment program funds and teacher appreciation activities.
- To provide community building activities for parents, teachers, and administration.
- To support our school financially through fundraising activities.
- To serve as a structure for political action when needed.

C. ACADEMIC POLICIES

ACADEMIC EXPECTATIONS

Academic excellence is the demonstrated ability to acquire, apply, perform, and excel in scholastic activities to each student's fullest potential. For this reason, all students are expected to fulfill their academic responsibilities under the direction of our teaching staff as well as with the support of their parents.

ACCOMMODATION POLICY

Our Lady of Fatima School's mission to provide a Catholic education for elementary school students calls us to address concerns about individual learning differences and the extent to which we can reasonably accommodate these differences.

We have an MSL (Multi-Sensory Learning) Program in place. Some students may require outside tutoring. The Washington Learning Disabilities Association is an excellent resource for support services.

Educational, psychological, and/or medical evaluations which give specific information regarding the nature and extent of a student's disability, and which make recommendations related to the student's learning, are helpful tools for administration and teachers and must be provided to the school. These evaluations help teachers to better understand the educational needs of the student.

The school determines which adjustments are reasonable in the classroom. Documentation of the learning disability by doctors, educational psychologists, and/or learning disability specialists must be provided. If problems arise in the classroom related to the student's learning disability, parents and/or students may contact the teacher and/or administration to discuss and plan strategies, adjustments, or interventions based on the learning disabilities evaluation that might be used to improve student learning. On occasion, the result of this process is a realization that the student requires more support than Our Lady of Fatima Parish School can provide. In this case, the teacher and/or administration will assist the family in making a transition and will offer referrals.

ATTENDANCE AND ABSENCE

Washington state law requires students to attend school regularly and punctually. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Illness is the only valid reason for absences from school. **If your child is ill and will be absent from school, please email the school secretary and copy your child's teacher, or call the**

school office between 8:00-8:30am or leave a voice mail message prior to that time. A written excuse must accompany the student upon return to school. This note should contain the date(s) absent from school, reason for the absence, and your signature.

Attendance at school is extremely important. It is the student's responsibility as well as the parent's to take this obligation seriously. Doctor, dentist, and any other appointments should be scheduled outside school hours whenever possible. If a child will miss school for an appointment, please notify the school secretary at least one day in advance via email and copy your child's teacher.

Vacations taken when school is in session are discouraged. Children miss important instruction as well as the introduction of new class material. If needed, the following procedure should be followed:

- Parent/Guardians are asked to notify the school of the planned absence at least one (1) week prior to the absence. Parents/Guardians will be responsible for seeing that all missed assignments are completed when the child returns to school.
- The teacher is not required to supply work ahead of the vacation time for the student to complete while away from the classroom.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. **A child who arrives at school after 8:30am is considered tardy.** Any student who arrives late must report to the office for a tardy slip before going to the classroom. Excused tardiness includes medical and dental appointments, illness with a note, and inclement weather. Parents will be notified if tardiness becomes excessive.

GRADES AND GRADING

Methods of grading and grade schedules are given to parents at Curriculum Night in the Fall. Specific assignments may be given to students with the means of assessment attached. If there is a question concerning grades and grading, it may be taken up with the teacher.

HOMEWORK

Homework is assigned on a regular basis in relation to the age, maturity, and needs of the student groups. It is generally assigned Monday through Thursday. The amount of time required for an individual to accomplish the assigned work will vary according to the ability and study habits of the child. Interest by parents is essential, but students should be able to do their assignments independently most of the time. Parents can promote good study habits by encouraging children to study at a regular time and place.

The purpose of homework can be any one of the following:

- To practice and refine skills so that mastery is achieved.
- To prepare students for the next class meeting.
- To provide opportunities for independent study, research, and creative thinking.

Time required to complete daily homework assignments is geared to the average student. It should fall within the range of 15 minutes in grade 1 to an hour in grade 5, and up to an hour and a half in middle school.

At times, a long-term assignment in any grade may require extra time to complete.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by library staff and volunteers. Most classes have regularly scheduled library times; all students are allowed to use the library during library hours with the permission of their classroom teacher. There is no fine for overdue books. Students must pay for lost or damaged books. The library collection is updated and expanded throughout the year. Books are chosen to enrich and support the educational program of the school, taking into consideration the varied interests, abilities, and maturity levels of the students served.

CURRICULUM

Our Lady of Fatima has single grade homerooms. Depending on the size of the class, there may be more than one homeroom per grade. Included in the curriculum are classes in music, physical education, Spanish, art, and library. Computer technology is integrated into our academic classes. We have adopted Common Core State Standards and our academics are supported by the Archdiocese of Seattle Office for Catholic Schools.

PROMOTION AND RETENTION

Students are promoted once a year. Promotion is based on the student's satisfactory completion of the requirements of the grade. The final decision for the promotion or retention of a student is the sole responsibility of the principal. There may be some instances where students will be conditionally promoted based upon the successful completion of a particular subject area in a specified amount of time.

REPORT CARDS

A report card is sent to parents at the end of each trimester. Please carefully review your child's progress and contact the teacher if you have questions regarding the evaluation. Note that the final report card of the school year is held until all outstanding fines and fees are paid.

D. ADMISSIONS AND TUITION POLICIES

ADMISSIONS

Our Lady of Fatima Parish School is a ministry of Our Lady of Fatima Parish. It is the school's mission to assist parishioners in their duty to educate their children in the Catholic faith. The school fulfills this mission not only through the religion curriculum, but also through the teaching of the entire academic curriculum in the context of a faith community.

Our Lady of Fatima Parish School admits students of any race, color, and national and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at school. It does not discriminate on the basis of race, color, gender, or national or ethnic origin in administration of its educational policies, scholarships and loan programs, athletic programs, and other school-administered programs.

