



OUR LADY OF FATIMA PARISH SCHOOL

FAMILY HANDBOOK 2023-2024

Curious minds. Compassionate hearts. Serving the world.

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MESSAGE FROM THE PRINCIPAL

Dear Parents/Guardians and Students,

Welcome to Our Lady of Fatima Parish School! In choosing OLF, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of Our Lady of Fatima Parish School for the 2023-2024 school year.

The Our Lady of Fatima Parish School Family Handbook is available on our school website, school.olfatima.org. All school families must read this document carefully and sign the handbook agreement policy each year as part of their tuition contract. By signing this policy, you and your student(s) agree to abide by the policies of Our Lady of Fatima Parish School during the 2023-2024 school year.

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

Faithfully,

Christopher Smith
Principal

SCHOOL FACULTY AND STAFF

Early Learning

Preschool Teacher	Karen Witkowski	kwitkowski@olfatima.org
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SCHOOL COMMISSION

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DIVERSITY, EQUITY & INCLUSION COMMITTEE

Our Guiding Principles

Rooted in Our Lady of Fatima Parish School's Mission to enable curious minds and compassionate hearts, in a safe environment where each student's gifts develop to serve our world and guided by Catholic Social Teaching, the DEI Committee strives to:

- Build an inclusive community, where all diversity is truly welcomed and celebrated
- Develop students who are allies and advocates for themselves, their peers, and their community
- Develop antiracist students
- Create safe opportunities to learn and foster conversations
- Acknowledge and break the silence regarding past and present inequity and injustice
- Create and promote access for those who have been systematically denied opportunities to share and to be in places of influence

Who We Are

We are a group of volunteers across the school faculty and staff and the parent and guardian community. We are focused on helping make our school and community a better place.

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OUR LADY OF FATIMA PARISH SCHOOL INFORMATION

SCHOOL LOCATION

Our Lady of Fatima Parish School is a Preschool through 8th Grade Catholic elementary school. It is located at 3301 W Dravus St, Seattle, WA 98199.

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

VISIONS AND VALUES

Community

Called by the Trinity to build the Kingdom, we live in solidarity with our human family, appreciating shared customs and celebrating diversity.

Love

Following Jesus' Great Commandment, we live with grace and compassion for our families, neighbors, and those living on society's margins.

Faith

Understanding that we are made BY God, we live IN and WITH God so that we may live each day FOR God.

Stewardship

Inspired by God's eternal, singular act of creation, we are guided to be stewards, developing our gifts – intellectual, physical, emotional, and spiritual – while caring for our planet.

Joy

Living with the Risen Lord, we are unbridled in our joy as we breathe the Good News, reveling with wonder and awe in our quest for knowledge.

CHRISTIAN SOCIAL QUALITIES

- Respect self and others
- Respect authority
- Respect property
- Demonstrate responsible behavior

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 Person of Faith** who:

- **Learns:**
 - *Understands the Scripture and Traditions of the Roman Catholic Church.*
- **Reflects:**
 - *Encounters the living God through prayer, introspection, and discernment.*
- **Practices:**
 - *Deepens their commitment to faith by sharing in the life of the Church, celebrating the sacraments, especially the Eucharist, and participating in the liturgy.*
- **Leads:**
 - *Shares the joy of their faith through a spirit of missionary discipleship.*

A **Curious Learner** who:

- **Demonstrates resilience:**
 - *Understands that learning requires perseverance through trial and error.*
- **Thinks critically:**
 - *Understands and evaluates a concept and creates something new.*
- **Reflects, innovates, and adapts:**
 - *Understands how to reflect on past performances and how to set goals.*
- **Connects:**
 - *Understands that learning can be bridged across disciplines and applied to the real world.*

An **Effective Communicator** who:

- **Actively Listens:**
 - *Visibly and actively engages in the intake of information with the goal of understanding concepts and perspectives.*
- **Presents:**
 - *Effectively and responsibly articulates their message within a variety of contexts.*
- **Collaborates:**
 - *Works to elevate the perspective of the group alongside their own.*
- **Communicates with integrity:**
 - *Commits to truth and honesty in their communication with others.*

A **Socially Responsible Person** who is:

- **Integrous**
 - *Models the values of Christ through thoughts, words, and actions.*
- **Self-determined**
 - *Demonstrates respect for self with confidence and kindness through reflection and actions recognizing the dignity of the human person.*
- **Inclusive**
 - *Honors and accepts all members of the human family, embracing diversity while practicing empathy, compassion, and justice.*
- **A Steward of Creation**
 - *Shows reverence, concern, and thoughtful action while caring for and protecting God's creation on our campus, in our neighborhood, and on our planet.*

SCHOOL PRAYER

We ask you, Lord,
To help orient all our actions
By your inspiration
And carry them on
By your gracious assistance,
So that every prayer and work of ours
May always begin from you
And through you be happily ended.

*This is a variation of a prayer included by St. Ignatius of Loyola at the beginning of the SPIRITUAL EXERCISES, which Jesuits have often used at the beginning of an undertaking.

SCHOOL HISTORY

Our Lady of Fatima Parish School was founded in 1954. In its first year, 122 students were enrolled. The teaching staff was composed initially of the Sisters of the Presentation, followed by the Sisters of the Holy Names of Jesus and Mary.

In 1958, OLF School was expanded to include a library and an additional classroom. In 1968, a new church was built and the original Our Lady of Fatima Church was converted to the school's first gymnasium.

The last sister to live in the convent retired in 1986, marking what was to become the end of the sisters' role in staffing the school. That building was also converted, to what is now the Parish Office. In 1988, the gym was updated. The addition of the Parish Center to the church was completed that same year.

A computer lab was added to the school in 1989. In 1990, the school began to offer half-day kindergarten and a Multi-Sensory Learning program. Existing space was dedicated to a science classroom in 1994. The school's administration offices, science lab, music room, library, and computer lab were renovated in 1998 to provide better space for each.

In 2005, as the result of a major, parish-wide capital campaign, a new, regulation-sized gym, an updated lunchroom, a break-out classroom, and additional storage and drama space were added.

In 2009, the school began to offer full-day kindergarten. In 2018, the school began to offer full-day preschool and pre-kindergarten, as well as extended care for Our Lady of Fatima students.

Our play structure was replaced with a new “Big Toy” in 2016.

The computer lab was converted into our Learning Resource Center (LRC) in 2019.

In 2023, the lunchroom kitchen was renovated and expanded, and a play structure for our youngest students (“Little Toy”) and the Big Tent were installed on the playground.

MISSION STATEMENTS

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

OUR LADY OF FATIMA PARISH

We, as stewards of Our Lady of Fatima Parish, keep Jesus Christ at the center of our lives by celebrating the Eucharist, nurturing our faith, building community, and serving others.

OUR LADY OF FATIMA PARISH SCHOOL

As a Catholic community rooted in the teachings of Christ, we educate the whole child, encouraging curious minds and compassionate hearts in a safe environment where each child's gifts develop to serve our world.

NOTICE OF NON-DISCRIMINATORY POLICY

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

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

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

Our Lady of Fatima Parish School was most recently accredited in 2022 by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process.

COVENANTS

COMMUNITY COVENANT

Our Lady of Fatima Parish School community strives to be a covenant community. The teachers and staff at Our Lady of Fatima Parish School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at Our Lady of Fatima Parish School accepts the responsibility of cooperating with parents/guardians in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Our Lady of Fatima Parish School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents/guardians of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at Our Lady of Fatima Parish School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents/guardians have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents/guardians understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents/Guardians chose Our Lady of Fatima Parish School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Our Lady of Fatima Parish School. Parents/Guardians understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents/guardians will:

- Be a Christian role model by regularly attending Sunday Mass with their children if they are Catholic.
- Promote respectful behavior in their child by setting a good example in their own speech and behavior.
- Show respect for the school personnel, volunteers, and visitors and teach their child to do the same.
- Practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- Follow the policies and procedures of the Our Lady of Fatima Parish School Handbook.
- Accept and embrace the diversity at Our Lady of Fatima Parish School.
- Respect the privacy of the faculty, staff, students, and their families.
- Not consume smoke or vape prescribed tobacco and/or cannabis products on school grounds, school transportation, and/or at school activities and events.

ADMISSION AND ENROLLMENT POLICIES

GENERAL INFORMATION

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

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

ADMISSIONS POLICIES

Our Lady of Fatima Parish School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability (see **NOTICE OF NON-DISCRIMINATORY POLICY**).

Prior to entry, attendance, or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law (see **Immunizations**). The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.

Final admission of students is dependent upon the results of an interview with the principal and review of current school records and/or academic assessments as applicable. Final acceptance will be submitted in writing to all new families admitted for the following school year.

A child must be 5 years of age for kindergarten, 4 years old for pre-kindergarten, and 3 years old for preschool by August 31st immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.

A copy of a Baptismal certificate (required if Roman Catholic, both for students baptized at Our Lady of Fatima Parish and elsewhere, and requested if non-Catholic), birth certificate, and immunization form **MUST** be submitted by all new students before they are allowed to attend.

All new students are accepted on a probationary basis (see Academic Trial Period under **ACADEMIC POLICIES**). Students must meet and maintain academic standards and expectations.

Early Learning Program Admissions

- Eligible students for the preschool program must be 3 years old by August 31.
- Eligible students for our pre-kindergarten program must be 4 years old by August 31.
- We do not accept any students for early admission.
- All students must be fully potty trained and independent in their ability to use the bathroom.

Applicants for admission to preschool and pre-kindergarten will be considered in the following order:

1. Children of active, participating parish members (see “Active Parish Family Criteria” below), who have siblings who will attend OLF during the next academic year or who have graduated from Our Lady of Fatima Parish School.
2. Children of active, participating parish members(see “Active Parish Family Criteria” 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.

Currently enrolled preschool students receive priority for admission to pre-kindergarten the following year.

Kindergarten Admissions

- Eligible students for our kindergarten program must be 5 years old by August 31.
- We do not accept any students for early admission.
- All students must be fully potty trained and independent in their ability to use the bathroom.

Applicants for admission to kindergarten will be considered in the following order:

1. Currently enrolled Our Lady of Fatima Pre-K students.
2. Children of active, participating parish members (see “Active Parish Family Criteria” below), who have siblings who will attend OLF during the next academic year or who have graduated from Our Lady of Fatima Parish School.
3. Children of active, participating parish members, as defined below, who do not have siblings in the school and who have been members of the parish for at least two years.
4. Other children with siblings who will be in the school in the next academic year or who have graduated from Our Lady of Fatima Parish School.
5. Other Catholics.
6. All other children.

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

Transfer Admissions

- Our Lady of Fatima Parish School students who have successfully completed their current grade level will have priority for admission to the next grade level.
- 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 student admissions will be considered using the order of admissions set out below.
- Transfer students in Grades six, seven, or eight will be accepted on a discretionary basis contingent upon a review of the student’s satisfactory school progress at the end of the previous

year. There must be sufficient evidence of good behavioral and academic effort as well as a spirit of cooperation.

Transfer Order of Admissions

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

1. Current students presently enrolled at Our Lady of Fatima Parish School.
2. Children of active, participating parish members (see “Active Parish Family Criteria” below), who have siblings who will attend Our Lady of Fatima Parish School during the next academic year or who have graduated from Our Lady of Fatima Parish School.
3. Other children with siblings who will be in the school in the next academic year or who have graduated from Our Lady of Fatima Parish School.
4. Children of active, participating parish members, as defined below, who do not have siblings in the school.
5. Children of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
6. Baptized Catholics who are not covered by the above qualifications.
7. Non-Catholic students.
8. When the applicants are equal, the following will be taken into consideration:
 - a. Longevity in Our Lady of Fatima Parish;
 - b. Children/siblings of alumni of Our Lady of Fatima Parish School;
 - c. Grandchildren of long-time parishioners; and
 - d. Results of any interviews deemed necessary by the principal.
9. As in all school policies, the final decision is made by the principal and pastoral leader of Our Lady of Fatima Parish.

Waitpool

As openings occur for each grade level, students will be admitted and/or placed in a waitpool. A waitpool will be established when a class reaches:

- 16 in Preschool
- 20 in Pre-Kindergarten
- 28-30 in Kindergarten-2nd Grades
- 30 in 3rd-8th Grades

Active Parish Family Criteria

An active 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 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, having a sacrificial giving card on file each year, and participating in the Annual Catholic Appeal each year. To be considered active parish members, the family must have been active and participating members of the parish **for at least six months** prior to school application and must meet the following criteria:

1. At least one parent/guardian is baptized Catholic. One parent/guardian must have a baptismal certificate on file either at the OLF parish office or at the school office.
2. Student(s) are baptized Catholic and baptismal certificate(s) are on file in the school office (for those baptized at OLF or elsewhere).
3. Family has completed a registration card at the Our Lady of Fatima Parish office.
4. Family files a Sacrificial Giving Card each year reflecting a minimum yearly contribution of \$30 per week to support Our Lady of Fatima Parish.

5. Family files an Annual Catholic Appeal pledge card each year and fulfills the pledge to support the Archdiocese of Seattle.
6. Family regularly attends weekly Mass at Our Lady of Fatima Parish.
7. Family is involved in Our Lady of Fatima Parish life.

INTERNATIONAL STUDENTS

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

STUDENTS WITH LEARNING DIFFERENCES

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

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

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

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

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

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

- **Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.
- **Phase 2: Assessment** – Comprehensive assessment through the local public school or through private, professional consultants.

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

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

ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents/Guardians must return an intent to return form, typically distributed in December, stating their desire to re-enroll. If this form is not returned electronically by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family's current tuition contract compliance a contract for the next school year will be offered provided that all current contract obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The registration fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

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

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

WITHDRAWAL REGARDING FINANCIAL MATTERS

Our Lady of Fatima Parish School enters into contracts with faculty and staff and incurs financial obligations for the entire school year. In order for Our Lady of Fatima Parish School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal and registrar by May 15th, if the student will be withdrawing. The registration and student fees are non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 90% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is owed.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until

financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

PRINCIPAL PRIVILEGE

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents/Guardians will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

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

SEARCH AND SEIZURE

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

USE OF STUDENT INFORMATION AND PICTURES

Our Lady of Fatima Parish School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal and school secretary in writing prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

Our Lady of Fatima Parish School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

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

FINANCIAL POLICIES

TUITION

General Information

The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.

All tuition contract obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for 8th Graders must be paid before graduation. All report cards, mid-term reports, and school records, including 8th Grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the business manager or principal.

Tuition Goals

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

Tuition Rates

Standard Tuition Rate

1. This rate applies to Catholic students who have been baptized in the Catholic Church, are not currently active members of a parish, and who are not eligible for the parish-subsidized (in-parish) tuition rate.
2. A non-Catholic student is one who has not been baptized into the Catholic Church and does not receive parish-subsidized (in-parish) tuition.

In-Parish Subsidized Tuition Rate

Our Lady of Fatima Parish is committed to supporting Catholic education by providing a subsidy to the parish school each year. This subsidy translates into a tuition break for **active** parish families. As such, Our Lady of Fatima Parish School has two tuition tiers – one reflects the school's cost to educate a child and the other incorporates the parish subsidy. Active participation involves a **sustained commitment** on the part of the family to the larger family that is Our Lady of Fatima Parish.

To receive the In-Parish Subsidized Tuition Rate, families must complete the In-Parish Tuition Subsidy Application, which is included within the tuition contract each year, verifying all the following criteria are met:

1. At least one parent/guardian is baptized Catholic.
2. Student(s) is(are) baptized Catholic and baptismal certificate(s) are on file in the school office (both for those baptized at OLF or elsewhere).
3. Family has completed a registration card at the Our Lady of Fatima Parish office and has been registered in the parish for **at least six months prior to school registration**.
 - a. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
 - b. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.

4. Family is meeting the minimum support of the Parish of \$30 per week (preferably via EFT) and files a Sacrificial Giving Card with the parish pledging their contributions.
5. Family files an Annual Catholic Appeal pledge card and fulfills the pledge to support the Archdiocese of Seattle. Note: This pledge must be completed by early May each year.
6. Family participates in the sacramental life of the parish by regularly attending weekly Mass.
7. Family is involved in Our Lady of Fatima Parish life.

In-Parish Tuition Subsidy Monitoring

1. The business manager will monitor adherence to the above qualifications in a confidential manner and communicate with families as necessary.
2. Each year, the School Commission will establish the actual cost of educating a student at Our Lady of Fatima Parish School, determine the Standard Tuition Rate, and set the In-Parish Subsidized Tuition Rate for qualifying Catholic students.
3. The school office may withhold report cards or mid-term reports until families become current with their school financial obligations.
4. If there is a financial challenge being incurred by a parish family, the family should notify the business manager or principal directly. There is a process for applying and receiving Our Lady of Fatima Parish School financial aid, and there is a deep commitment to make sure all our Catholic families have the financial support they need.
5. For returning students, family financial obligations will be assessed each spring and audited throughout the year. Catholic families receiving the In-Parish Subsidized Tuition Rate may be moved to the Standard Tuition Rate for failure to meet the ongoing requirements of the tuition contract and/or the Family Handbook. This decision is made by the principal.

TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

1. Our Lady of Fatima Parish School offers three tuition options to school families:
 - a. Tuition paid in full September 20th
 - b. 10 equal payments (June through March)
 - c. 12 equal payments (June through May)
 - d. Note: An annual administrative fee is charged for monthly plans by Finalsight, the tuition management system vendor.
2. Parents/Guardians who elect to make 10 or 12 monthly payments may select to have their tuition be due on either the fifth (5th) day or the twentieth (20th) day of every month. Should a situation arise that a payment will be late, the parent/guardian is responsible for notifying the business manager as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
 - a. If at the end of thirty (30) days the tuition account is not current, the parent/guardian will be notified by the business manager of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
 - b. If at the end of sixty (60) days the past due condition continues to exist, the parent/guardian will be notified in writing by the business manager that the account must be brought current.
 - c. If at the end of ninety (90) days the account has not been brought current, the principal will immediately discontinue services and the account will be referred to a collection agency.

3. Our Lady of Fatima Parish School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including 8th Grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
4. Families that are experiencing financial difficulties should contact the business manager or principal immediately.
5. Tuition payments are made automatically through the online tuition management system used by the school. This will be discussed at enrollment and at the annual Re-Registration Meeting.

TUITION CONTRACTS

1. All Catholic and non-Catholic families sign a tuition contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions, and tenets as directed by the principal and pastoral leader at Our Lady of Fatima Parish School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school business manager.
2. Irrespective of which one signs the tuition contract, both parents will be held financially responsible for all obligations. Any modifications occurring with the tuition contract must occur in writing and have the approval of the business manager or principal.
3. Divorced or separated parents/guardians must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All families must pay their registration and student fees as specified on the current tuition contract. The registration and student fees are used toward the cost of contract processing, supplies, and activities. All contract fees are non-refundable. If the registration and student fees are not turned in by the designated registration date (generally two weeks after the Re-Registration Meeting), a \$50 late fee will be added.

TUITION ASSISTANCE

Our Lady of Fatima Parish School offers two types of financial aid. Fulcrum Foundation Tuition Assistance is open to all families for their K-8 students based on need. Our Lady of Fatima Parish School Direct Financial Aid is an additional program open to active parish families for their K-8 students.

Families who receive tuition assistance grants are still required to fulfill their other annual financial obligations to the school and to the parish (including but not limited to the following: registration fee, book fee, fundraising contributions, activity fees, and parish stewardship commitment).

In addition, families who receive financial aid must adhere to all school policies as defined in the Family Handbook. This includes K-8 families fulfilling the required 30 parent volunteer hours each year, 8 of which must be dedicated to volunteering at our two biggest annual fundraisers, the Fall Festival and the Auction, and 3 of which must be dedicated specifically to the parish. Preschool/Pre-K families without older children in the school must fulfill the required 15 parent volunteer hours each year, 4 of which must be dedicated to volunteering at our two biggest annual fundraisers, the Fall Festival and the Auction, and 1.5 of which must be dedicated specifically to the parish.

Those seeking financial assistance must apply each January for the next school year.

Fulcrum Foundation Tuition Assistance

The Fulcrum Tuition Assistance Grant Program is designed for families and students currently enrolled or applying for the next school year in any Catholic school, Grades K-12, in the Archdiocese of Seattle. A family must apply each year through the FACTS Grant & Aid Financial Needs Assessment to qualify for a grant—all awards are made based on financial need.

Our Lady of Fatima Parish School Financial Aid

In addition to aid offered through the Fulcrum Foundation, active parish families may be eligible for OLF Direct Financial Aid for their Preschool-8th Grade students based on financial need. By completing the online FACTS Grant & Aid Financial Needs Assessment, families are automatically considered for this direct financial aid.

In addition to the requirements to adhere to all OLF policies and to complete required volunteer hours, in-parish families granted aid must comply with all In-Parish Tuition Subsidy requirements as discussed in the section titled: Tuition Rates/In-Parish Subsidized Tuition Rate. Compliance is throughout the year and rates/grants are adjusted if attempts to gain compliance fail.

FINANCIAL AID APPLICATION PROCESS

All confidential information is processed by the school principal and business manager. Awards are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant by completing the online FACTS Assessment. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. Tuition assistance grants will be determined by the principal and pastor after parish families have completed the necessary online FACTS Grant & Aid Assessment Application (see below for instructions). Families who receive tuition assistance are generally required to pay some portion of their tuition obligation – full tuition assistance grants are rarely awarded.

Families will be notified at the time of acceptance or re-registration if they have been awarded an OLF tuition assistance grant.

The principal will determine the process and amount of tuition assistance based on specific criteria. Tuition assistance grants will be determined by the principal and pastor after parish families have completed the necessary online FACTS Grant & Aid Assessment Application (see below for instructions). Families who receive tuition assistance are generally required to pay some portion of their tuition obligation – full tuition assistance grants are rarely awarded.

Families will be notified at the time of acceptance or re-registration if they have been awarded an OLF tuition assistance grant.

Families applying for tuition assistance must complete the FACTS Grant & Aid Financial Needs Assessment application online, pay the FACTS application fee, and upload or fax the required supporting documentation.

[Click here to be to apply for tuition assistance](#), and follow these instructions:

1. If you are a new FACTS user, please select “Create a username & password” to begin. If you are a returning user, please sign in.

2. Once signed in, click on the “Grant Aid” tab on the blue bar located on the top of the page.
3. Select the respective school year.
4. Complete the steps as prompted. It is essential that this application is filled out completely, leave no shaded boxes blank.
5. You will be required to upload or fax (866-315-9264) the following financial documents:
 - Federal Tax Return
 - W-2’s (both parents)
 - Most recent pay stub (both parents – pay stubs are a requirement for OLF School)
 - All supporting documentation for Social Security income, Welfare, Child Support, Food Stamps, Workers’ Compensation & TANF

NOTE: All supporting documentation can be uploaded in PDF format online. If you choose to fax the required documents, please be sure to include the applicant ID on all correspondence. Whichever method you choose to send in the required documentation, it must be submitted by the January deadline. Missing information and/or documents will deem the application as incomplete, and it will not be included in the pool of applicants when deciding award amounts.

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637, and/or contact the Fulcrum Foundation at info@fulcrumfoundation.org and/or contact the school business manager.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the "Tuition Assistance Application" and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract.

Financial Aid: School Clubs and Events

For families who qualify for financial aid, additional accommodation will be made for fees associated with official school clubs and events. Aid will be available at the same financial aid discount rate applied to tuition for the family. Clubs covered under this policy include such things as Speech and Robotics Team fees. Events include Fall Festival tickets, the Gingerbread House Decorating Event, the Sweetheart Dance, school musicals, and potentially other school-sponsored activities.

Please contact the business manager for assistance with accessing this aid and/or further questions about specific activities/events.

Emergency Financial Aid

Life status changes occur, and Our Lady of Fatima Parish School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly. Please contact the business manager or the principal if you are in need of Emergency Financial Aid.

REGISTRATION AND FEES

Student Fees

Archdiocesan fees including student insurance, standardized testing, principal dues, WCEA accreditation fees, state required health screenings, and other periodic assessments.

Program Fees

Books, instruction materials, field trips, technology support, teacher and aid gifts. Note: Room parents may be reimbursed up to \$50 per teacher and aide gift per year. No additional funds may be solicited from parents.