Requirements for Admission to Kindergarten

- To be considered for admission to kindergarten, a child must be five years of age on or before August 31st.
- Applicants for admission to kindergarten will be considered in the following order:
 1. Children of active, participating parish members who have siblings who will be in the school (OLF) the next academic year.
 2. Children of active, participating parish members as defined below who do not have

- siblings in the school.
3. Other children with siblings who will be in the school in the next academic year.
 4. Other Catholics.
 5. All other children.

If the number of qualified applicants exceeds the number set by school policy, the final determination of admission will be made by the principal and pastor using the above as a guideline.

Degrees of active parish participation will be assessed from such criteria as:

- History of participation in parish worship, the Mass.
- History of financial support of the parish.
- Involvement in other aspects of parish life.
- Other circumstances specific to particular families.

Admission for Grades Other Than Kindergarten

Fatima students who have successfully completed their current grade level will have priority for admission to the next grade level.

Transfer Students

To be considered for admission, a transfer student must have successfully completed the preceding grade level and give evidence of ability to succeed at Our Lady of Fatima Parish School. Transfer students will be accepted on a discretionary basis. There must be sufficient evidence of good behavioral and academic effort, as well as a spirit of cooperation

The Admissions Policy, as all other matters in the parish, is subject to the pastor's approval as required by Canon Law.

REGISTRATION

Registration of students for the next school year is taken each year in the Spring. Re-registration of children already enrolled is taken first, followed by new registrations. Priority is given to Our Lady of Fatima parishioners.

SCHOOL FUNDING

In keeping with the mission of Our Lady of Fatima School, tuition is set below the true cost of educating each child. We ask families to consider making a tax-deductible donation of an amount they are able to OLF Partnerships to help us maintain the school's accessibility and the level of programs and services provided to our students.

In addition, we have an annual appeal made to the whole parish and alumni during Catholic Schools Week in January. All gifts received as a result of this appeal go to the permanent OLF Endowment Fund from which we are able to draw interest. Memorial gifts made throughout the year also go to the school Endowment Fund. Persons whose families designate the school as the recipient of memorial gifts have their name inscribed on a plaque in the school and are remembered by students at school Masses.

Other funding resources include activities overseen by the Parent-Teacher Club, the annual Auction and community-building Fall Festival, and a yearly parish subsidy, which is dependent upon the stewardship of all parishioners.

TUITION

The tuition schedule is communicated each Spring and is presented on the yearly tuition contract. There are both In-Parish and Non-Catholic schedules. For the purposes of this policy, an Our Lady of Fatima parish family is one in which at least one parent or guardian is baptized Catholic, children in the family are baptized Catholic, and the family actively participates in the life of the parish. Active participation in the life of the parish involves a sustained commitment on the part of the family to the larger family that is Our Lady of Fatima Parish, and includes being registered as parish members, being active participants in the Eucharistic celebrations of the parish, and having a sacrificial giving card on file.

Tuition may be paid in full or in monthly installments. Our Lady of Fatima uses the SMART tuition payment program.

Financial Assistance

Financial Assistance is available for families who are unable to meet the full cost of tuition. Those seeking financial assistance must apply through the Fulcrum Foundation before the next school year during the published designated time. Informational packets are available through the principal's office. The application for tuition assistance is considered complete when the applicant has applied through Fulcrum online, presenting all pertinent information to the OLF School principal.

WITHDRAWALS AND REFUNDS

Families interested in enrolling pay a non-refundable registration fee with the Tuition Contract. Should the student withdraw from school during the course of the school year, tuition, if paid in full, will be refunded for the time the student will not be attending Our Lady of Fatima School. If the tuition is being paid in monthly increments, the school will ensure that billing stops at the time the student is withdrawn.

There is one exception to this policy, and it applies only to potential kindergarten families who have submitted an application and paid the registration fee. If for any reason the school makes the decision that the incoming kindergartner will not be part of the coming year's class, the school will refund the registration fee. This exception does not apply 1) if it is the family who makes the decision not to attend Our Lady of Fatima after having submitted an application, or if 2) the family deciding against kindergarten has other children enrolled at OLF in the coming year, as the registration fee then applies to their Tuition Contract.

E. COMMUNICATION

ANNOUNCEMENTS

All notices, announcements, and bulletins related to student activities are submitted to the school office for approval before distribution. No bulletins or announcements may be sent to or from a classroom or distributed without prior approval by the principal.

CLASS INTERRUPTIONS

Teachers and classes must not be interrupted during school hours. Forgotten lunches or books should be left in the school office. Parents are asked to confer with teachers before or after daily classroom hours or at a mutually agreed upon time.

CONFERENCES

School wide parent/teacher conferences are scheduled after the first trimester of the school year and are noted on the school calendar. As these conferences involve all teachers during a specially dedicated time, it is not possible to accommodate rescheduling. However, if at any time during the school year a parent has a specific concern, he or she is encouraged to contact the teacher to arrange for a meeting either before or after school. Optional parent/teacher conferences are offered in February prior to President's Day Break.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

FAMILY DIRECTORY INFORMATION

A School Directory is published each Fall. It includes lists of faculty and staff, School Commission members, members of the Parent-Teacher Club Board and committee chairs, and Room Parents. We ask that directory information not be distributed for non-school related reasons.

ANNUAL UPDATE FORMS

Forms and information updates pertinent to the start of school will be emailed to guardian contact email addresses on file at the end of August each year. Forms should be returned to the school office by the first day of school. Hard copies of forms are available from the school office if needed.

FAMILY HANDBOOK

The Family Handbook provides information about the policies of the school. Parent and student agreement with these policies is a requirement of attending the school, and is part of the Tuition Contract.