New Student Registration and Fees

1. A \$100 per student application fee is due with the Our Lady of Fatima Parish School Application Form. This application fee is refundable only if the applicant is waitpooled or otherwise not accepted by Our Lady of Fatima Parish School.
2. Upon acceptance, families will pay \$1,500 deposit to demonstrate their commitment to the school. This deposit is non-refundable and will be applied to their Tuition Contract that will be signed once tuition and fees are finalized for the next school year (typically occurs in early March).
3. Registration for new families takes place in March each year.
4. The family PTC membership fee, student fees, school program fees, auction art project fees, and the \$50 per student late contract fee (if applicable) are also due at this time. Note: The application fee is refunded only if the applicant is placed in the waitpool or otherwise not accepted by Our Lady of Fatima Parish School.
5. Kindergarten applicants are required to take a screening test to determine their readiness to attend Our Lady of Fatima Parish School. There is a \$75 per student testing fee which is due on the date of the placement test to Our Lady of Fatima Parish School. Readiness screening fees are non-refundable.
6. The registration process is complete when the school has received copies of the following records:
 - a. Birth certificate(s)
 - b. Baptismal certificate(s) (if applicable)
 - c. Immunization and/or health records
 - d. Transcripts from any previous school (if applicable)

Re-Registration Fees:

Re-registration is held each year in March for families currently enrolled at Our Lady of Fatima Parish School. The registration process is complete when the school has received:

1. Our Lady of Fatima Parish School Tuition Contract along with the annual family registration fee, family PTC membership fee, student fees, school program fees, auction art project fees, and the \$50 per student late contract fee (if applicable).
2. Our Lady of Fatima Parish School In-Parish Tuition Subsidy Application, which is included within the tuition contract each year (not required for families paying Standard Tuition)
3. Our Lady of Fatima Parish School Parent Partnership Pledge Form

Other Fees:

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

1. Lost or damaged book fees (to cover the cost of replacing textbooks, consumable workbooks, or library books)
2. Field Trips (prices vary due to field trip destination and costs)
3. 6th Grade Camp Fee (please refer to 6th Grade Environmental Education Camp Policy for full details)
4. 8th Grade Graduation Fee (covers cost of graduation and other 8th Grade expenses - please refer to Graduation Policies for full details)

FUNDRAISING

Each school family will be required to participate in fundraising as outlined in the tuition contract.

Auction

1. The auction is Our Lady of Fatima Parish School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate an item valued at a minimum of \$300 (\$150 for Preschool/Pre-K only families), or they can cash out for an equivalent amount. Cash-out money is used by the Our Lady of Fatima Parish School procurement team to purchase quality items for the auction (see **FINANCIAL POLICIES** for additional information). Second trimester report cards will be held until auction donations are received.
2. Proceeds from Our Lady of Fatima Parish School auction benefit the school operating account, tuition assistance, and specific educational projects. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

Fall Festival

1. The Fatima Fall Festival is a long-standing neighborhood tradition that draws attendees from across the Magnolia community and beyond. It traditionally takes place on a Saturday evening during the last weekend of September or the first weekend of October. The Festival offers a combination of entertainment, food, outside and inside rides, games, and the ever-popular cake walk. All activities are supported by a team of creative and enthusiastic parent/guardian volunteers.
2. Proceeds from Our Lady of Fatima Parish School Fall Festival benefit the general operating account of the PTC. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

RaiseRight (Scrip Gift Cards)

1. Another fundraiser at Our Lady of Fatima Parish School is the selling of Scrip gift cards through RaiseRight. For complete details and ideas to make Scrip sales successful, please contact the Scrip chairperson. **Statement of liability/waiver:** The School assumes permission for the Scrip chairperson to arrange for pickup and delivery of Scrip (see **FINANCIAL POLICIES** for addition information on Scrip).
2. Funds raised through the Scrip program are deposited into the PTC bank account for use at the PTC's discretion.

6th Grade Wreath and Garland Sale

1. Each fall, the 6th Grade Class participates in a holiday wreath and garland sale to school, parish, community families and relatives.
2. Funds raised for the wreath sale are used to offset the costs of Environmental Education Camp for the 6th Grade Class at Camp Hamilton in the spring.

Endowment Fund

Established in 1988, our school is fortunate to have an Endowment Fund, which currently stands at over \$3 million.

Our Endowment Fund is invested for us by the Fulcrum Foundation, a nonprofit organization supporting Catholic schools in the Archdiocese of Seattle. As a permanent trust, the school only utilizes

a certain percentage of interest gained each year. Currently, the Endowment Fund composes about 3% of the yearly operating budget.

Donations are made each year during the Annual School Appeal and through Memorial Gifts. Gifts of stocks or securities also can be made to the Endowment Fund, as can remembrances in your will. Please consult your financial adviser for information specific to your plans.

Parent Partnership

To accommodate the needs of our community, OLF tuition rates are kept as low as possible and do not cover the true cost to educate our students. This gap between the cost to educate a child and the tuition rate is significant and is discussed each year by the principal at the annual Re-Registration/State of the School Meeting in March. The OLF Parent Partnership Program is the tax-deductible method used by parents/guardians to close that budget gap each year. Donations go directly to the operating budget of the school. School operations would not be possible without the generosity of all parents/guardians.

Every family is required to participate by completing the Parent Partnership form during re-registration. Families may give at the level at which they feel comfortable, and payment options are flexible. The Partnership Program goal is full parent/guardian participation. We ask that partnership commitments be fulfilled by May 31 each year.

VOLUNTEER HOURS

All school families are required to volunteer. Volunteering brings many benefits to the school and parents/guardians. It builds and fosters a strong sense of community, reduces costs, and distributes the workload. Parents/Guardians gain a sense of the learning environment, get to know the students and teachers, and observe the values instilled in the students.

As part of the Volunteer Agreement which each family signs as part of their annual Tuition Contract, each family is responsible for finding, recording, and tracking their volunteer hours between May 16 to May 15 each year. The annual family commitment requirement for K-8 families is a minimum of 30 volunteer hours to the school and parish, 8 of which must be dedicated to the Fall Festival and/or Auction fundraising events, and 3 of which must be dedicated specifically to the parish. Preschool/Pre-K families without older children in the school commit to volunteer a minimum of 15 volunteer hours to the school and parish, 4 of which must be dedicated to the Fall Festival and/or Auction, and 1.5 of which must be dedicated specifically to the parish. Under special circumstances, alternate fundraising activities may be approved by contacting the principal. Required volunteer hours for families joining after the beginning of the school year will be prorated.

Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$50.00 for each unfilled hour (\$100.00 for each unfulfilled fundraising hour).

Families are required to document their hours on the Volunteer Hours Commitment Summary Form (hard copy and electronic versions available) which is due to the school office by May 15 each year. Third trimester report cards will be held until volunteer hours are reconciled.

All volunteers are required to complete a background check every three years, attend the Archdiocese of Seattle Safe Environment Program class, "Protecting God's Children for Adults," and complete online Safe Environment refresher training every three years. Please refer to the [Parent Links/School Policies](#) section on our school website for information on submitting background checks and registering for a Safe Environment class through the [Virtus](#) website.

How can I fulfill my volunteer hours commitment?

There are a wide variety of volunteer opportunities throughout the year including helping in the classroom, driving on field trips, preparing for and working at school events (see next page for grade-assigned events), helping with school clubs (robotics, speech, ski bus), leading class auction art projects, serving as an after school program parent coordinator or supervisor, and working on various committees through the Parent-Teacher Club and the School Commission.

Classroom Help: Decorating bulletin boards, preparing craft templates, organizing Scholastic magazine or book orders, washing out paint brushes, sharpening pencils, etc. (contact your homeroom teacher to inquire).

CYO: Coaching, refereeing, scorekeeping, line judging, sorting uniforms, communications (contact CYO Athletic Director, Brendan Durie, to inquire).

Parish: Choir, Eucharistic Ministry, Hospitality Committee, lectors, service projects, serving at class coffee hours following Stewardship Masses, Youth Group

Information about volunteer opportunities can be found in *The Falcon Flyer* newsletter, or by reaching out to your teachers and room parents to ask if they need help.

Important Note: Younger siblings are not allowed to accompany parents driving on field trips or while volunteering at school.

Grade-Assigned Events

In addition to the volunteer activities listed above, most of our annual school events are assigned to parents/guardians in specific grades. This system allows for parents/guardians to plan year-to-year at which events they will need to volunteer. Parents/Guardians of the assigned grades are responsible for all activities related to their events, examples of duties to be covered are provided below. Hours spent volunteering at the Fall Festival and the Auction count toward required fundraising hours.

Falcon Family Tailgate (Welcome Back event for OLF families) – Early September

Volunteer Classes: 1st Grade & 2nd Grade Parents/Guardians

- Set Up
- Potluck Coordination
- Bartending
- Clean up

Flight of the Fatima Falcons Fun Run Fundraiser – September

Chairs Appointed by PTC

- Day-of-Event Volunteers

Fall Festival (Our largest community event) – Late September/Early October

- Numerous Volunteer positions for the day of the event

Gingerbread House Decorating (OLF family event) – First Friday in December

Volunteer Classes: 3rd Grade & 4th Grade Parents/Guardians

- Set Up
- Check in Coordination
- Dinner Coordination and Cooking
- Clean up

Beach Bash – Adult Event – End of January

Volunteer Classes: 7th Grade & 8th Grade Parents/Guardians

- Set up
- Food Coordination with Event Sponsor
- Bar Coordination and Bartending
- Clean up

Auction – Date is determined by Easter

- Numerous Volunteer positions before, during, and after event

First Communion Reception for Second Grade

Volunteer Class: 1st Grade Parents/Guardians

- Set up
- Food/Drink Coordination
- Clean up

Movie Drive-in Event – Spring

Volunteer Classes: 5th Grade & 6th Grade Parents/Guardians

- Set up
- Movie/Snacks Coordination
- Clean up

Eighth Grade Graduation Events – Early June

Breakfast Volunteer Class: 7th Grade Parents/Guardians

Reception Volunteer Class: 6th Grade Parents/Guardians

- Set up
- Food/Drink Coordination
- Clean up

End of the Year BBQ – Saturday before last day of school

Volunteer Classes: Preschool, Pre-K & Kindergarten Parents/Guardians

- Set Up
- Potluck Coordination
- Bartending
- Clean up

Faculty and staff are grateful for the time volunteers spend at our school!

ACADEMIC POLICIES

Our Lady of Fatima Parish School exists to teach the message of Jesus Christ to its students. The curriculum taught at Our Lady of Fatima Parish School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Our Lady of Fatima Parish School's curriculum is cross referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. Our Lady of Fatima Parish School is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available on the Our Lady of Fatima Parish School office.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

Instruction

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

Religion

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

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

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

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services but are invited and encouraged to

do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

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

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

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

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

Christian Service - Each student and class takes part in Christian service activities throughout the year.

ACRE Test - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in Grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

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

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

Academic Subjects

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

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. The math program also emphasizes basic math facts and hands-on activities for Grades K-6. 7th Grade students are offered the opportunity to take an Algebra class before the school day if they meet the requirements outlined by the Math Department. Students who successfully complete the Algebra course and demonstrate mastery in 7th Grade are eligible for a Geometry course during their 8th Grade year. All students receive Algebra by the end of their 8th Grade year.

Social Studies/History - In social studies, Preschool through 3rd Grade students learn about communities, geography, and map skills. In 4th Grade, the focus is on Washington State history. In 5th Grade, the focus is United States history and geography. In 6th Grade the focus is world history. In 7th and 8th Grade, the focus is on Washington state history or US history. These courses are offered in alternating years to both grades.

Science - Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

Music - Music is taught at all grade levels. Students learn different elements of music theory and practice a variety of instruments, including recorder and ukulele.

Physical Education - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6th through 8th Grade curriculum also includes team-based activities.

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

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all Our Lady of Fatima Parish School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent/guardian. Internet access is available to students for educational purposes only. Our Lady of Fatima Parish School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Library Skills - Kindergarten-5th students visit the school library once per week and kindergarten through 8th Grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting, and evaluating both paper and electronic resources, and extracting information from those resources.

Art - Art instruction takes place in Preschool through 8th Grade and is connected to subject areas, liturgical seasons, and holidays, and is facilitated by a dedicated art teacher.

Personal Safety - Our Lady of Fatima Parish School uses an Archdiocesan required safety program in Kindergarten through 8th Grade.

Spanish - Students begin studying Spanish in kindergarten. The goal of the Spanish program is to introduce the language.

Advanced Math Placement

In the 7th Grade, students may be elect to take an algebra course during a “zero-period” offering. Acceptance into the course is dependent on student interest, availability, performance during 6th Grade math, and MAP scores that indicate algebra readiness.

Students who successfully complete the algebra course in 7th Grade may be eligible to take geometry in 8th Grade if they meet the following criteria:

1. Maintain a grade at or above 85% in both algebra and their 7th Grade math course.
2. Score greater than 245 on the mathematics section of the MAP assessment.
3. Pass the end of course exam for algebra.

Exception

Teacher recommendation of exceptional math ability may be accepted in lieu of any one these criteria. No other criteria will be considered for advanced placement status. Placement decisions for 8th Grade math are made at the end of each school year and no placement changes will occur after the decision has been made. Families will be notified of placement decisions.

Assessment

Our Lady of Fatima Parish School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year. Students in Grades 1 through 8 take the Measures of Academic Progress (MAP) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

LIBRARY

Mission Statement

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

Philosophy Statement

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

Responsibility Policy

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

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

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

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

Damaged Library Books: Students whose books are returned damaged beyond what would be considered “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

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

Questions, Comments, Concerns: If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarian and/or the school administration will respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students.

FIELD TRIPS

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

Teachers will notify families in advance of these trips. **All students must bring the required Archdiocesan Parent/Guardian Consent Form and Liability Waiver in advance of the field trip day.** Phone calls will **not** be accepted in place of the written form. Only students currently enrolled at Our Lady of Fatima Parish School are allowed to participate in field trips. Parents/Guardians who volunteer for field trips must find childcare for their children not enrolled at Our Lady of Fatima Parish School.

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

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

1. The driver must be at least 21 years old
2. The driver must have a current background check on file; show no felony, DUI, or reckless driving convictions; and have completed the Archdiocesan Safe Environment training
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese’s insurance company
4. Effective January 1, 2020:
 - Children under age 2 must be properly secured in a rear-facing car seat,
 - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
 - Children ages 4 and older and less than 4’9” tall must be secured in a booster seat with seat belt (or continue in harness seat).

- Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
- Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip. Parents not selected to drive on a field trip may not drive themselves and their child separately.

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 Parent/Guardian Consent Form and Liability Waiver 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 Archdiocesan Parent/Guardian Consent Form and Liability Waiver with them during the field trip. These forms are returned to school when the students return.
- Under normal circumstances, carpools will be used for transportation. Field Trip drivers must have a current background check, must have completed the Safe Environment course, and must have a current Field Trip Driver Information Form on file in the school office, with up-to-date car 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.
- 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 Archdiocesan Parent/Guardian Consent Form and Liability Waiver.
- 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.

Environmental Education

The Environmental Education Program is a part of the 6th Grade curriculum at Our Lady of Fatima Parish School and attendance and participation in camp and camp activities are mandatory. **It is not an optional program as it reflects directly upon the expectations and grades for the subjects involved.** The outdoor education program is in direct alignment with Washington State Educational Standards. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in the liturgical celebration of the Mass.

The Following Field Trip Guidelines Will Be Used:

- Written parent/guardian permission is absolutely necessary for all students attending camp. Students who do not return a signed Archdiocesan Extended Trip Parent/Guardian Consent Form and Liability Waiver will not be allowed to go to camp. 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 to camp.

The only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work, and the student's family must arrange for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, overall grades for the 3rd trimester can be affected.

Payment for camp is the responsibility of 6th Grade families through a fundraiser, traditionally a Christmas wreath and garland sale that takes place in the fall.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6th Grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by Our Lady of Fatima Parish School and the camp; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training and have a current background check on file.

The 6th Grade science teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 6th Grade parents/guardians must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

STUDENT SERVICE HOURS

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades may be required to perform Christian service throughout the year. Service is giving of one's time to serve the needs of others modeling the example of Christ. Hours may be earned in parish, school, or community service beyond the school day.

HOMEWORK

The Our Lady of Fatima Parish School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents/guardians help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Early Learning: Preschool and Pre-Kindergarten

Homework assigned to Preschool and Pre-Kindergarten students is under the discretion of the teacher and there is no specific amount of time for this grade.

Elementary School: Kindergarten through 5th Grade

Each child is responsible for daily homework from Monday through Friday. The average length of the daily homework assignments equates roughly to 10 minutes per the child's grade. For example, a 2nd Grade student may be expected to complete 20 minutes of daily homework.

Middle School: 6th through 8th Grade

Each child is responsible for daily homework from Monday through Friday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

Additional Homework Notes

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

Late Work

The goal of homework is to extend learning, develop the skills and discipline to complete work outside of the classroom, and to inform classroom instruction. In grading, it is our hope that a grade reflects a student's ability in the subject and not work and study habits. However, we also recognize that homework is a valuable part of student learning. Therefore, middle school students may have the opportunity to submit assignments late and receive full or partial credit. Incomplete assignments may receive half credit. Teacher discretion is taken into consideration on late long-term assignments and projects. In Preschool through 5th Grade, the late work policy is under the discretion of the homeroom teacher.

Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents/Guardians may contact the office to pick up work if the student has been absent for more than one full school day.

GRADING

Students in the primary grades (K-5th) are assessed using a standards-based approach reflecting the academic standards for their grade level. Students in Grades 6th-8th are assessed using a percentage-based system that is aligned with the academic standards of their grade level. Students' work and study habits and Christian social qualities are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents/guardians.

STANDARDS-BASED GRADING SCALE:

- E Exceeding grade-level standard
- M Meeting grade-level standard
- P Progressing toward grade-level standard
- B Beginning to develop the standard

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

STUDENT PROGRESS

Frequent communication between home and school is encouraged regarding your child's academic and behavioral progress. Teachers will communicate student progress via returned assignments and communication with parents/guardians as necessary. Middle school students and parents/guardians can access a student's academic progress via Alma. Parents/Guardians are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

REPORT CARDS

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

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled for each family on the Monday and Tuesday of Thanksgiving Week. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents/guardians the ways to assist their children. Conferences also give parents/guardians opportunity to ask questions and to become informed of school activities. The conferences are student centered and student led. Registering for conferences is done online through the SignUpGenius website, a link for which is included in the school newsletter prior to the conference period. Students in Grades 3-8 attend their conferences.

As these conferences involve all teachers during a specially dedicated time, it is not possible to accommodate rescheduling for days other than the scheduled November dates. Teachers are not required, nor responsible, for making up conferences missed due to travel by school families.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher; parents/guardians must be notified by February. A formal letter from the principal will be sent out by March 1st and a final decision regarding the retention will be made by mid-May. A parent/guardian may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass (>60%) two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Our Lady of Fatima Parish School. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from Our Lady of Fatima Parish School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal.

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in Grades Preschool through 8th at Our Lady of Fatima Parish School are admitted on a 6-week trial basis. Parents/guardians will be notified if concerns arise regarding their child's academic progress and a meeting will be scheduled. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

The responsibility for having necessary school supplies belongs to each family. A supply list is shared via the school newsletter in June and is available on the school website.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

TUTORING

During the school year, teachers may tutor a student for profit if they are not responsible for teaching the student. The school day may not be used for any private lesson or practices.

A parent/guardian may request that a student receive private tutoring on campus during the school day. Such requests will be considered based on need, the student's Support Plan, academic schedule, and space availability on campus. Scheduling is at the discretion of the school. Not all requests will be accommodated.

DISCIPLINE AND BEHAVIORAL PROBLEMS

DISCIPLINE PROCEDURES AND POLICIES

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

Purpose of discipline at Our Lady of Fatima Parish School:

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

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We practice kindness, inclusivity, and safety by observing playground boundaries, lunchroom, classroom, and school safety rules.

Corporal Punishment

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

Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in specific settings on campus.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.

4. Students are to speak respectfully to others (no profanity or name-calling).

DISCIPLINE REGULATIONS

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

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion.

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

Positive Behavioral Expectations

At our school, we believe in creating a positive and inclusive learning environment where everyone feels respected, safe, and valued. We use Positive Behavioral Interventions and Supports (PBIS) to encourage positive behaviors. Here are our school-wide expectations:

- Be Curious
- Be Compassionate
- Be Serving

When misbehavior occurs, we use a restorative approach to address the harm caused and repair relationships. Consequences are designed to teach and support students in making better choices. Here's how we address misbehavior:

1. Reflective Time-Out: After classroom warnings have been given, the student will participate in a reflective time-out session in another designated area. During this time, students are encouraged to reflect on their actions and the impact they have had on themselves and others. They will be provided with a reflection guide or journal to help them process their thoughts and feelings. It's important for students to use this time to consider alternative behaviors and strategies for managing their emotions in similar situations in the future.
2. Restitution: Students may be asked to make things right by apologizing, repairing any damage caused, or completing a task to help the affected person or community.
3. Restorative Circles: In cases where conflicts arise between students, restorative circles may be used to facilitate open communication and problem solving. These circles allow everyone involved to share their perspectives and work towards a resolution together.
4. Positive Reinforcement: We believe in recognizing and celebrating positive behavior. Students who consistently demonstrate positive behavior may receive rewards such as praise, privileges, or special incentives.

Support Services

We understand that some students may need additional support to meet behavioral expectations. Our school provides various support services including counseling and social-emotional learning programs to help students develop positive behaviors and coping skills.

Parent and Community Involvement

We value the partnership between home and school in promoting positive behavior. Parents are encouraged to be actively involved in their child's education and to support our school-wide expectations at home. We also welcome community members to participate in our efforts to create a safe and supportive learning environment for all students.

Behavioral Contracts

A student is placed on a behavioral contract or disciplinary probation when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents/guardians at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

Suspension

Suspension is the removal of a student from the classroom. 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. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardians, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents/guardians and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Due Process

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

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

HARRASSMENT/BULLYING

Our Lady of Fatima Parish School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Our Lady of Fatima Parish School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent/guardian. Our Lady of Fatima Parish School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Our Lady of Fatima Parish School will review and investigate such matters in a professional and timely manner.

1. Our Lady of Fatima Parish School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. Our Lady of Fatima Parish School prohibits retaliation against any student, staff member, volunteer, and/or parent/guardian who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Conflict

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

Harassment

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

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

Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning, or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images, and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;

(B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
(C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

5. **Online Harassment:** Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

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

Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

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

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

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

Retaliation/False Allegations

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

However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

VIOLENT BEHAVIORS

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

The following are examples of infractions requiring action:

Aggressive or Reckless Behavior

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

Alcohol and Drug Policy

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Our Lady of Fatima Parish School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent/guardian, or a parent/guardian-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

Assault or Intentionally Causing Physical Injury

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

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive a consequence at the discretion of the principal. For severe cases, parents/guardians will be called, and the student must go home.

Criminal or Gang-Like Activity

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

Cheating

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

Such cheating may include:

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

Disturbances

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

False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent/guardian signature is required will result in a disciplinary action.

Gambling

Gambling on school/parish grounds is illegal and not allowed.

Hazing

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

Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent/guardian volunteer is subject to disciplinary consequences.

Leaving School Grounds Without Permission

Any Our Lady of Fatima Parish School student who leaves the school grounds without permission from the school is subject to disciplinary consequences.

Plagiarism

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

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

Profanity

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

Respect of Property

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

Smoking

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

Theft

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

SEARCHING STUDENT'S BELONGINGS

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

WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate, or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate, or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items. Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.

5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the “no trespassing” order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

SCHOOL POLICIES

DAILY SCHEDULE

School begins promptly at 8:30am each day and dismisses at 3:15pm on Monday, Tuesday, Thursday, and Friday and 2:15pm on Wednesday. Children may arrive prior to 8:15am only if they are participating in school activities or riding in a carpool with students who are participating in such activities. Children should not come to school before 8:15am since there is no supervision prior to that time. Children arriving before 8:15am or staying past 3:15pm (2:15pm on Wednesday) and not participating in before or after-school programs will be sent to the Extended Care program, and parents/guardians will be billed accordingly. On inclement weather days, students may be invited inside the building and students will go to their assigned areas to sit quietly until the school bell rings.

CALENDARS

The calendar for the coming school year is distributed each year in the spring and is available on the school's website. The school calendar is subject to change. Parents/Guardians should refer to the school newsletter regarding upcoming events and defer to the school Google calendar for the most current information. Should a major change be made after the school calendar is distributed, families will be notified via email and/or the school newsletter.