FAMILY INFORMATION PACKET

To facilitate communication between school and home, information is sent to each family on each Thursday of the school year. The packet contains the weekly letter from the principal and other timely forms and flyers. It is sent to parents online as often as possible, but there are occasions when a packet needs to be sent home with the oldest child or designee in each family. When this happens, the envelope is to be signed by the parent or guardian and returned to school on Friday. (Replacement cost for lost envelopes is \$1.00.) Please read all weekly information carefully whether online or in the envelope. **Information for the family packet must be turned in to the school secretary no later than noon on Tuesday and is subject to approval by the principal.**

NEWSLETTER

School staff produces a newsletter, *The Companion*, for OLF parishioners, alumni, and school parents. Notable school activities and gifts to the school are highlighted.

PROBLEM SOLVING

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted.

RECORDS

Health Cards and Immunization Records CIS (Certification of Immunization Status) are required for every student. They are transferred to the new school at the time of a student's transfer.

Permanent Record Cards are required for every student. This record is kept permanently at the school and is photocopied at the time of a student transfer. Parents may request in writing to view permanent files. Permanent Record Cards are retained in the school building indefinitely.

Attendance Records are recorded daily at the beginning of the school day. Attendance Records are kept permanently on file.

TELEPHONE

The school office telephone is a business phone and is not to be used by students except in an emergency as determined by their teacher or the school office. Forgotten lunches, homework, or supplies are not considered emergencies. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another child's home after school. Phones in the classrooms are not to be used by students without teacher approval.

USE OF STUDENT INFORMATION/PICTURES

There are occasions during the school year when pictures of students are taken and submitted for publication. Parents and guardians are asked to review and sign the school's Photograph/Video/Sound Release Form. The school will reserve the right to use student photographs and art unless otherwise directed via this form by the parent or guardian.

F. CRISIS PLANS

CANCELLATION OF SCHOOL/INCLEMENT WEATHER

Because of the hardship that can be caused by an abrupt cancellation, school will not be canceled unless a significant safety risk has been created by extraordinary circumstances, such as extreme weather, equipment failure, or public crisis. If school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

When inclement weather makes it necessary to close the school, parents will receive notification over the radio and on TV via early morning broadcasts on KIRO, KOMO, and KING. There will be a "Special Announcement" message on the main school telephone number, 283-7031, and in the Announcements section of the school website. If there is change in the school schedule, Our Lady of Fatima School will be mentioned specifically. When possible, a later opening or Emergency Schedule will be announced. An Emergency Schedule means that school will open at 10:30am.

CHANGE OF ADDRESS/PHONE

It is very important for emergency and administrative reasons that each student maintains an up-to-date address record card at the school office. **Notify the school immediately if you have a change of address and/or change of phone number during the school year.** This also applies to changes in parents' work information.

EMERGENCY INFORMATION

Each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone and parent(s) work phone

- Emergency phone number of friend or relative
- Physician's name and phone
- Medical alert information

SAFETY PREPAREDNESS

Students are instructed how to handle themselves in the event of a fire, earthquake, or other safety issue through class and school drills. If the school building is in lockdown at the time the school day ends or must be evacuated, we will make every effort to contact parents and will release students one-by-one only to those persons listed on the emergency forms that are updated yearly.

G. DISCIPLINE CODE

CODE OF CONDUCT

We at Our Lady of Fatima Parish School firmly believe that Catholic education consists of meeting the spiritual, academic, and emotional needs of the students. The goal of the administration and staff is to provide an educational environment that promotes Christian values, cultivates the intellect, and develops the ability to make sound moral judgments.

It is the student's responsibility to help maintain an orderly and cooperative learning environment in the school. Each person must respect the rights and needs of others, act in a safe and healthy manner, and treat all property with respect. Each student is expected to take responsibility for his/her own learning and in no way deprive others of their right to learn.

Parents of school-age children delegate a share of their authority to administrators and faculty. It is important that there be genuine unity of purpose and practice between parents and teachers. At times, harm has been done to a child, class, teacher, or the school's reputation through the use of misinformation or partial facts that were proclaimed or acted upon without proper investigation.

For this reason, parents as well as teachers are urged to bring their concerns regarding school-oriented incidents into proper focus by doing the following:

- LISTEN to what the students have to say, but remember it is only one side of the story.
- DISCUSS the situation honestly and calmly with the teacher and child whenever possible.
- CONFER with the principal when the situation requires more extensive decision-making or problem-solving than can be done on the parent/teacher level.

The student is a representative of Our Lady of Fatima Parish School at all times. A student who engages in conduct that is detrimental to the reputation of the school, **whether inside or outside of the school**, may be disciplined by school officials.

CONFLICT RESOLUTION

We believe that each person has a right to be respected and has a responsibility to respect others. We know that some conflicts are inevitable. Because we believe in a peaceful world where the dignity of each person is preserved, we value nonviolent resolution of conflict. At Our Lady of Fatima Parish School, conflict resolution is based on the process outlined in the "Second Step" program as well as the principles of "Teaching with Love and Logic."

An important element in Catholic education is helping students learn how to make responsible

choices while seeing the impact their decisions have on the greater community. However, there are times when some students' choices of behavior are inappropriate in or out of school. When a student's behavior or attitude harms the Our Lady of Fatima community or our reputation, the student may be subject to any or all of the following disciplinary steps determined at the discretion of the principal. Corrective action will be taken for the following:

- ❑ Failure to observe general rules of order regarding behavior in the classroom, on the playground, or in any school building.
- ❑ Putting others down with rude, insulting, or embarrassing comments, either verbally, in writing, or in any manner online.
- ❑ Swearing, using vulgar or any inappropriate language (verbal, written, or online), using obscene gestures, or exhibiting negative body language.
- ❑ Failure to be in designated areas at designated times.
- ❑ Dishonesty by lying, cheating, or forging signatures.
- ❑ Bringing gum to school or chewing gum at any time.
- ❑ Being out of uniform without written permission or without authorized non-uniform dress permission.
- ❑ Any appearance that distracts from the educational process.
- ❑ Littering on the school and parish grounds, in the classrooms, in the hallways, or in the bathrooms.
- ❑ Chronic misuse of textbooks or damage to the textbooks. Students must then purchase the textbook.
- ❑ Other inappropriate conduct.