ATTENDANCE

Absences

Our Lady of Fatima Parish School hours are from 8:30am-3:15pm (8:30am-2:15pm on Wednesday). [Washington state law requires students to attend school regularly and punctually](#). Regular attendance is essential to a student's success in school. Absences are recorded by the homeroom teacher each day. Attendance at school is extremely important, and it is the student's responsibility, as well as the parents'/guardians', to take this obligation seriously.

If your child will be absent from school, please email (preferred) the school secretary and copy your child's teacher and instructional aide (if applicable) stating the reason for the absence, or call the school office between 8:00-8:30am, or leave a voicemail message prior to that time. If your child is sick, you must update the school each day your child will not be returning to school.

Missing school for any reason is considered an absence whether excused or unexcused. If a student is absent more than 10 days in a trimester, a parent/guardian conference may occur to establish an attendance contract. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Excused Absences

- Illness, health condition, or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- Family emergency, including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court, judicial proceeding, or court-ordered activity;
- Absence directly related to the student's homeless or out-of-home care status;

- Absences related to deployment activities of a parent or legal guardian who is an active-duty member;
- Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion);
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- Absences due to a student's migrant status;
- Visit days to prospective high schools (8th Graders only).

The school secretary or principal will determine if an absence meets the above criteria for an excused absence. If the reason for your child's absence is not on this list, then it would be “unexcused.”

Tardiness

The school day starts at 8:30 AM and a student is considered tardy if he/she is not in his/her classroom at 8:30 AM.

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 after the class lines have gone in must report to the front office to check in before going to the classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. In this circumstance, parents/guardians are advised to park on Dravus St as the student must enter through the front door of the school since all entries to the school are secured. Students/parents/guardians are not to knock on other doors and/or ask staff/students to admit them.

If a student will be late to school, the parents/guardians must notify the school by emailing the school secretary (preferred) and copying the teacher(s) and instructional aide (if applicable) before 8:30am. Parents/Guardians may also call the school office at 206-283-7031. If there is no contact from the parents/guardians, the school secretary will notify parents/guardians via Alma (using notification preferences parents have selected for text vs phone call) of the student’s absence and parents/guardians must reply via email or phone call to verify the whereabouts of their child(ren). If parents/guardians cannot be reached, persons listed as emergency contacts in Alma may be contacted.

Excused tardiness includes medical and dental appointments, illness, and inclement weather. All other tardiness is unexcused.

Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. Parents/Guardians will be notified if tardiness becomes excessive.

Appointments

Every effort should be made to arrange medical and dental appointments for times **outside of the school day**. See the School Calendar on our website under [Parent Links/Useful Links](#) and make note of in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents/guardians must go to the school office to sign the student out and return to sign the student back in.

If a child will miss school for an appointment, the parents/guardians must notify the school by emailing the school secretary (preferred) and copying the teacher(s) and instructional aide (if applicable) at least one day in advance.

Vacations

Daily attendance is an integral part of the educational experience at Our Lady of Fatima Parish School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning.

Student absences for family vacations, travel, or other reasons are **highly discouraged**. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations and arrange trips during school breaks.

If needed, the following procedure should be followed:

- Parent/Guardian must notify the school secretary, teacher(s), and instructional aide(s), if applicable, of the planned absence via email at least one (1) week prior to the absence. One group email to all teachers and staff is sufficient; parents/guardians do not need to send individual emails to each child's teacher.
- The teacher is **not** required to supply work ahead of the vacation time for the student to complete while away from the classroom. Students are responsible for all work assigned during their absence. Failure to make up assignments or tests may result in an adverse effect on grades.

Inclement Weather

When inclement weather makes it necessary to close school, the school will inform families utilizing Alma emergency notifications (via phone call or text message according to the preferences set by parents/guardians and students, as well as via email). Please check for messages between the hours of 6:30 AM and 8:00 AM, always looking specifically for Our Lady of Fatima Parish School. Closure notifications will also be posted on the Our Lady of Fatima Parish School website and may also be posted on local TV channels, Facebook, and Instagram. Please do not send students to school until confirming that the school is open.

If the weather turns hazardous during the school day, the school will inform families utilizing Alma emergency notifications (via phone call or text message according to the preferences set by parents/guardians and students, as well as via email). Parents/Guardians are expected to pick up their children as soon as possible. If parents/guardians are unable to do so, they must notify the school secretary and their child's homeroom teacher and classroom aide (if applicable) via email (preferred) or phone call with the name of the person who will be picking up their child(ren). If parents/guardians cannot be reached, the school will call the emergency contacts listed in the child's Alma account.

All missed instructional time lost due to inclement weather and school cancellation may be made up at the discretion of the principal.

School closures due to inclement weather that extend beyond 48 hours may result in the implementation of the school's distance learning plan.

UNIFORMS

Uniform Policy

The uniform identifies one as a student of Our Lady of Fatima Parish School, and the school maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Parents are expected to understand and support this policy and 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. Parents are encouraged to utilize our Uniform Exchange where students may borrow uniform items.

Every student in Preschool through 8th Grade is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions; uniform infractions may result in the loss of a non-uniform day.

Where to Purchase / Uniform Exchange

[Dennis Uniform](#) is our preferred uniform vendor (**Dennis OLF School Code: XSO240**). The Dennis Customer Service phone number is 800-854-6951. In particular, plaid jumpers, skirts, and skorts, are to be purchased ONLY from Dennis Uniform (Mayfair Blue plaid), not from Lands End or other retailers.

Used uniforms are available through Uniform Exchange, a great resource for refreshing your child's school wardrobe or for handing down gently used uniforms and spirit wear. Take the items you need and return them as your child grows at no cost. Please return **only** freshly washed uniforms that are free of holes, stains, and fading. If you would not choose an item for your child, it does not belong in the Exchange. Instead, please take it to Goodwill to be recycled through the [Threadcycle](#) program.

Parents and Guardians are welcome to stop by during school office hours (8:00am to 4:00pm on days when school is in session) to select items from Uniform Exchange.

Please refer to our [Uniform Policy and Spirit Wear Guidelines chart](#) for quick reference.

****REMEMBER TO LABEL ALL CLOTHING ITEMS WITH CHILD'S NAME.****
We recommend peel-off name labels from companies such as [Name Bubbles](#) or [Label Daddy](#)), which can be easily removed when an item is returned to Uniform Exchange.

Expectations

Parents/Guardians are expected to help children keep the school uniform code. At Our Lady of Fatima Parish School, we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure, and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair (no holes, rips, tears, frayed edges, missing buttons, broken zippers, etc.).
3. Uniform shirts and blouses must be worn under the school sweatshirt, sweater, or vest and are to be tucked into pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.
6. All hats are to be taken off as students enter the building.

7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, fleece vest, fleece jacket, or sweatshirt and will wear "full uniform" on designated days. Students are required to be dressed in full uniform on Wednesdays for Mass, Prayer Service, or Rosary, for Stewardship Masses, and for other special events. "Full uniform" means uniform sweater, fleece vest, fleece jacket, or sweatshirt (not athletic) as part of the uniform.

Personal Appearance

Hair - Hair must be neat, clean, with no artificial colors, and appropriately groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Students are to keep their hair out of their eyes.

Jewelry – Should be simple, not distracting, dangling, or overly large. **Earring guideline: earrings should be the size of a dime or smaller.** Hoop earrings are not allowed for safety reasons. No jewelry should be worn which would impact the students' safety. No facial piercings of any kind are allowed.

Makeup - Middle school students may wear makeup if it is simple, subtle, and appropriate. Makeup should look natural and not be noticeable; if it is noticeable, then it's too much for school. Makeup is not to be applied or freshened during the school day.

Uniform Specifics

Belts - Belts will coordinate with uniforms: navy or black in color.

Blouses - Cotton, short- or long-sleeved, Peter Pan collar, white in color.

Coats - Students may not wear hoodies, jean jackets, or outdoor coats inside but instead must be in uniform wearing an OLF logo sweatshirt, fleece jacket, fleece pullover, fleece vest, or Dennis sweater as their top layer as needed for warmth.

Jumpers, skirts, and skorts – Girls in PS-8 wear the Mayfair Blue plaid jumper or skirt (**length must extend to the fingertips**) available at the Dennis Uniform Company. Girls may also wear the Dennis Uniform khaki, navy, or Mayfair Blue plaid skort (**length must extend to the fingertips**). Bike shorts in navy or black must be worn under the jumper or skirt but may not be visible.

Leggings - Navy blue or black only. Leggings are to be full length only and without lace trim.

Pants - All pants must be a uniform-style pant. Students in Grades PS-5th wear plain navy, regular navy corduroy, or navy cotton/twill long pants, available at the Dennis Uniform Store. Middle school students may wear Dennis Uniform Store khaki pants. Pants must not have contrasting stitching or adornments, and must be ankle length, straight legged, and hemmed to shoe tops. Pants should fit properly, being neither too tight nor excessively baggy. The waistband is to be above the hipline. No cargo-type pants are allowed.

Shirts – Students in PS-8 wear short- or long-sleeved, button front, knit-polo shirts with collars. Shirts may be solid white, light blue, or navy. All shirts must be tucked into the waistband. (NO logos or crests permitted.)

Shorts – Students may wear uniform, khaki, walking-length shorts in cotton twill (not knit or athletic style). Shorts must extend below the fingertips and not fall below the knees.

Socks - All students are required to wear socks at all times. These must be visible above the shoe and can include anklets, various sport sock styles, or knee-highs.

Shoes – Shoes are to be tennis shoes or flats/Mary Janes with non-marking soles to preserve our gym floor. They must have a fully enclosed toe and heel. Sandals, Uggs, hee-lies, Crocs, or flip flops are not allowed. **No boots of any kind are allowed to be worn with the uniform except at outdoor recess during inclement weather. If boots are worn to school, students must bring tennis shoes to change into for comfort in the classroom and for safety during PE.**

Sweaters, Fleece, or Sweatshirts - The "top layer" of a uniform sweater or a fleece jacket, fleece vest, or sweatshirt with the OLF logo completes the full uniform. There are many comfortable choices available to complement your student's uniform including the Dennis Uniform v-neck cardigan, sweater vest, or long-sleeve, crewneck pullover sweater in Mayfair Blue or navy, as well as the navy Dennis sleeveless fleece vest, fleece jacket, and uniform sweatshirt embroidered with the OLF logo. All sweaters, fleece, and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed.

Tights - White, navy, or black only.

Non-Uniform Days ("Free Dress" Days)

Occasionally the school will announce non-uniform (free dress) days. It is the parents/guardians' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. The following rules must be followed:

- Jeans, cargo pants, and sweatpants are allowed, as long as they are in good repair. All pants must be worn at a reasonably normal waist level.
- Leggings must be worn under tops, skirts, or dresses that are mid-thigh length or longer.
- Shirts, sweatshirts, and dresses must cover the shoulders and midriff. Collars should not drop more than one inch below the collar bone.
- Shorts, skirts, and dresses must extend to the student's fingertips. They must be worn at a reasonably normal waist level.
- Clothing should not be clingy, tight, or excessively baggy.
- No military clothing. Imprints on clothing may not refer to tobacco, alcohol, drugs, profanity, or anything in poor or questionable taste.

On Fridays throughout the year, unless otherwise indicated, students are permitted to wear spirit wear. Spirit wear includes any Our Lady of Fatima sweatshirt or t-shirts that are available for purchase by the entire student body. If a student chooses not to wear spirit wear, then they may always wear their uniform. Spirit Wear Fridays only occur on Fridays, not on other days when the school week is shortened due to a holiday or break.

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

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

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Non-uniform or spirit wear items not claimed are donated to charity at the end of each trimester. Uniform and spirit wear items are washed by volunteers then returned to Uniform Exchange for dispersal to students.

EDUCATIONAL RECORDS

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

Education records are available to parents/guardians and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents/Guardians may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents/Guardians are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents/Guardians are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

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

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's file and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All tuition and other fees must be paid in full prior to transfer.