GUIDELINES FOR DISCIPLINE

Failure to observe an area of the Code of Conduct will result in consequences. Depending on the seriousness of the infraction and the judgment of school personnel, the following procedures may be followed:

- ❑ First Occurrence: Warning.
- ❑ Further Occurrences: Recovery time out of classroom.
- ❑ Documentation as needed: Parents and principal notified.
- ❑ Improvement plan developed.

When the student willfully does not respond to ordinary forms of discipline and demonstrates chronic misbehavior, then probation, suspension, or expulsion may be necessary actions.

Probation is a formal warning that unless set conditions are met, more serious action will be taken. It is used for serious or repeated offenses. Students and parents will be informed in a conference with the principal and conditions of the probation period will be set.

Suspension is the removal of a student from the classroom for a period of one to five days. It may be carried out in the school or in the home. Regular academic work is expected to be completed during this time. Suspension occurs when a negative pattern of behavior persists. Suspensions are usually imposed only as a last resort. It signifies that the child's behavior is so disruptive that the reasonable action is to remove the child from the classroom. Occasionally it is necessary to enact immediate suspension for serious offenses. If your child is suspended, you will be informed and required to confer with the principal and teacher before reinstatement can take place. Examples of serious offenses requiring immediate action are:

- ❑ Use or possession of controlled substances.

- ❑ Use or possession of a weapon or explosives.
- ❑ Vandalism that includes damage or destruction or defacing of school property, other people's property, or adjacent property.
- ❑ Disrespect of authority.
- ❑ Lying, cheating, or stealing.
- ❑ Fighting or mock fighting.
- ❑ Harassment that includes repeated conduct or expressions (in person, in writing, or in any way online) directed toward another for the purpose of intimidation.
- ❑ Failure to meet conditions of probation.
- ❑ Refusal to improve habitual poor behavior.

Expulsion is defined as a request for the student to withdraw from the school and find educational accommodation elsewhere. Expulsion occurs only after all efforts have been made to resolve problem behavior and when, in the opinion of school authorities, the student would not benefit by remaining and/or the student's presence is detrimental to the mission of the school. Repeated offenses with no sign of improvement are an indicator of expulsion. Use or possession of drugs, alcohol, or weapons at any time may result in immediate expulsion. Any conduct that significantly damages the reputation of the school could result in expulsion.

Our Lady of Fatima School follows due process when there is a conflict. At times, the pastor may be called in to mediate a particular situation.

RESPECT FOR THE DIGNITY OF ALL

Student Rights

Students have the right to be treated with respect by everyone.

Students have the right to learn in class.

Students have the right to safety.

Students have the right to be heard when there are needs, concerns, or sides to be presented.

Student Responsibilities

Students have the responsibility to treat others with respect.

Students have the responsibility to allow others to learn in class

Students have the responsibility to complete assigned work and participate in class activities.

Students have the responsibility to follow rules that ensure safety for all.

Students have the responsibility to listen to others and respect their positions.

Teacher and Parent Rights

Teachers and parents have the right to be respected in how they are treated, spoken to, and referred to by all.

Teachers and parents have the right to be heard.

Teachers and parents have the right to be contacted about the students when there are issues that affect their dealing with the children.

Teachers and parents have the right to rules, policies, and procedures that enhance their work with the children.

Teacher and Parent Responsibilities

Teachers and parents have the responsibility to speak, act, and refer to one another with respect.

Teachers and parents have the responsibility to listen and attempt to understand.

Teachers and parents have the responsibility to keep the lines of communication open and

active regarding the students.

Teachers and parents have the responsibility to support, abide by, and enforce rules, policies, and procedures of the school.

BULLYING

Everyone at Our Lady of Fatima Parish School is committed to making the school a safe and nurturing environment for all students. The school seeks to eliminate hurtful behaviors while providing students with the skills to assist victims of such behavior. Bullying is the result of someone who has a pattern of hurting, frightening, threatening, or intentionally embarrassing or excluding someone. Any of these actions is taken very seriously and will be handled according to our Guidelines for Discipline. Parental support is essential to the success of a school program that builds upon respect for each person.

HARASSMENT

Harassment is verbal or physical conduct or electronic or wireless communication that denigrates or shows hostility toward or about an individual because of his or her race, color, religion, gender, national origin, age, disability, appearance, and/or manner of conducting him- or herself or toward or about his/her relatives, friends, or associates. It has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; of unreasonably interfering with the individual's work performance or education; or of otherwise adversely affecting the individual's employment or educational opportunities. Any form of harassment, whether written, verbal, or otherwise transmitted, is taken seriously. A complaint may be made directly to the person doing the harassing or may be made to a teacher or, if needed, to the principal.

WEAPONS POLICY

No weapons or look-a-like objects that could be construed as weapons are allowed at school: toy swords, guns, grenades, knives, etc., are not allowed. Special permission from the principal may be granted for use of fake weapons during supervised situations (e.g., drama productions).

This policy assures and requires referral to the criminal justice or juvenile delinquency systems any student who brings a firearm to school. Expulsion will result. This policy also requires the immediate notification of parents of any student who brings a firearm to school.

H. EXTRA-CURRICULAR ACTIVITIES

Some of the extracurricular activities offered at OLF are listed below. Information about others will be provided in the weekly packet and on the school website as they come up.

CYO ACTIVITIES PROGRAM

Our Lady of Fatima Parish sponsors an athletic program. Registration for the various sports is done through the parish and school offices. Formal sports begin in grade 4. Cross-country running is open to all grades.