6. Disciplinary records are kept in the principal's office while a student is enrolled at Our Lady of Fatima Parish School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents/Guardians are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents/Guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/Guardians or eligible students may ask Our Lady of Fatima Parish School to amend a record that they believe is inaccurate or misleading. They should write to the school principal and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Our Lady of Fatima Parish School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Our Lady of Fatima Parish School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Our Lady of Fatima Parish School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

Divorced or Separated Parents

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Cell Phones

If there is a legitimate reason to make a phone call home, students should report to the school office and ask to call parents/guardians using a school phone. If a student brings a cell phone to school, it will be turned off and collected at the start of each day and redistributed at the end of the day by the homeroom teacher. Students may not use cell phones while in the school building either before school begins or after school is dismissed for the day. The only exception is for students with a medical reason for carrying their device. Parents must notify their child's teacher(s) and the school secretary each year that their child will be bringing a cell phone to school.

Should a student be observed using a cell phone, or a cell phone rings during the school day, the cell phone will be confiscated and the student may retrieve it from the principal at the end of the school day. If the cell phone is confiscated a second time, the student will not be allowed to bring a cell phone to school for the remainder of the school year.

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

7. The only exception to this policy would be for class projects with student cell phones used under the direction and supervision of a faculty or staff member.

Students who abuse the above cell phone rules will have their phones confiscated and returned at the discretion of the principal.

Office Phone Use

The School Office is open Monday through Friday, 8:00 AM to 4:00 PM, on days when school is in session. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Electronic Devices

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, iPods, and other hand-held games or music devices. The use of electronic communication devices outside normal school hours must take place off campus.

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

The use of any electronic communication device during a test shall be considered and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Our Lady of Fatima Parish School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and our weekly newsletter, *The Falcon Flyer*. Important information such as yearly and monthly calendars, school and parish flyers, PTC information, CYO sign ups, and other materials may be sent via the newsletter which is emailed to every parent/guardian on Thursdays. Class-specific information is communicated via classroom room parents.

In order to be well-informed of academic and community news, it is essential that each family take time to open and read school emails and newsletters when they arrive.

With Principal

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

With Faculty

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email. Parents/Guardians are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as

it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents/guardians before or after school to discuss academic progress, discipline issues, or other matters.

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

Electronic

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

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

Family Directory

The Our Lady of Fatima Parish School family directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers, and email addresses.

It is the responsibility of parents/guardians to maintain their updated contact information within Alma which is the source data for the family directory. Please also notify the school office of any changes as soon as possible so contact information is current across our systems.

Parents/Guardians who do not wish to have this information published must notify the school office via email no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late fall and posted as a password-protected file on the school website. The Our Lady of Fatima Parish School directory is confidential and is intended solely for the use of Our Lady of Fatima Parish School families and employees to strengthen their mutual support and the education of Our Lady of Fatima Parish School students, and any other use of the information in this directory is strictly forbidden. The password for the family directory is updated each year and distributed via email to parents when the directory is posted in the fall. Parents are asked to keep this password confidential.

Student Email Accounts

Our Lady of Fatima Parish School provides 6th-8th Grade students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

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

Social Media

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

HEALTH CARE

Communicable or Contagious Disease

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

Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

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

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

Health Room

A Health Aid room is located within the school office. This room is staffed by school staff who will check children's temperatures, treat minor injuries, and maintain student health records. Periodic health and/or vision screenings may also be administered during the year by third party vendors and/or volunteers.

Medication

Our Lady of Fatima Parish School may provide for the administration of over-the-counter oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Our Lady of Fatima Parish School must have on file a written licensed health professional authorization form (Authorization for Administration of Medication at School) to administer prescription medication. This form must be current and unexpired and must be renewed each school year. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom unless specifically requested by the parent/guardian. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer

medication. For non-prescription medications, the authorization form only needs to be signed by a parent/guardian and not by a licensed health professional.

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. Emergency medications shall be kept in an appropriate, easily accessible location within the school office which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed, and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e., an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e., an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, and current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Counseling and Referrals

School support counseling is available through the school. The counselor may see a student for up to three times without parental notification and consent. After the third visit, parents/guardians will be notified. If serious concerns exist, parents/guardians will be promptly notified whenever the concerns arise. The counselor, teachers, and staff will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of third-party services to shed additional light on some need or concern. It is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, contact your child's teacher or administrator sooner than later.

Care Solace service is working with over 700 school districts and provides:

- Mental health and substance use care coordination for ALL students, staff, and families connected to your school **24 hours a day / 365 days a year** on behalf of schools for their students, staff, and families.
- All levels of need from individual therapy to medical / residential treatment services.
- No limits on number of or types of care that are coordinated.
- Appointments within 1-2 weeks of referral (the Care Solace national average is 5 days).
- Help for families with insurance navigation and appointment booking; specializing on cultural and language needs aligning them with care that fits their family needs.
- A robust provider pool – all of which go through a quarterly verification process with Care Solace.
- A school dashboard that tracks student progress – counselors or admin have a timeline of student appointment times and attendance to allow for more impactful conversations and outcomes.

- Follow-up with family for assurance of satisfaction with their provider.
- No interference to current MTSS structures – Care Solace provides assistance when the need is outside the scope of school services – all levels of need supported.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Sometimes it is necessary for the school to make a report to Child Protective Services (CPS). State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right not to inform the parent/guardian about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the school office.

Church and school personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

Immunizations

Prior to entry, attendance, or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a **medical exemption** signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician’s license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

Our Lady of Fatima Parish School utilizes the Washington Immunization Information System (WAIIS) School Module provided by the Washington State Department of Health (DOH) for administration of student immunization records and filing required state reports. The IIS is a statewide system used by most healthcare providers to record vaccines administered to their patients, and most children born and/or vaccinated in Washington already have their information in the system. Having access to the School Module allows us to quickly and efficiently check that our students have the vaccines required for school.

In general, having access to this system alleviates the need for parents to submit immunization records as their child(ren) reach milestones during their educational career (preschool entry, kindergarten entry, and 7th Grade entry). However, if your child is missing vaccines in the system, we may ask for a copy of your child's immunization record. You can access your child's IIS record at any time by signing up for MyIR at <https://myirmobile.com/>

If a family does not wish for their child's information (full name, grade, address, phone number, birthdate, gender, and student number) to be shared with the DOH, the parents/guardians may opt out by emailing the school secretary.

EMERGENCIES AND CRISIS PROCEDURES

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

If school must be closed due to any emergency during the school day, families will receive notice via email, as well as phone calls and/or text messages regarding closure alerts based on parents/guardians' and students' preferences as set in Alma. Students will not be dismissed to walk home unless the parent/guardian calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to re-enter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. **Your help in providing and completing accurate information in Alma and emergency forms is essential in ensuring immediate and successful response.** If the school phones are working, school personnel will attempt to notify the parents/guardians of the school closure if needed. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

The school may also utilize the Our Lady of Fatima Parish School website, local TV channels, Facebook, and Instagram.

Alma/Emergency Forms

If family contact information changes during the year, the office should be notified immediately. It is imperative for emergency and administrative reasons that the school has current contact information on file for each family. **It is the responsibility of each parent/guardian to maintain his/her contact information in our Student Information System, Alma.** Please also notify the school secretary via email of a change of address and/or change of phone number(s). Parents must also maintain current information in Alma for emergency contacts for each child in the family.

Additionally, the school must have an emergency form ("Allergy-Medical Information and Medical Authorization Form") on file for EVERY student in the school. This hard copy form is kept on file in the office in the case of power outages or other emergencies when Alma may not be accessible.

It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent/guardian or specified responsible person during the school day. If you are going to be out of town, we ask that you advise the school secretary, your teacher(s), and instructional aide(s), if applicable, via email at least one week in advance of your trip as to what procedures to follow and who to contact if there is an emergency with your child. Friends and/or relatives who are watching your children while you are out of town should all be listed as Emergency Contacts in your child(ren)'s Alma account(s).

One group email to all teachers and staff is sufficient. Parents/Guardians do not need to send individual emails to each child's teacher.

In addition to the emergency form, other forms such as the Field Trip Emergency Information Form and/or other forms may be requested by the school office. Additional forms may also be requested from Preschool and Pre-Kindergarten families in accordance with Department of Children, Youth & Families (DCYF) regulations.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated. If the child needs to go home, the school office will contact a parent/guardian to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's backpack/coat/lunchbox and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

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

1. Student Illnesses - Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school. Please refer to our sick guide ("Is My Child Too Sick to Send to School?") on our website under Parent Links.
2. First Aid - The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately, and parents/guardians will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications - School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents/guardians (see above).

Fire Drills

Fire drills are held periodically. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

Earthquakes

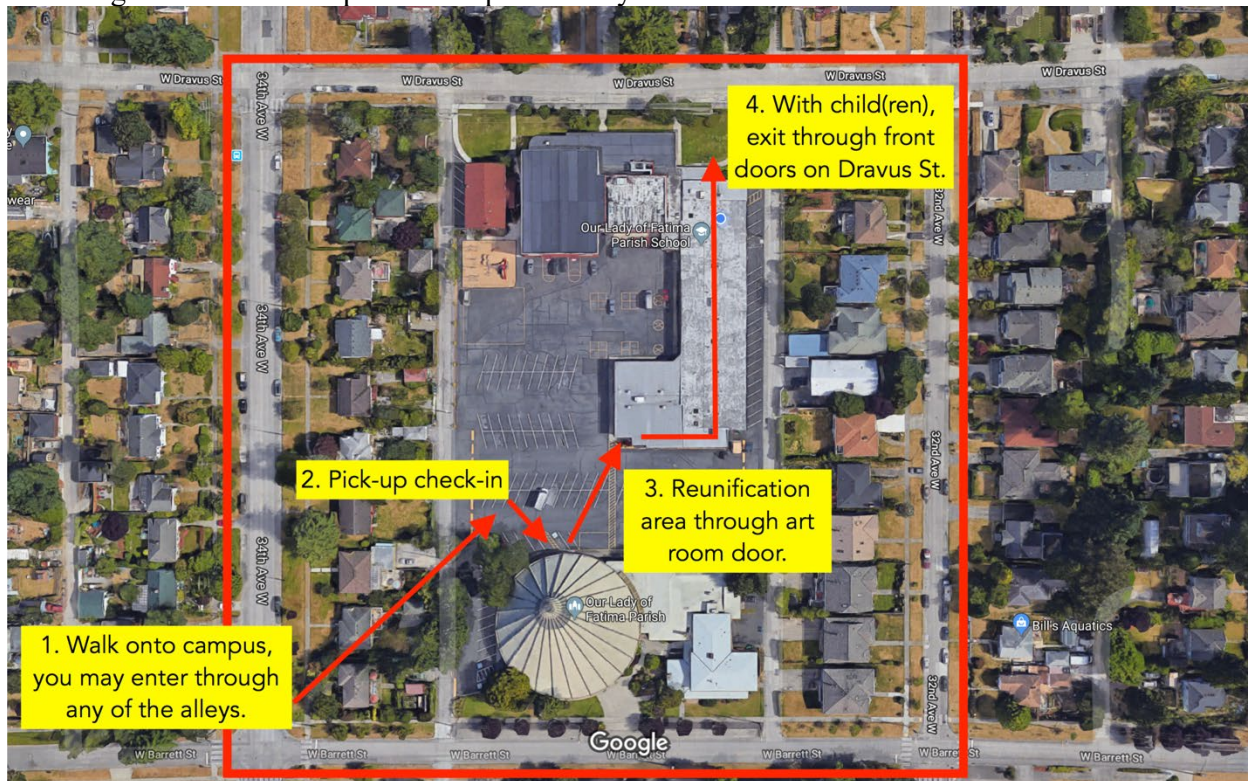
1. Instructions on what to do during an earthquake:
 - a. Remain calm and think through the consequences of any action you take.

- b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
 - c. If in a **CLASSROOM or PARISH CENTER** – Get under desks or tables and begin counting, “One OLF, Two OLF” etc. up to sixty. Face away from windows.
 - d. **DROP**-Crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
 - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
 - f. If in the **GYM** (where chairs and tables may be lacking and exterior walls and roofs could collapse) – You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
 - g. If in a **STAIRWAY** – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (d).
 - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
- a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
 - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
 - c. If possible, any spilled medicines, drugs, chemicals, and other potentially harmful materials should be cleaned up immediately following appropriate safety guidelines.
 - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
 - e. Parents/Guardians should **not** telephone the school or attempt to enter the school building after an earthquake occurs. Parents/Guardians should listen to the radio for information. Parents/Guardians should understand that telephone calls could only hinder emergency relief. Parents/Guardians will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the Parish Center, adjacent to the school grounds, to meet their children.
 - f. Do not spread rumors. They often do great harm following emergencies.
 - g. Keep the streets clear for passage of emergency vehicles if necessary.
 - h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
 - i. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
 - j. Cooperate fully with Public Safety officials.