OUTDOOR EDUCATION

Every other year, students in grade 6, their teachers, and parent volunteers attend an Outdoor Education Camp. To raise funds, these students hold a wreath sale every year before Christmas.

SCHOOL PLAYS/MUSICALS

Every December, all students are involved in a music program for the parents in celebration of Christmas and the Lord's coming. It is under the direction of the music teacher. In the Spring,

students in designated grades may perform or otherwise participate in a musical production.

SNOW SPORTS PROGRAM

Snow Sports is a parish-sponsored Winter program that provides a bus, with parent chaperones, to the Summit at Snoqualmie on Friday afternoons for students to participate in skiing and snowboarding activities.

SPEECH PROGRAM

Run by volunteers from our school and parish communities, the OLF Speech Program is open to students in designated grades. The competitions are generally held at Catholic high schools.

I. FIELD TRIP POLICIES

FIELD TRIPS

In compliance with Archdiocesan guidelines “all field trips must have the enrichment of the curriculum as their core purpose” (Catholic Schools Policy Manual). Field trips, as an extension of classroom experience, are encouraged provided that adequate supervision and insurance coverage are assured. Field trips are a privilege afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

The Following Field Trip Guidelines Will Be Used:

- Written parent/guardian permission is absolutely necessary for all students participating in the field trip. Students who do not return a signed Archdiocesan permission slip will not be allowed to go on the field trip. *Phone calls will not be accepted in place of the written permission form.* Each child must have a Field Trip Student Emergency Form on file in the school office. This form must accompany the child on the field trip. Drivers must carry a copy of the signed Permission Slip and Emergency Information Form with them during the field trip. These forms are returned to school when the students return.
- Under normal circumstances, car pools will be used for transportation. Field Trip drivers must have a Background Check Form and current Field Trip Driver Information Form on file in the school office, with up-to-date insurance information. The school does not carry liability insurance for injuries to passengers or damage to the car. Drivers will be responsible to see that students assigned to their car leave and return seat-belted in the same car.
- Washington state has two occupant protection laws: a seat belt law and a child restraint law. Both are to be followed. The seat belt law requires all vehicle occupants to be **properly restrained** in all seating positions. Buckling one seat belt around two people or placing the seat belt under the arm or behind the back is dangerous, can cause death or serious injury, and is a violation of the law. The child restraint law requires the following:
 - a. Children 12 years old and under are to be transported in the back seat where it is practical to do so.
 - b. Children up to their 8th birthday, unless they are 4’9” tall (whichever comes first), must ride in a booster seat.
 - c. The restraint system must be used correctly according to the car seat AND vehicle manufacturer’s instructions.
 - d. Drivers are responsible for all students assigned to them. Students are to remain with their driver/chaperone for the duration of the field trip.
- Drivers are to go directly to and from the field trip destination. There are no side trips permitted for any reason. There are strong legal ramifications for any stops not previously stated on the

- field trip permission slip.
- ☐ Drivers must not bring younger siblings on field trips.
- ☐ Use of cell phones by drivers and chaperones is prohibited except in case of an emergency.

J. GENERAL INFORMATION

ACCREDITATION/STATE APPROVAL

As an elementary school fully approved by the State of Washington and the Superintendent of Public Instruction, Our Lady of Fatima Parish School follows all of the rules and regulations governing private schools as required by Washington state law.

Our Lady of Fatima Parish School is accredited by the Western Catholic Educational Association (WCEA).

Our Lady of Fatima School is a member of the National Catholic Education Association (NCEA), the Washington Federation of Independent Schools (WFIS), and the Association for Supervision, Curriculum, and Development (ASCD).

ARRIVAL AND DISMISSAL

School hours Mondays, Tuesdays, Thursdays, and Fridays are 8:30am to 3:15pm.

School hours on Wednesdays are 8:30am to 2:15pm to accommodate weekly staff meeting.

Before school, students will enter from the drop-off line in the parking lot and go to their class lines. If dropped off in front of the school or walking or biking to school, students will be allowed to go through the front door and breezeway to join their class lines on the playground. The front door is not accessible to students before 8:00am. In general, students should not arrive prior to 8:15am unless they are meeting with a teacher. No big toy, basketball, games, etc., are to be played as students are waiting.

After school, students being picked up in the car line will all go to the parking lot and wait in their class lines. Walkers will exit the front of the school. Siblings may arrange a meeting place in front of the school so that they may walk together. Students crossing Dravus Street at any time **must** cross at either 32nd or 34th in the crosswalks.

For cars, there is no double parking on Dravus nor should drivers enter or exit via the east alley on Dravus St either during drop-off or pick-up. The only exception for entering the alley on Dravus St is if the driver has a school-designated parking space on the east side of the building.

Bikers will park their bikes in the bike rack and walk to the front of the school to enter at the front door. For safety, the alley otherwise must be off-limits for students during drop-off and pick-up times.

Siblings

For safety reasons, younger children waiting for after-school pick up are not allowed on the play structure.

Traffic Procedures, Before and After School (Car Line)

Please see **Car Line Directions** on the school website.

BICYCLES/SKATEBOARDS/SCOOTERS, ETC.

Bicycles ridden to school must be parked in the bicycle rack located in the alley east of the school. They are to be locked at all times. Bicycles may not be ridden on the playground or around school when students are present. Students are not permitted to bring skateboards or roller blades to school.

CARE AND USE OF SCHOOL PROPERTY

The school building and school equipment are the property of Our Lady of Fatima Parish School and parish. Use of school facilities before or after usual school hours, including the gym, library, lunchroom, and individual classrooms, must be approved both by the parish office and the school principal.

Students are expected to take proper care of the building and all materials provided for their use. Fines equal to repair or replacement costs are imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's social responsibility. Books taken home must be in a waterproof backpack or book bag.

Desks are the property of the school and may be opened without the presence or permission of the students who use them.

CUSTODY

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

DANCES

OLF School 7th and 8th graders have the opportunity to attend junior high dances hosted by other local Catholic elementary schools. Students work with the principal to select those to be attended from the list of scheduled dances; this list is provided to parents at the beginning of the school year or as soon as possible. Students are required to have an OLF-generated permission slip, signed by both parent/guardian and student, and student identification in order to attend.

DUES, FINES, AND FEES

Any outstanding payments due to the school at the end of the school year will result in the school's holding report cards until payment is made.

EARLY DISMISSAL OF STUDENTS

If a child must leave school early for an appointment, he/she must bring a written excuse to school on the day of the appointment. **Children are to be picked up at the school office only.** The child must sign out in the office before leaving and sign in upon returning. The parent, guardian, or delegate must identify him/herself at the school office before the child will be released.

ELECTRONIC DEVICES/CELL PHONES

Portable video game systems, iPods, Kindles, or other media devices may not be used by students for anything other than academics during school hours. Students who carry cell phones to school must leave them turned OFF in their backpacks during the school day. Our Lady of Fatima cannot be held responsible for lost, stolen, or damaged items. Any student using an

electronic device or cell phone during the school day without explicit permission may have the device confiscated. This includes cameras. No cell phones may be used for taking pictures. Students are encouraged to leave expensive personal belongings at home. See also TECHNOLOGY POLICIES, page 21)

GUM/FOOD

For janitorial reasons, students are not allowed to use gum during school hours in the building or on the playground. This regulation is enforceable by janitorial service or detention if requests are not honored. Candy and other food may be consumed only in the lunchroom or at designated snack times.

HEALTH

The State of Washington has made it mandatory that routine childhood immunizations be current for a student to be in school.

Washington state health regulations require specific tracking of visual, auditory, and scoliosis data. Qualified volunteers administer these tests at school in accordance with state law.

Allergies or Chronic Conditions

Our Lady of Fatima School recognizes that children with severe allergies or chronic but manageable health conditions are not limited in their academic potential, but do have needs that require awareness. Prior to the start of the school year, parents/guardians should discuss with their child's teacher(s) how their child can best maintain his or her health during school and school-related activities. Parents should provide their child's homeroom teacher and the school secretary written information about what the school should know and emergency information.

Illness

Children who are ill must be kept home until they have recovered sufficiently to return to the regular school routine. General guidelines for keeping children at home would include not returning to school until the child has been treated with antibiotics as needed for 24 hours, has not vomited or had diarrhea for 24 hours, or has not had an elevated fever for 24 hours.

Infectious Diseases and/or Life Threatening Illnesses

The Archdiocese of Seattle considers infectious diseases and/or life threatening diseases as a medical condition and considers it as a disability. Catholic schools in the Archdiocese do not discriminate on the basis of these diseases. However, there may be some particular situations in which limitations may be placed on the admission/retention of a student with infectious and/or life threatening illness that is medically justifiable.

Lice

Lice checks are performed throughout the school year. Should your child have lice, you will be notified and provided with information about treatment. Students are not to return to school until they are "nit" free, to ensure that the lice are completely gone. A policy on the handling of lice is on file in the school office.

Reporting Child Abuse

Washington state law requires teachers and the school principal to report suspected child abuse or neglect. "It is not the educator's responsibility to determine if abuse or neglect has occurred; that duty belongs to the police and social services departments. It is, however, the clear responsibility of school personnel to report any situations that raise reasonable suspicions in their

minds."

IDENTIFICATION/LOST AND FOUND

All articles of clothing and supplies should be labeled with the student's name. Lost items may be reclaimed from the school's Lost and Found during the school year. At various times during the year, if the number of items is more than space can accommodate, items may be donated or moved to Uniform Exchange. Notification will be given in the weekly letter from the principal. On the last day of school, once students are dismissed, all remaining items are bagged for donation and lost uniform items are placed in the Uniform Exchange.

LEAVING THE SCHOOL GROUNDS

Students must remain on the school grounds during school hours unless they have express permission from the principal to leave. Students who are going home for lunch are asked to bring a written request from parents or guardians. One note is enough for the entire year if it is a daily routine. If occasional permission is desired, it must be requested in writing each time.

LUNCH

Queen Ann Catering offers a daily lunch program at Our Lady of Fatima Parish School. Information regarding the menu and lunch costs is sent home via the school packet. Students may use this program or bring their own lunches to school. Students eating peanut butter or foods containing nuts sit at a separate table for lunch.

MILK

The milk program is coordinated and supervised by the school. At the beginning of each school year, the milk coordinator will notify parents regarding the cost of milk for that particular year. Parents are required to pay the entire amount for the school year by the specified date. Milk will then be served daily to those students.

In the operation of the Special Milk Program, no child will be discriminated against because of race, color, national origin, age, sex or handicap.

MONEY

When money is sent to school for any purpose, it should be in a sealed envelope, marked with the student's name, grade, purpose, and amount enclosed. Please send separate envelopes for each child in the family whenever possible. An exception can be made in the case of lunch payment -- money for all children in a family may be combined. Students should not carry excess money to school. If a student must have personal money, it should be put into the care of the teacher.

PARTIES

Room parents plan classroom parties for the major holidays of the school year. You may bring a small treat to celebrate a child's birthday. We ask that treats not contain nuts or peanuts. Treats will be distributed at the discretion of the teacher. Parents are asked to notify the teacher in advance if they are planning to bring a birthday treat.

Invitations for parties can be given out at school only if they are being given to the entire class, to all of the boys in the class, or to all of the girls in the class. Please use mail or telephone to make any other arrangements. Hurt feelings result when it is obvious that some children are not included in an invitation.