Lockdown

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures routinely, so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times. RCW 28A.320.125

During a lockdown/shelter-in-place event, school parents/guardians will be notified through emergency communications via Alma. When coming to campus, parents/guardians are asked to park outside the boundaries outlined in the map below to maintain access for emergency vehicles. Parents/guardians should walk onto campus and report to the parish center for check in. At no time should parent/guardians attempt to remove their child(ren) from campus without checking in with and following the reunification procedures provided by school staff.



SAFETY AT SCHOOL

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

Arrival and Dismissal Protocols

Before school, Preschool and Pre-Kindergarten students will be signed in by their parents at their exterior classroom doors. Kindergarten through 5th Grade students will enter from the drop-off car line in the back parking lot and proceed 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. Middle school students enter from Dravus St through the northwest door near the gym.

School is not accessible to students before 8:00am. In general, students should not arrive at school prior to 8:15am unless they have a pre-arranged meeting with a teacher or the school counselor, are participating in school activities (e.g., Safety Patrol), or riding in a carpool with students who are participating in such activities. Students may not drop off their backpacks in a classroom or locker, and there is no loitering in the hallways before or after school. No big toy, basketball, games, etc., are to be played as students are waiting for school to begin as there is no playground supervision provided by the school before 8:15am. Students are to remain outside on the playground until teachers come out

to collect them at 8:25am except during inclement weather when students may be invited inside to assemble in the breezeway.

After school, Preschool and Pre-Kindergarten students will be signed out at their exterior classroom doors. 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 St at any time must cross at either 32nd or 34th in the crosswalks.

Students are expected to leave the school grounds immediately after school (no loitering in the hallways or on school grounds) unless they have a pre-arranged meeting with a teacher or the school counselor or are part of a school activity (e.g., Robotics, Speech, Art Club). For safety reasons, students waiting for after-school pick up are not allowed on the play structure as there is no playground supervision provided by the school after 3:15pm (2:15pm on Wednesdays).

If parents/guardians/caregivers are late picking up their children from school, teachers will escort these students to the school office, and parents/guardians will be contacted. Students must remain in the office until picked up.

For drivers, 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 in the east alley 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.

It is the responsibility of parents/guardians to notify teachers and the school office in advance via email about pick up and drop off arrangements that differ from the typical procedure of parents/guardians picking up their children in car line i.e., students leaving with other students, nannies or au pairs picking up children, etc.

Car Line Safety

Please see Car Line Directions and Maps and Car Line Tutorials on the school website under [Parent Links/Useful Links](#).

Pedestrian Safety

Students walking home must utilize the designated walking areas and cross at crosswalks.

After School Use of the Playground

On days when school parents and their child(ren) choose to stay after school to use the playground, please remember the following:

- The playground is only available until 3:30pm (2:30pm on Wednesdays) after which time it is reserved for use by our Extended Care students.
- Children are not allowed to play on the playground without adult supervision.
- There is no playground supervision provided by the school after 3:15pm (2:15pm on Wednesdays), and as such, the accompanying adult is expected to monitor the children in his/her care.

- All school playground rules still apply. Please listen and be respectful to faculty or staff members.
- Once school is out, the bathrooms are no longer available. Please do not knock on doors or send your children around to the front to be let in. If you are planning to stay, students should use the bathroom on their way out of school.

Students are not permitted to play on the front yard before or after school with or without adult supervision.

School Security

All entries to Our Lady of Fatima Parish School are secured. For the safety of our students, teachers, and staff, exterior doors are not to be propped open and parents are asked not to knock on doors to be admitted. Students are taught never to open exterior doors for parents or visitors. Each person coming to the school must enter through the front door and check in at the school office to sign in and receive a visitor's badge. Visitors must sign out upon leaving the building.

Touching Safety

The *Circle of Grace* program is provided and required by the Archdiocese of Seattle and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th Grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in the fall.

Financial Safety

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

EXTENDED CARE

Our Extended Care program is available for Our Lady of Fatima Parish School students, Preschool-5th Grade, space permitting. Extended Care is only available when school is in session **for the full day**. Extended Care is not offered on teacher in-service days, holiday breaks, or on early release days (noon dismissal).

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

Students are supervised by Extended Care assistants who are employees of Our Lady of Fatima Parish School. Extended Care assistants have CPR and First Aid training, Safe Environment training and adhere to required updates, and have passed background checks. Extended Care assistants are under the supervision of the Extended Care Director. Day-to-day management of Extended Care is the responsibility of the Extended Care Director, who reports to the principal.

There is an additional fee for students attending the Extended Care program. Enrollment forms for Extended Care are available on the school website under [Parent Links/Extended Care](#).

Policies and Procedures

Sign In

Except for Preschool and Pre-K, all students who are enrolled in the Extended Care program must report to the lunchroom for snack and recreational time immediately after the end of the school day, where they will be signed in by a staff member. Preschool and Pre-K students will be escorted to the lunchroom by staff.

Pick Up and Sign Out

A designated parent/legal guardian on file with Our Lady of Fatima Parish School must sign out all students via the Brightwheel app. Children *may only* leave the school premises with the people listed on the Extended Care Registration & Enrollment Agreement. If it happens that another person will pick up your child, parents/guardians must email the Extended Care Director before 12:00pm and/or email/call the school office before the end of the regular school day to let us know who will be taking your child from the school. Please also be sure to add all authorized adults to your child's emergency contacts in their Alma account indicating they are allowed to pick up your child.

All doors to the building are locked to ensure the safety and security of the children in our care. If you arrive to pick up your child from Extended Care after 3:55pm, please park in the back parking lot and ring the doorbell at the Art Room door. Prior to 3:55pm, come to the front door and proceed to the lunchroom.

Late Fees

Students must be picked up by no later than 6:00pm. If your child is not picked up by that time, you will be charged \$25.00. After 6:05pm, there will be an additional \$5.00 per minute late fee charged. Late fees will be billed monthly via incidental billing through your Finals site account.

Daily Schedule

Extended Care staff will take students outside (weather permitting) or to the gym for recreational time followed by homework/quiet reading time/indoor activities. It is not our expectation that Extended Care personnel supervise or require the students to do homework.

3:15-3:30 Attendance and snack in the lunchroom

3:30-3:55 Recreational time (outdoors or in the gymnasium)

4:00-4:45 Homework/quiet reading time in the library

4:45-5:55 Finish homework, indoor activities, free play in the library

5:55-6:00 Last pickups from the library. Late fees begin to accrue beyond 6:00pm.

Wednesday Schedule

On Wednesdays, Extended Care begins at 2:15pm and ends at 6:00pm.

Snack

Extended Care staff will provide a light snack at 3:15pm. If a child desires more, it will be the responsibility of the parent/guardian to pack an extra snack in the child's lunch.

Daily Rules

In keeping with the Catholic nature of our school, the very highest standards of conduct are expected at all times. Students are expected to treat each other and all Extended Care staff with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent/guardian conference with the principal.

Extended Care students are responsible for their actions and behaviors and should act in an appropriate manner:

- Share with others and behave courteously at all times.
- Take proper care in use of materials and school equipment.
- Walk in hallways, classrooms, and cafeteria.
- Keep all areas clean.
- Never leave an area without permission.
- Be respectful to those persons in authority.

Calendar

Extended Care will follow the same schedule as the school calendar. When there is no school or on days with early dismissal, Extended Care will be closed. These additional hours will not count against a family’s weekly hours.

Attendance Reporting

If your child will not be attending on a particular day, please let us know that morning by sending an email to the Extended Care Director, copying your child’s teacher and the school secretary.

	Extended Care Total Hours (all children)	Monthly Rate	Selection	Annual Amount
Plan Options	Plan A: 1-3 hours/week	\$218	x 9 =	\$1,962
	Plan B: 4-6 hours/week	\$291	x 9 =	\$2,619
	Plan C: 7-12 hours/week	\$462	x 9 =	\$4,158
	Plan D: 13-16 hours/week	\$546	x 9 =	\$4,914
	Plan E: 17-25 hours/week	\$825	x 9 =	\$7,425
	Plan F: 26-32 hours/week	\$1,021	x 9 =	\$9,189
			\$50	1 child
	Registration Fee per child:		\$100	2 children
	Required for all registration types		\$150	3 children
			\$200	4 children

Extended Care Agreement Details

- Hours do not roll over week to week. Additional hours per week will be billed at the registered hourly rate(Monthly Rate/Monthly Plan Hours.)
- Total annual amount factors in use from September- June. It is calculated by multiplying the monthly rate by nine, which takes into account 2 weeks off at Christmas and 2 weeks at the end of June.
- The total plan charge will be added to the tuition payment schedule.
- Students picked up after 6:00pm will be billed at \$25 per child and an additional \$5 per minute per child after 6:05pm.
- Due to staffing requirements for this program, no discounted rates are available for individual months when student or parent/guardian schedules change.

Open Times

Extended Care is open for registered students in the afternoon 3:15 PM – 6:00 PM on Monday, Tuesday, Thursday, and Friday, and 2:15 PM – 6:00 PM on Wednesday. The program does not operate during school breaks, in-services, holidays, conferences, or on early dismissal (noon dismissal) days.

Fees

2023-2024 Extended Care Fees

Extended Care billing occurs according to the family’s Extended Care agreement. If your bill is not paid on time, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

See [Parent Links/Extended Care](#) on our website for more information including the current Extended Care Agreement and Registration Worksheet.

LUNCH PROGRAM

Our Lady of Fatima Parish School offers a hot lunch program through [Ordo](#) for all students whose families choose to purchase lunch. Ordo is a K-12 school lunch marketplace that partners with local restaurants, caterers, and chefs to provide delicious, homestyle school lunches. Multiple entrée choices are available each day, and Ordo can accommodate different dietary preferences. Our school lunches meet all of the nutritional standards required by both state and federal lunch programs. Hot lunches may be purchased online through Ordo at ordo.com.

Ordo Ordering Tips:

- A new menu is available every Sunday, and **orders are due Friday at midnight** for the following week. If you miss this sign-up window, you will not be able to order lunches for your child for the following week.
- If you forget to order or forget to send your child with a lunch, the school will not be able to add your child to the lunch list at the last minute.
- If your child is sick, you must notify Ordo the day before to cancel your child's hot lunch order. There will be no same-day lunch cancellations. Please [click here](#) for more information regarding Changes, Refunds, and Cancellations.
- If you have questions, please visit the [Ordo Help Center](#).

Students who do not purchase hot lunch can bring a sack lunch to school. Our staff encourages parents/guardians and students to pack nutritious lunches that include a healthy variety of the recommended food groups but do not include soda or candy.

NUTS & SEEDS POLICY

During lunchtime, children who bring peanut butter sandwiches or other items containing nuts or seeds are required to sit at the “nut table.” Examples of other such items are dried seaweed and hummus, which are made with sesame, and Nutella, which is made with hazelnuts. Students with these items in their lunches must sit at the nut table.

SNACKS

Parents/Guardians and/or students should pack a morning snack for their children. As snacks are often eaten in the classroom, at recess, or in the lunchroom before after school activities, snacks containing nuts and/or seeds pose a hazard to children who have allergies to nuts, seeds, and their oils. Please refrain from sending foods containing nuts or seeds with your children for snacks or birthday treats.

Lastly, as a reminder, no food or drink is allowed in the gym. If your child is at school for a sports practice or game, they must consume any snacks in the lunchroom. Non-nut/seed snacks are preferred, but if a child eats any snacks containing nuts, he/she must wash hands before entering the gym as residue can easily spread to fellow players during sports activities.

Lunchroom Rules:

- Come to the lunchroom for lunch quietly and respectfully.
- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.

PLAYGROUND BEHAVIOR

Rules and Behavior

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

- Inappropriate, vulgar, or profane language is not allowed on the playground.
- Spitting is not allowed.
- Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
- Respect for adults is to be demonstrated.
- Report all injuries to the playground supervisors immediately.
- Students may not throw rocks or any projectiles at any time.
- Students who cross the street to use the field must follow safety procedures: use the crosswalk, stop and look in both directions, wait until vehicles are fully stopped, then walk across the street.