PICTURES (see also Use of Student Information/Pictures, page 10)

Individual and class pictures will be taken during the first quarter of the school year. Specific instructions for purchase and payment will be sent to parents prior to the picture day. A picture retake day will be arranged for those who missed the first session or for those who are not satisfied with the original photograph.

RELIGIOUS EDUCATION

Students participate in liturgies and prayer services on a regular basis. Parents are invited to the liturgical celebrations and are given advance notice by way of calendars and newsletters.

In cooperation with parents and the parish community, teachers prepare 2nd grade students for the Sacraments of Holy Eucharist and Reconciliation. During the school year, grades 2 through 8 have the opportunity to receive the Sacrament of Reconciliation. Teachers of religion provide a review of or additional instruction about sacramental meaning, purpose, and procedure prior to the reception of each sacrament.

SAFETY PATROL

The school safety patrol is designed for the safety of students at street crossings and to assist in the general good order in and around the school. It is moderated by one of the teachers and is regularly supervised by the Seattle police, who make written reports to the school concerning its efficiency. Grade 5 students are trained at the last quarter of the year to assume the responsibility when they enter grade 6. All patrol officers are to demonstrate responsibility by obeying safety laws and school rules, and by working to protect students from safety hazards.

Students in 6th grade are eligible to serve as safety patrol officers, provided they meet the requirements set forth by the school and have parental approval.

Students using the crosswalks are to respect the students on safety patrol and follow directions.

STUDENT SERVICE PROGRAMS

Our Lady of Fatima School stresses the importance of service learning for all students in kindergarten through 8th grade. Ample opportunities are provided for students to research, plan, implement, and assess service projects. Individual classes or homerooms do some projects, while others are whole school projects.

VISITORS

All persons visiting the school during the school day for volunteer duties or meetings are required to enter the school through the front door and to report directly to the school office after entering the building. A visitor's pass is then received. The visitor's pass must be visible and worn at all times while in the building.

YEARBOOK

Parents are notified when yearbook orders are due.

K. MEDICATION

Students at Our Lady of Fatima Parish School are not permitted to have either prescription or non-prescription medication in their possession while at school. This includes cough drops, cough syrup, throat lozenges, and Tylenol or Advil. All medication is to be locked up in the school office. The administration of medications at school (either prescription or non-prescription) is allowed

upon written request of the parent/guardian and private physician and with the approval of the principal in accordance with state laws.

Individual decisions regarding inhalers, epi-pens, and insulin will be made in consultation with the parent, teacher, and principal.

L. PARENT COOPERATION AS CONDITION OF ENROLLMENT

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

M. PARENT COMMITMENT VOLUNTEER HOURS

Each family is committed to complete 30 parent volunteer hours each year (May 1 through May 1). This builds community, reduces costs, distributes the workload, and assures efficient operations. Hours are to be recorded on the blue Commitment Hours form handed to each family in the Spring. This form is due the following May 1st. Information about volunteer opportunities can be found in the weekly newsletter, on the school website, or by contacting the Parent Teacher Club Commitment Hours Chairperson. Volunteers must complete a Background Check Form and OLF Volunteer Agreement Form prior to serving. Completion of the Safe Environment Program is required for some volunteer positions and recommended for all. The cash equivalent for each volunteer hour is \$50; per the tuition contract with parents, unfilled hours are billed.

N. TECHNOLOGY POLICIES

Acceptable Technology Use:

The use of the network and the Internet is a privilege, not a right. Use of the network must be in support of Our Lady of Fatima's mission as a Catholic school. Violations or inappropriate use will result in immediate loss of access to this privilege. All violations will be dealt with on a case-by-case basis. Each person is expected to understand and abide by the following guidelines:

We recognize God's presence in all people and possessions. We are committed to the growth of the whole student, both morally and intellectually. Students will demonstrate respect for authority, for themselves, for others, and for property. Students will follow the directions of the adult in charge of the computer lab or other rooms where computers are in use, and obey regulations posted in those rooms regarding computer equipment usage.

Students shall not deliberately or willfully:

- Visit an unauthorized website.
- Reveal personal information or information online about oneself, other students, or staff.
- Pursue, post, or create material that is or reasonably could be considered offensive.
- Harass another person or group of persons by sending unsolicited messages or posting libelous content.

- Damage the computer equipment, network, or software, or assist others in doing so. The school reserves the right to seek financial restitution for any damages so caused.
- Create or distribute malware.
- Share his or her login credentials with another user.
- Use or attempt to use another person's login credentials.
- Access educationally inappropriate materials or show others how to do so.
- Make unauthorized copies of software found on school computers or attempt to install new software.
- Attempt to circumvent the Internet content filter or firewall.
- Use computer resources for non-academic or personal purposes.
- Bring software from home to be used on school equipment.
- Remove school supplies such as paper, printer cartridges, discs, or related items from the school premises without explicit approval from a staff member.

We express care, cooperation, and conservation with others and shared property through the ethical use of technology.

Each student will:

- Demonstrate respect for the right of others' privacy, recognize the work of others, and conserve school resources to the best of his or her ability.
- Refrain from excessive printing.
- Exercise concern for communal working areas by using hand sanitizer and removing debris from the desks before leaving the room.
- Preserve default system preferences and application installations.
- Understand that the school Technology Director, in conjunction with the principal, is the final authority regarding the use of technology resources.

Student use of technology should not be assumed to be private. All activities are monitored, logged, and accessible for review by authorized personnel. Any material found to be inappropriate, unlawful, or abusive will be removed immediately without warning. Our Lady of Fatima School is not responsible for material lost or damaged on external devices such as CDs, DVDs, or USB flash drives.

Our Lady of Fatima School recognizes the changing nature of technology and of students' understanding and use of it, and reserves the right to revise these policies as needed.

O. UNIFORM REQUIREMENTS

Overview and Objectives:

The uniform identifies one as a student of Our Lady of Fatima Parish School. It also helps to encourage and reflect good grooming and responsible behavior and study habits. The dress code is based on modesty, neatness, cleanliness, good taste, and safety. Parents are expected to understand and support these guidelines as well as help their children make good choices about appropriate attire and grooming. Please contact the school before purchasing any items to be worn at school if you have questions or are unclear about the Dress Code.

Lands' End is the vendor of choice for all uniform items, except the plaid jumpers and skirts and full-length leggings, which are to come from Dennis Uniform.

Clothing Guidelines and Limitations:

Specific to uniforms:

- Students must be in complete uniform on all school days unless authorized otherwise by the principal. (See “non-uniform dress days” below for specific exceptions.)
- Shirts are to be tucked in.
- If a student needs to be out of uniform for any reason, a note of explanation from the parent or guardian must be sent to the principal.
- Students must wear the complete school uniform to school Masses, which includes OLF sweatshirt, fleece vest, or fleece pullover. Staff may determine, on warm days, whether or not sweaters/fleece are optional.

Uniform and non-uniform:

- All items must be clean, neat, and in good repair, with no holes, tears, frayed ends, or other signs of excessive wear.
- Sizing is to be appropriate on all items.
- All items are to be **clearly marked** with the child’s name for identification.
- Pants are to be hemmed and not dragging on the ground.
- Skirts, jumpers, skorts, and shorts should be of an appropriate length that is both modest and in good taste and is no shorter than 3” (three inches) above the knee. Bicycle shorts worn under uniform skirts should be white, navy, khaki, or black.
- Pants should fit properly, being neither too tight nor excessively baggy. The waistband is to be above the hipline.
- Undergarments (that are underneath shirts and blouses) are to be solid white or a natural color, with no other colors, pictures, or logos that show through.
- Shoes are to be tennis shoes with non-marking soles to preserve our gym floor. They must have a fully enclosed toe and heel. Sandals, boots, Uggs, heeled shoes, crocs, or flip flops are not allowed.
- Socks must be worn at all times. These must be visible above the shoe and can include anklets, various sport sock styles, knee-highs, or tights.

Personal Appearance:

- Students are to be well groomed at school. Students should use deodorant as needed and practice proper hygiene. Cologne and perfume should be kept to a minimum out of courtesy to others. None is to be brought to school.
- No visible body piercing is allowed except for simple pierced ears. Girls’ earrings must be studs or small earrings that dangle no more than a 1/2-inch from the lobe. Hoops are not allowed for safety reasons.
- Make-up: Girls in grades 7 and 8 may wear make-up if it is simple, subtle, and appropriate. A general rule of thumb is that make-up should look natural and not be noticeable; if it is noticeable, then it’s too much for school. Make-up is not to be applied or freshened during the school day.
- Hairstyles and color should be moderate and neatly groomed. Extreme styles or non-natural colors are not allowed.

Boys and Girls:

- Solid true navy, thin or wide wale corduroy pants or navy twill uniform pants. No cargo pants, hip huggers, trendy styles, or second color topstitching are allowed.
- Khaki twill walking shorts.
- Solid white, light blue, or navy blue knit shirt with collar, short or long sleeves.
- Solid white turtleneck, long sleeve.
- OLF navy blue sweatshirt.
- OLF navy fleece vest, pullover, or jacket.
- Visible socks.

Girls:

- Dennis Uniform Mayfair Blue plaid jumper or skirt to be no shorter than 3" above the knee regardless of leggings worn underneath.
- Khaki or navy skirt to be no shorter than 3" above the knee.
- Solid white blouse with collar, short or long sleeve.
- Leggings may be worn with skirts or shorts. These are to be full length, solid navy blue or black, with no pattern or trim. Dennis Uniform is the preferred vendor.
- Visible socks.

6th-8th Grade Girls and Boys Additional Option:

- Khaki twill pants.

Non-uniform Dress Days:

Some days during the school year are assigned as non-uniform dress days. On these days, students may be out of uniform. Again, parents and students are asked to use good judgment in choosing appropriate clothing that is neat, clean, in good repair, and in good taste. The following apply:

- Jeans, cargo pants, and sweatpants are allowed, as long as they are in good repair and not sloppy.
- No sleeveless, backless, sheer, tank, or halter-style tops or dresses. No tops or dresses with thin or spaghetti straps.
- No bare-midriff tops.
- Skirts and dresses are to be no shorter than 3" above the knee.
- Shorts should not be clingy or tight and should not be a short-short style.
- Shirts and tops should not be clingy or tight, or low cut (rule of thumb is no lower than 1 inch below collar bone).
- Pants should not be tight or excessively baggy and must be worn at a reasonably normal waist level. No spandex.
- No military clothing. Imprints on clothing may not refer to tobacco, alcohol, drugs, profanity, or anything in poor or questionable taste.

Current trends and fads will be addressed as they arise. Should changes be made, parents will be informed. The goal is to maintain an atmosphere that reflects Catholic values and is conducive to academic pursuits.

Non-Compliance:

If a student does not comply with the dress code for either uniform or non-uniform items, the problem will be brought to his or her attention and they will be asked not to wear the item(s) to school. The student may be asked to wear an alternative item from Uniform Exchange while in

school that day. If the problem persists, parents will be notified and the student will forfeit his or her next non-uniform dress day. Our Lady of Fatima School reserves the right to send any student home to change following parent/guardian notification.

P. USE OF SCHOOL GROUNDS

Students are expected to arrive at school no earlier than 8:15am unless they have an appointment with a teacher. They are also expected to leave the school grounds after school **unless part of a school activity or accompanied by an authorized adult**. There is no playground supervision **provided by the school** before 8:15am and after 3:15pm (2:15pm on Wednesdays).