Playground Equipment

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

RELEASE OF STUDENTS

Release of Students to Another Adult

If anyone other than a parent or guardian is sent to pick up students, Our Lady of Fatima Parish School requires either an email from the parents/guardians to the school office (copying teachers/instructional aides) or a phone call to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. Our Lady of Fatima Parish School will check identification of anyone who is not the child's parent/guardian and who is picking up a child from school.

Other family members, friends, neighbors, classmates' parents, etc. who will be picking up a student from school more than once should be entered in that student's emergency contacts in Alma as authorized by the parents to pick up the student from school. Even with this authorization in place, parents/guardians are still required to email the school office/teachers/aides or phone the school office in advance advising who will be picking up their student(s).

Release of Students to Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent/guardian is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PARENTAL INVOLVEMENT

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent/guardian behavior seriously interferes with the teaching/learning process, the school may require parents/guardians to withdraw their children and sever their relationship with the school.

It is expected that parents/guardians will become actively involved in their child's progression through Our Lady of Fatima Parish School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in the Parent-Teacher Club, attending fall Parent-Teacher Conferences, as well as conferring regularly with their child's teacher. Parents/Guardians may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

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

Visitors

At no time are parents/guardians or visitors allowed to enter the school or the school grounds during the school day without first checking in at the office. This policy enables the school to keep track of who is in the building and is a safety measure.

Each person coming to the school is required to enter through the main door (Dravus) and to report directly to the school office to sign in. Ours is a secure campus with doors locked at all times and students/staff are trained to keep doors closed and not open them to anyone.

Visitors are asked to wear a visitor's badge from the office as immediate identification to staff and students that the person has a valid reason to be in the building. The visitor's badge must be visible and worn at all times while in the building. Visitors must sign out prior to leaving the school building.

The only exception is for volunteers driving on field trips as they are not staying in the building. Instead, field trip drivers are to enter through the front door and proceed directly to the classroom to check in with the teacher.

Forgotten Items

We ask that parents/guardians please refrain from bringing forgotten items to school so that students may learn responsibility and problem solving. Parents/Guardians should encourage their children to pack school bags in the evening and to give thought to what items they will need the following day for classes, as well as for after school activities, so that they are properly prepared. Middle school students are **not** allowed to use the office phone to call parents/guardians to bring forgotten items to school.

If parents/guardians elect to bring forgotten items to school, parents/guardians are asked to respect our students' need for uninterrupted learning time and not deliver them to the classroom. Forgotten lunches should be left in the lunchroom and other items should be brought to the school office to be delivered to the students.

Room Parents

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

- Class-specific communication
- Arranging classroom parties with the teacher
- Arranging carpool drivers with the teacher
- Coordinating and serving coffee and doughnuts after class Stewardship Masses
- Coordinating parent volunteers for grade-assigned events
- Contacting parents to help the teacher as requested.

Classroom Parties

Room parents plan classroom parties for the major holidays of the school year in coordination with the teacher. The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only Our Lady of Fatima Parish School students and volunteers are allowed at classroom parties.

Birthday Celebrations

Birthday celebrations take place monthly in each homeroom class to celebrate all the student birthdays that month. Room parents coordinate with the teacher and class parents the dates for a small celebration each month with one treat only for each student in the class (no gift bags or party favors).

All birthday treats brought to school must be nut and seed free. Treats are to be dropped off in the school office in the morning, and the birthday students will share the treats with their classmates at the end of the day or at a time of the homeroom teacher's choosing. Treats must be child-sized, uniform (i.e., all the same kind/flavor to prevent student disagreements), pre-cut into individual portions for ease of distribution, and must not require refrigeration or freezing. Parents are to provide napkins, plates, and any necessary utensils.

Party invitations are not to be handed out at school or during carline. Please send invitations by mail or email consulting either class lists or the family directory for addresses and emails. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. Therefore, unless a party involves only a few students, invitations should be extended to either the entire class, to all boys in the class, or to all girls in the class. If possible, please do not pick up children from school to carpool to parties where the whole class is not included.

SCHOOL PICTURES

Individual and class school pictures are taken in the fall. Information concerning prices and packages is distributed via the school newsletter. No parent/guardian is required to pay for pictures unless they choose to order them. Pictures are typically distributed to the students. Professional photos are also taken at 8th Grade graduation and sometimes at other school events such as First Communion or Confirmation.

ANIMALS AT SCHOOL

Animals are not allowed inside Our Lady of Fatima Parish School or on the playground. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

DANCE POLICY

Our Lady of Fatima Parish School does not host junior high (7th and 8th Grade) school dances. Our Lady of Fatima Parish School students attending other Catholic school junior high dances must abide by the codes of conduct set forth by Our Lady of Fatima Parish School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of Our Lady of Fatima Parish School.

HOMESCHOOLING

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse homeschooling programs.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as school clubs, CYO sports, after-school classes offered by third party vendors, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. Our Lady of Fatima Parish School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults, and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

PARENT-TEACHER CLUB (PTC)

All parents, faculty, and staff are members of the Parent-Teacher Club (PTC) and work together to build a strong, supportive school community.

The Fatima PTC is responsible for maintaining good communication between home and school and for sponsoring fundraisers and volunteer opportunities for parents/guardians. PTC meetings are held four times per year for parents and school faculty with childcare provided by the Father's Club in the school gym for preschool and elementary-aged children.

Goals of the PTC:

- Provide information to parents about the school, PTC activities, volunteer opportunities, and the OLF School Commission.
- Enhance school programs and provide extras, such as guest speakers, educational opportunities, student field day, and more.
- Support faculty and staff efforts by contributing to homeroom, enrichment program funds, and teacher appreciation activities.
- Provide community building activities for parents, teachers, and administration.
- Support our school financially through fundraising events and programs, such as the Auction, Fun Run, Fall Festival, and many others.

Announcements regarding upcoming meetings, fundraising events, and volunteer opportunities will be shared through *The Falcon Flyer*, our school weekly newsletter, as well as via direct email.

Our Lady of Fatima Parish School Parent-Teacher Club By-Laws

Article I - Membership

Section 1. General Membership will include all parents and/or guardians of students and/or members of the faculty at Our Lady of Fatima Parish School. Only dues-paying members shall have voting rights, should it become necessary to hold a vote on any issue or election.

Article II - Officers

Section 1. Officers shall consist of President, Vice President, Communications Leader, and Treasurer.

Section 2. The Executive Board shall consist of the current officers and the school principal. The General Board shall consist of the Executive Board and the heads of all Standing Committees. The Pastor and the immediate past President shall be ex-officiomembers.

Article III - Officers' Duties

Section 1. The President shall preside at all Executive Board and general Membership Meetings, as well as serve on the Board of the School Commission. The President shall help appoint, oversee, and support all standing Committee Chairs, communicate regularly with the principal regarding pending issues/decisions and general updates about Board/committee activities, provide support as needed for school fundraising activities and staff programs and activities.

Section 2. The Vice President shall assist the President, and, in the absence of the President, assume the duties of the President. Regular/ongoing duties and responsibilities shall be assigned in a manner that is mutually agreeable between President and Vice President. The Vice President shall serve the following year as President.

Section 3. The Secretary shall record the minutes of General Membership Meetings and Executive Board meetings. The minutes for General Membership Meetings shall be approved by the Principal and Executive Board before distribution to the General Membership on the PTC website page. The Secretary shall assist the President and Vice President as needed, as well as preside at meetings if both the President and Vice President are absent.

Section 4. The Treasurer shall collect the dues and keep accurate and complete records of all monies received and disbursed throughout the year. The Treasurer shall insure all proper authorizations, approvals, and paperwork are received for any expenditure. The checkbook shall remain on the school property and in the school safe while not in use. All checks will have dual signatures.

Reports shall be under the following schedule:

- Annual budget plan for the fiscal period of July 1 through June 30 shall be developed in conjunction with the President by September 1.
- Executive Board meetings: Balance on hand of accounts; verbal accounting of major expenses or deposits since last meeting; outstanding financial issues that need addressing.
- Quarterly budget-to-actual report, Itemized Categories Transaction report, and any other information as requested by Board members.

- End of Year (initial reports ready for Executive Board approval by last Executive Board meeting of the year; final reports for Executive Board, Principal by September 1); Budget-to-actual report, budget comparison report (current year to previous year), Itemized Categories Transaction report for the year, account balances, and any other reports or information as requested by the Board, Principal or Pastor.

Section 5. In case of vacancy in one of the offices of the General Board, it shall be filled by appointment by the President, with the approval of the Executive Board.

Section 6. The term of office shall run from June to June, with an overlap transition and/or training time period to hand off from old Executive Board to new.

Section 7. Duties of office shall be explained to all incoming officers at the time of the acceptance of said office.

Article IV - Committees

Section 1. The Standing Committees are as follows:

- Auction and Fall Festival
- Auction Art Projects
- Bike/Run/Walk Program
- Book Fair
- Box Tops
- Field Day
- Flight of the Fatima Falcons Fun Run
- Gift Card Program (RaiseRight)
- Hospitality (Monthly Staff Lunch)
- Kids' Club (babysitting at PTC meetings)
- Loyalty & Rewards Programs
- Lunchroom Laundry
- New Families Welcoming Committee
- Room Parent Coordinator
- Spirit Wear
- Staff Birthday Recognition
- Sweetheart Dance
- Teacher-Staff Appreciation Week
- Uniform Exchange
- OLF Robotics Team
- OLF Ski Bus
- OLF Speech Team
- OLF Sports Administration (CYO)
- After School Programs Coordinator (Outside Vendors)

Section 2. The Standing Committee Chairs' term of office shall run from June to June, with an overlap transition and/or training time period as needed to hand off from old committee chairs to new.

Section 3. The Executive Board may add, combine, or delete Committees as needed.

Article V - Dues

Section 1. The annual dues for the 2023-2024 school year shall be \$35.00 per family. This amount may change yearly.

Section 2. Dues are deposited into the PTC account.

Article VI - Activities and Financial Commitments

Section 1. The Parent-Teacher Club shall financially support the following activities:

- Faculty luncheon/snack/brunches - Hosted by the Hospitality Committee
- Priest appreciation funding and lunch - Hosted by PTC Executive Board
- Speakers for PTC general parent meetings
- Homeroom Teacher Fund
- Art, Music, Speech, Library contributions
- Partial assistance for Catholic Schools Week
- School Accreditation
- Partial assistance for Field Day
- 8th Grade Graduation Breakfast and Reception
- Any additional activities or expenditures as requested or required by the Executive Board or Principal

Section 2. The Parent-Teacher Club shall provide a set contribution to the school each year. For the school year 2023-2024, that amount is \$210,000.00 which shall be due in May of the proceeding school year. This amount may be adjusted as needed with the approval of the Executive Board, School Commission, Principal and Pastor.

Section 3. The Parent-Teacher Club shall host at least one Sunday Coffee Hour. The Parish Facilities Coordinator provides the schedule. The PTC is responsible for securing volunteers to work the shifts at both Sunday masses.

Section 4. In the event that the Parent-Teacher Club dissolves, all assets remaining after the satisfaction of all debts will be distributed back to Our Lady of Fatima Parish School.

Article VII - Meetings

Section 1. The Executive Board shall meet quarterly at a *mutually* agreeable day and time. The Pastor or Principal may request the President to call a meeting. All action of the Executive Board shall be by a simple majority vote. If the Executive Board is unable to come to a majority vote, the issue will be taken up with the Principal for vote.

Section 2. If it becomes necessary, an issue may be brought before the General Board for a vote. Each Standing Committee shall have one vote. If it is decided that a vote is necessary before the General Membership, each dues-paying member shall have one vote.

Section 3. General Membership meetings shall be planned in September for the school year at the discretion of the Executive Board. The President shall set the initial schedule in conjunction with the Principal prior to the start of school. The President will develop and provide an agenda for each General Membership meeting in advance for distribution to the General Membership meeting.

Section 4. The General Membership meetings shall be conducted according to Robert's Rule of Order-Revised Edition.

Section 5. It is recommended that all plans and activities be presented to the Principal, Pastor, and School Commission for prior input and/or approvals.

Section 6. Dates for Social Events or meetings involving the Parish or use of the Parish facilities shall be cleared with the Parish Facilities Coordinator.

SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions.