

**OUR LADY OF FATIMA CATHOLIC SCHOOL
FAMILY HANDBOOK
2011-2012**

**10530 West 20th Avenue
Lakewood, Colorado 80215
(303) 233-2500**

**Early Learning Center and Extended Day
(303) 274-1897**

**FAX
(303) 205-1567**

Website: www.olfcs.com

**School Office Hours:
7:30 a.m. – 3:15 p.m.**

**School Hours
(Kindergarten & Grades 1-8)
8:00 a.m. – 2:50 p.m.**

**Pre-Kindergarten:
8:00 a.m. – 12:00 p.m.**

**Extended Day
7:00 a.m. – 6:00 p.m.**

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OUR LADY OF FATIMA CATHOLIC SCHOOL MISSION

Our Lady of Fatima School
Academic Excellence with Catholic Vision

MISSION OF CATHOLIC SCHOOLS

In the spirit of Catholic tradition, our mission is to educate and to develop faith-filled disciples who honor the gifts of life, model the teachings of Jesus, and serve the greater community through time, talent and treasure.

EDUCATOR'S PHILOSOPHY

Our Lady of Fatima School is dedicated to providing a safe and caring environment in order to enrich our students' lives through an academically challenging and structured curriculum. Structure and the enforced code of conduct gives our teachers the maximum amount of teaching time, thus providing our students with the maximum amount of learning time. Our high expectations of our students are equal to our high expectations of our teachers. These expectations include appropriate behavior, dress and compliance with Christian values. It is because of our desire to fulfill these expectations that we expect and promote a constant relationship with parents, believing this unity to be important to the proper education for all students.

FACULTY AND STAFF

Parish Administrator – Fr. Henri Tshibambe
Principal - Miss Lisa Taylor
Administrative Secretary - Mrs. Patti Zarlengo

TEACHERS

Mrs. Michelle Rodriguez	Pre-Kindergarten
Mrs. Sally Jane Michaud	Kindergarten (KM)
Mrs. Sylvia Trujillo	Kindergarten (KT)
Ms. Susan Levesque	1 st Grade (1L)
Ms. Ann Sullivan	1 st Grade (1S)
Mrs. Kim Bunker	2 nd Grade (2B)
Ms. Molly Trujillo	2 nd Grade (2T)
Ms. Renee Updegrove	3 rd Grade (3U)
Ms. Shirley Lia	3 rd Grade (3L)
Ms. Tiffany Moeder	4 th Grade (4M)
Mr. Fred Scherrer	4 th Grade (4S)
Mrs. Lissa Randolph	5 th Grade (5R)
Mrs. Susan Gilbride	6 th Grade Homeroom (6G) 6-7 Language Arts
Mr. Ryan Felten	7 th Grade Homeroom (7F) 6-8 Social Studies
Mr. Tim Langston	7 th Grade Homeroom (7L) 6-8 Science
Mr. Jerry Birdsall	8 th Grade Homeroom (8B) 6-8 Math
Mrs. Stephanie Koch	8 th Grade Homeroom (8K) 7-8 Language Arts
Mrs. Dee Taylor	6 th /7 th /8 th Religion

ARTS TEACHERS

Ms. Anna Phelan	Music
Ms. Madeline Crouse	Art
Mr. Jim Stevens	Physical Education
Mrs. Trinidad Vera	Spanish
Mrs. Mary Vulcani	Librarian
Mrs. Courtney Serpa	Technology

INSTRUCTIONAL AIDES

Mrs. Patrice Balke
Mrs. Jeannie Meneses

EXTENDED DAY

Mrs. Ruth Ondrusek – Director
Mrs. Cheryl Sninchak
Ms. Michelle Brown
Mrs. Bridgett Hooper
Miss Nicole Ondrusek

SCHOOL NURSE

Mrs. Nancy Waring

ATHLETIC DIRECTOR

Mr. Mike Weathers

HOT LUNCH DIRECTOR

Mr. Scott Davis

SCHOOL ADVISORY COUNCIL

The School Advisory Council is comprised of parents who provide the pastor and principal with insight on school policy and evolving issues. The council can have up to 11 members and is representative of the school population and parent community. The council is not a grievance board and does not have any decision-making power. Members do serve as a sounding board for the administration and as a resource to the school community to present comments, issues and suggestions for consideration. A number of subcommittees assist in the positive growth and enrichment of the school each year. Nominations are accepted each spring for openings on the council. Parents and teachers are invited to observe the monthly school advisory council meetings. The committee chair needs to be contacted 10 days prior to each meeting to have an item placed on the agenda.

PARENT – TEACHER TEAM (PTT)

PARENT-TEACHER TEAM

The PTT is comprised of parents and the school principal who support the mission of the school through service, special projects, family social events, and fundraising efforts. A complete list of PTT committees, chairs and phone numbers can be found in the school directory. Executive PTT board meetings are held monthly.

ACADEMICS

CURRICULUM – INSTRUCTIONAL PROGRAM (OCS – Policy 4000)

The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

The Office of Catholic Schools (OCS) provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools.

Our Lady of Fatima Catholic School (OLFCS) follows the curriculum that has been established by the OCS for the Archdiocese of Denver.

ACADEMIC – OLFCS regularly works with tutors who are independently contracted by parents. If it is deemed in the child's best interest for a tutor to come in during the school day, a designated room will be made available. No child may be pulled from class for more than one hour per week.

ARTS – The arts include: Art, Physical Education, Music, Technology, Library and Spanish. Arts classes are an integral part of a student's education. Students may have homework assigned and students are expected to follow homework guidelines as they would for any other class.

AWARDS – Kindergarten – 2nd: Individual awards will be presented to all students and tailored to each classroom. Awards at this level will be given at the end of the school year. Examples of awards include: Most Improved, Good Manners, Citizenship, Artistic, Hard Working, Never Gives Up, Leadership, etc.

3rd Grade – 8th Grade: Awards given at the end of each quarter include:

- Principal's Honor Roll - Presented to students earning all A's in all classes.
- 'A' Honor Roll – Presented to students earning a majority of A's in all classes with no C's.
- 'B' Honor Roll – Presented to students earning a majority of B's in all classes with no C's.
- Perfect Attendance – presented to students who are present every day.

Arts and Electives Awards: Each quarter, the arts teachers will select two students, grades 3 – 8, to receive awards. Awards may include achievement, improvement, sportsmanship, or leadership.

CLASSROOM SUPPLIES – Students are expected to have with them the supplies found on the supply list. Parents are asked to mark all student supplies with the student’s name and grade. This includes personal property such as lunch boxes and sweatshirts. Please replenish supplies when necessary.

Backpacks – are to be used for the sole purpose of carrying homework, books and supplies to and from home. Students are responsible to keep backpacks with them before and after school. While a student is at school, he/she must carry his/her books. Lockers (grades 6/7/8) are provided for academic materials not in use. Coats should be kept in homeroom closets.

Textbooks – are the property of OLFCS. Students must show reasonable care for the textbooks by having all hardback textbooks covered. Consumable and paperback books should also be shown care; covers should not be written on or torn. Sticky book covers may not be used. Students are responsible for textbooks that are issued to them. Any damage to a book when a student receives it should be noted and brought to the attention of the teacher. Families are responsible for the replacement cost of books that are lost or damaged. Fines may be charged for textbooks that are damaged, but useable. The principal has the final say in what constitutes useable.

CONTROVERSIAL ISSUES (OCS – Policy 4300) – A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the *Catechism of the Catholic Church* or in other authentic teaching documents of the Catholic Church, relevant to any controversial issue being considered.

FIELD TRIPS (OCS – Policy 4340) – A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce Archdiocesan curriculum guidelines and justify the time, distance and expense involved.

Only field trips that have a specific goal clearly related to the curriculum and significant educational value will be considered. Field trips are a privilege and conditions for participation in the activity must be established and communicated with parents and students. The principal must give approval and sanction arrangements for all field trips. Parental approval for field trips must be obtained in writing on the form provided by the Archdiocese of Denver. Students who do not have the signed Archdiocesan permission form may not participate in the planned trip. Verbal permission or faxed permission slips are not acceptable.

Field trips may require a fee for the bus and/or the activity. These fees must be collected before the field trip so expenses can be paid. Fees will not be refunded if the student does not attend the field trip for any reason. If the students will be gone during lunchtime, the teacher will inform parents as well as the cafeteria director. It is the parent’s responsibility not to order hot lunch for that day. Lunch money will not be refunded because of a field trip.

GRADING (OCS – Policy 4400) – Academic grades are to be based solely on scholastic achievement. Behavior will not influence grades.

Students will receive a grade for each subject each quarter; electives for middle school students are included. Report cards are issued four times a year to students in grades 2 – 8. First grade students receive their first report card at the end of the first semester.

Students in grades 1 and 2 have an age appropriate report card:

- M Mastered
- D Developing
- NI Needs Improvement

Students in grades 3 through 8 use the following Archdiocesan grading system:

A+	100	A	93-99	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
F	59 below				

If you have any questions concerning your child’s progress, please make an appointment to talk with the teacher.

HANDWRITING – The basic skills of penmanship will be taught in grades K – 4. Every teacher is expected to demand the best handwriting regardless of whether or not he/she teaches handwriting. Students are expected to complete assignments in cursive after third grade.

HOMEWORK (OCS – Policy 4130) Homework is essential to the learning experience and is assigned for the following reasons:

- To reinforce concepts and skills that have been presented.
- To foster creativity and discipline through enrichment projects and research.
- To train students to work independently and to accept responsibility for completing a task.

Homework is usually not assigned on weekends or during vacations, with the exception of long-range projects or other special assignments. If there is a concern about time required to complete homework, please contact the homeroom teacher or the teacher assigning the homework. **If a student is absent two or more days**, the student’s work may be requested by calling the office. Teachers will make every effort to have assignments in the office for pick-up between 2:45 and 3:00. Advanced assignments will not be given before absences. When the student returns to school, he/she has two days per day absent to complete missed assignments.

Homework may be assigned on Monday through Thursday evenings. The following guidelines for appropriate time limits are as follows:

- Pre-Kindergarten through 2nd Grade – 15 to 30 minutes
- 3rd and 4th Grades – 30 to 45 minutes
- 5th grade – 45 to 60 minutes
- Middle School – 60 to 90 minutes

LIBRARY - Each class is given a designated library time. The library is also open during some recesses for students to work on special projects.

LUNCH – Hot lunch is served every full day school is in session September through May. The price per day is \$3.00 and lunches are ordered and paid for monthly. An order form and monthly menu are sent home during the second week of the month for the next month and due dates are posted on the hot lunch form. **(No late orders will be accepted.)** Please be advised there will be no refunds due to absences, snow days or late scheduled field trips. In the event your child forgets his/her lunch from home, he/she may purchase a hot lunch. Students must let the teacher and lunch director know. Payment for the lunch is due the next morning. Students may bring lunch from home. Refrigeration and microwaves are not available. Students are not allowed to have sodas at school. OLFCS is a closed campus; therefore, no student will be permitted to leave campus for lunch.

Recess – Students may not be in the building unsupervised. Students who have a pass from a teacher may go to the library to work on schoolwork. If your child is too ill to go outside, please keep your child home until he/she is well enough to participate in all school activities.

Lunch – Recess times:

Extended Day – 2 nd Grade	Lunch: 11:00 – 11:20	Recess: 11:20 – 11:40
6 th Grade – 8 th Grade	Lunch: 11:30 – 11:50	Recess: 11:50 – 12:10
3 rd Grade – 5 th Grade	Lunch: 12:00 – 12:20	Recess: 12:20 – 12:40

USDA Milk Program – OLFCS participates in the USDA milk program. Milk may only be purchased at the beginning of the school year. Milk is not included with the hot lunch program. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice mail and TDD). USDA is an equal opportunity provider and employer.

Lunchroom Etiquette – Each teacher will walk his/her class to the lunchroom. Students are expected to:

- Walk into and out of the cafeteria.
- Pick up around their eating area.
- Push in their chairs.
- Use good table manners.
- Keep food in the cafeteria.
- Inform a supervisor if the trash container is full.
- Wash tables and chairs.

Students are expected to use their best manners in the cafeteria. This includes being courteous to the staff and volunteers serving lunch in the cafeteria.

MIDDLE SCHOOL – We understand the uniqueness of middle school students and the various stages they go through as they mature. We also realize they receive many mixed messages from home, school, church, peers and society. It is our belief that parents who have chosen OLFCS for their middle school child(ren) have done so because we are a Catholic School with high standards. We expect our middle school students to be a vital part of the larger school community. This calls on them to accept added responsibilities that they might not have in an alternative situation. They are the student role models of our school community. Middle school students are expected to follow the rules and guidelines of the school.

Middle School Continuation (OCS - Policy 2460) – Continuation exercises will be held no earlier than one week before the last day of the school year for students. If a student has failed an academic class in grades 7 – 8, summer school or its equivalent and a certificate of completion must be given to the school before the student can participate in the Continuation Mass or other activities. Students who complete the class after graduation will receive the eighth grade continuation certificates after providing the records of completion to OLFCS to be noted on the student's cumulative file. Tuition and any other fees must be paid in full before a student participates in any continuation events.

Middle School Electives (Grades 7, 8) – Students in grades seven and eight have elective classes. These include Music, Physical Education, Spanish, and Art. Students have two electives per semester. During grades seven and eight, each student is required to take one semester of Art and Music. One semester each of Physical Education and Spanish is required each year.

Middle School Lockers (Grades 6, 7, 8) – Students are expected to be organized so that they will only need to be at their lockers at the beginning of the day, before and after lunch and at the end of the day. The area around the lockers should be kept neat. Locker privileges may be taken away by the teachers or principal.

Middle School (Grade 8) – Shadowing at High Schools – Please plan your schedule to visit high schools around the days we do not have school.

Middle School Socials (Grades 6, 7, 8) - Middle school socials are held during non-school hours. Students attending a school social must abide by the following guidelines:

- Students must follow the dress code stated in this handbook. If students come dressed inappropriately, they will call their parents to bring appropriate clothing.
- Only currently enrolled students, in the appropriate grades, are permitted to attend school socials.
- Students must remain in the building during the social. If a student leaves the building during the social, the teachers will call their parents to come and pick them up.

- There is no PDA (public display of affection). This includes kissing, close dancing, groping or touching anyone in an inappropriate manner.
- Music and videos must be appropriate and conform to the Catholic Church's teachings on sexuality, violence, and language.

School sponsored social activities may be held with the approval of the pastor or principal. All school-sponsored social activities will be appropriately supervised by faculty members. Faculty members may ask parents to help with supervision duties. **(OCS – Policy 2700)**

PARENT CONFERENCES (OCS – Policy 4310) At the end of the first quarter, parent-teacher conferences are scheduled for all families in the school. Conference sign up sheet for students in grades 1 – 5 will be available at Back-to-School Night. Sign ups will continue through the end of October. Sign up is on a first come first serve basis. Pre-kindergarten and kindergarten teachers will inform parents about conference sign ups. Sixth, seventh and eighth grade drop-in conferences will be held in the cafeteria during conference times. Although the time given to individual conferences is limited, it is time well spent. A parent or teacher may request additional time at a later date. Conferences may be scheduled at other times during the year at the request of the parent or the teacher. Any parent wishing to see a teacher is requested to call for an appointment. Teachers are not free for unplanned appointments, conferences, conversations, or classroom observations during the school day. Please do not call teachers at home. Also, after Sunday Mass is not an appropriate time for an impromptu conference.

POLITICAL ISSUES (OCS – Policy 4310) The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents or students in the building, in the name of the school or during school sponsored activities. The posting of political materials in Archdiocesan schools is strictly prohibited.

RELIGIOUS EDUCATION (OCS – Policy 4120) All students enrolled in OLFCS will participate in all religious education classes and celebrations. Opportunities will be given to students to receive the Sacrament of Reconciliation at least twice a year. It is important that parents of our students understand that we exist to support you in your responsibility to educate your child in the doctrine and practices of the Catholic faith. Sacramental preparation for Eucharist, Reconciliation and Confirmation are provided at the parish level. Children normally receive Reconciliation and First Eucharist in the second grade and Confirmation in the sixth grade.

Liturgy – Our Lady of Fatima provides an atmosphere in which students, families and teachers have the opportunity to experience aspects of Christian/Catholic religious education: message, community, worship and service. Parents are the most significant influence in a child's religious development. Recognizing this, the school supports the continued religious growth of students and encourages them to be involved in the school's religious programs and in the parish activities.

Religious Instruction – Religion is seen as an integral part of each school day. There is a daily period for formal religious instruction. Teachers, staff members and children are encouraged to pray and read the Bible often. Classes and experiences are designed to increase students' understanding of the sacraments, particularly Reconciliation and Eucharist. Masses are planned and celebrated so that the school community can better understand and participate in the Eucharist. Classroom prayer times are at the beginning and at the end of the day and before lunch. Teachers plan these prayer experiences carefully so that children are exposed to a variety of prayer styles. Care is taken to create an atmosphere in the classroom conducive to prayer. Traditional devotions including, but not limited to, the Rosary, Stations of the Cross, Benediction and May Crowning are part of the religion program. No principal, teacher or student will be exempted from participation in religious observances that are deemed part of the school program.

Stewardship Project – Each class will participate in a stewardship project each semester.

RETENTION (OCS – Policy 4420) – All decisions regarding retention is the responsibility of the principal in consultation with the teacher(s). In cases of slow progress, each student shall be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social as well as intellectual and academic) collected from a wide range of

sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school.

Failing one half of a school year in any core subject (Language Arts, Math, Science or Social Studies) will result in the student being retained until evidence of successful completion of summer school or other approved program is given to the school. Program and evidence must be agreed to in advance by the principal and evidence must be provided before the first day of school.

No student will be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grade K – 5) and once in middle school (grade 6 – 8).

SANCTIONS (ACADEMIC) – All work assigned during suspension is to be completed to prove mastery. Work during an in-school suspension will be turned in and graded. A grade of zero will be recorded for the work completed during an out-of-school suspension. A student must take tests given to the class during the time he/she is suspended. Students who have been suspended will not be allowed extra time to prepare for tests or to turn in assignments. A student may not participate in co-curricular activities during a suspension.

TESTING (OCS – Policy 4430) Iowa Test of Basic Skills (ITBS) will be administered annually to students in grades 2 – 8. The Office of Catholic Schools will make public each year the Archdiocesan average test scores. The Office of Catholic Schools will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese. Individual test scores will be available to their parents, guardians, and teachers. However, individual school achievement test scores are not to be published through news media or publicity brochures. The Office of Catholic Schools will use an individual school's test scores only for the purpose of improving instruction within the school. All students will participate in the assessment program. All students will be included in the class and school averages. Accommodations for test taking for students with active written IEP's may be made at the discretion of the local school principal.

TUTORING POLICY (OCS – Policy 3600) – Teacher recommendations for tutoring must be approved by the principal. No teacher may accept pay for tutoring a pupil from his/her class during the academic year.

If a person employed by OLFCS tutors a student, the tutor is working independently and not as an employee of the school at that time.

VIDEO USE – Prior approval from the administration is necessary if a teacher plans to use a video in the classroom. Copyright and relevance to the curriculum will be considered. Parents will be informed of videos to be shown through the individual class newsletters. It is the parents' responsibility to inform the teacher if they do not want their child to watch a specific video. Videos must be appropriate and conform to the Catholic Church's teachings on sexuality, violence and language.

ACCREDITATION AND LICENSING

All Archdiocesan schools will be accredited by The North Central Accrediting Association (NCAA) and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools.

The purpose of accreditation is to acknowledge the professional educational standards of the school. The accreditation process is intended to act as a means of on-going planning and school improvement.

All Catholic, preschool and elementary school, before and after school care programs will be licensed by the Colorado Department of Human Resources. (OCS – Policy 1010)

ADMISSIONS AND WITHDRAWALS

No person will be admitted as a student of OLFCS unless that person and his/her parent(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese of Denver. All students attend religion classes and religious activities in the school and church, whether Catholic or non-Catholic.

ENTRANCE REQUIREMENTS – The following are required for admission: an immunization record, a birth certificate, and a baptismal certificate (if baptized Catholic).

Students will not be permitted to register at another Catholic school within the Archdiocese of Denver until all financial obligations at their current or previous Catholic school within the Archdiocese have been met. **(OCS – Policy 5020)**

Students admitted to the school must have a reasonable hope of successfully completing the school's program. All new students admitted are on academic and behavioral probation, usually for one year. The length of the probation period is at the discretion of the principal.

Students will not be denied admission to an Archdiocesan school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the disabled child. **(OCS – Policy 2000)**

AGE REQUIREMENTS - Students enrolling in the pre-kindergarten should be four years of age by October 1. Students entering this program with the intent of proceeding on to the kindergarten program will be given priority. Students enrolling in the kindergarten must be five years of age by October 1. No exceptions will be made to this regulation. Results of a readiness screening will be a factor in determining acceptance into this program.

Students entering first grade should be six years of age by October 1. Exceptions to the first grade age limit may be made at the discretion of the principal when students are transferring from another school and have successfully completed a kindergarten program. Results of a readiness screening will be a factor in determining acceptance into this program.

NON-CURRICULAR PROGRAMS – Parents who wish to enroll their children in programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the principal and pastor, and the approval of the superintendent. Such request shall be judged on a case-by-case basis and if granted shall be for a period of no more than one academic year. **(OCS – Policy 5020)**

STATEMENT OF NON-DISCRIMINATION BY ARCHDIOCESAN SCHOOLS (OCS – Policy 6020) All schools must publish their yearly statement affirming non-discriminatory policies regarding race and sex (Title IX) in the treatment of students and the employment practices of the school. These statements are to be in accord with the Office of Catholic Schools statements of non-discrimination, which are given below and are to be reprinted in the entirety. Original copies of the statements and methods of publication are to be dated and maintained in the administrative school file. These files are to be available to government and Archdiocesan personnel. (See Appendix EE, Non-discrimination Form)

Assurance Statement Of Compliance With The Purposes Of Title IX Education Act – The Catholic Schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Charles J. Chaput, O.F.M. Cap. And the direction of the Secretary for Catholic Schools, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, treatment of students or its employment practices.

Notice Of Student Non-Discrimination Policy – The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Charles J. Chaput, O.F.M. Cap. And at the direction of the Secretary for Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with Archdiocesan Policy No. 2000

concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs or athletic or other school administered programs.

STUDENT PERMANENT RECORDS (OCS – Policy 2320) - A cumulative record is the student's official record and will contain only academic transcripts including attendance and test results. They may include health records and emergency records unless the health form is kept in the health office and the emergency forms are kept at a location designated by the principal.

The student's parents or legal guardian has the right to inspect all the student's records in the presence of the principal or his/her delegate. In the case of parental separation or divorce, the non-custodial parent shall have the same access rights to student records as the custodial parent unless restricted by an order of the court.

(OCS - Policy 2320).

Upon written request, schools shall release official transcripts to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. Some schools require copies of the cumulative records as part of the application process. Request should be submitted at least two weeks in advance of the due date to insure timely arrival.

All other requests for release of student permanent records may be granted only with the written authorization of the parent of the student if 18 years of age or under.

STUDENT WITHDRAWALS (OCS – Policy 2630, 5020) After the school has made every attempt to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavior problems or emotional difficulties may be required to withdraw from the school.

TRANSCRIPTS – Eighth grade students requesting transcripts for high school applications must submit their requests to the OLFCS office. OLFCS will mail a copy of the student's transcripts to the school of request. In order for a transcript to be official, it must be mailed directly from the OLFCS office to the school of request.

TRANSFER STUDENTS – Students entering grades 1 - 7 will be screened and the results will be a factor in determining acceptance into the school. Our Lady of Fatima School does not accept students in 8th grade unless they are transferring from another Catholic school.

Students seeking to be admitted or readmitted into Our Lady of Fatima Catholic School must meet the following entrance requirements:

- Entrance assessments completed and scored
- OLFCS must see reasonable hope that your student will complete our program through 8th grade
- Students who enter school during the academic year may shadow for one day
- Students who enter school during the academic year will interview with a teacher and the principal
- The most recent report card must be provided
- Birth Certificate
- Baptismal Certificate if a baptized Catholic
- Immunization Record
- Transcripts

TUITION – As it states on your signed contract, Our Lady of Fatima Parish offers preferred tuition rates to registered Catholics in good standing. The parish, in compliance with the Archdiocese of Denver's Policy Number 5100, defines a family in good standing as a:

- a. A family that has been registered in the parish for at least six months.
- b. A family that verifiably contributes on a regular basis to the financial support of the parish. (Uses offertory envelopes regularly).

- c. A family that attends Mass regularly and is involved in the activities, organizations or programs at the parish.

Terms of Payment – Our Lady of Fatima has implemented the FACTS Tuition Payment Plan. Families will be able to pay their tuition in the following ways:

- Payment in Full – This payment is made directly to the parish office and is due on or before July 15th.
- Monthly payments through FACTS – Automatic Bank Payments budgeted over 10 months July – April. Payments can be made on either the 5th or the 20th of the month. There is a fee, per family, per year, for this payment option.
- Monthly payments through FACTS. Mastercard payments budgeted over 10 months July – April. There is a fee, per family, per year for this payment option. Note, if you select this option, in addition to the annual non-refundable FACTS enrollment fee, each payment will also incur a credit card convenience fee. The amount of the convenience fee will be reviewed with you at the time you enroll with FACTS.

Delinquent accounts, or past due tuition, may result in a child(ren) being withdrawn from school. These accounts may be referred to a collection agency or an attorney for recovery.

Tuition aid – Tuition aid is only available to members in good standing of Our Lady of Parish by applying to Private School Aid Service (PSAS). PSAS makes an objective confidential determination of each family’s ability to pay tuition. The pastor makes the final decision as to the amount of assistance that is given. Applications are available each February from the school office and need to be sent to the PSAS office by the annual deadline in order to qualify for financial aid. The parish office keeps all financial records. Please call the parish office if you have any questions concerning your tuition.

Withdrawals – If you register your child but your child does not attend the school, or if you withdraw your child prior to the end of the school year, tuition charges will be prorated based on the number of school days attended.

ARRIVAL AND DEPARTURES

SCHOOL HOURS

Grades K – 8	8:00 a.m. – 2:50 p.m.
Pre-Kindergarten	8:00 a.m. – 12:00 a.m.

ARRIVALS – The doors will be unlocked at 7:50 a.m. for students to enter the building. Students arriving between 7:40 a.m. and 7:50 a.m. will be supervised and must remain in the courtyard of the main entrance. Students arriving before 7:40 a.m. will report to the extended day room. Students may not be on the playground before or after school. **Please leave no student unsupervised.** Students not in their classrooms at the 8:00 a.m. bell are tardy and must report to the office before going to their classrooms. When you drop your student off in the morning, please say goodbye outside. If you need a conference with a teacher, please call to schedule an appointment. Only students who are going to or leaving extended day should use the extended day entrance.

DEPARTURES: All students are to use the south parking lot car line for 2:50 dismissal. The parking lot east of the parish center on Miller Street is **NOT** to be used to pick up students or for parent parking. Pre-Kindergarten students dismissed at 11:00 are to be picked up in the 20th Avenue lot.

Arrangements between parents and student(s) regarding after school plans **MUST** be made **BEFORE** the student(s) is/are dropped off in the morning. An alternative plan should be in place if parents are not in car line. Students may only use the phone to call parents with a teacher’s permission. Students not picked up by 3:05 p.m. will be sent to Extended Day. **Students and/or parents are not to return to the classroom/lockers after school, unless accompanied by a teacher, for materials/homework (this includes students enrolled in Extended Day).**

CAR LINE ALTERNATIVES – If your child plans on walking home or any other alternative besides car line, parents must send written consent to the school office. This form must be on file in the school office. If your child tries to leave campus without this form being on file, he/she will be sent to Extended Day. OLFCS has no responsibility for student(s) who leave school grounds after school. Students that leave school grounds after school are not to return to school grounds unless they are involved in co-curricular activities. Students must be supervised at all times while on campus.

CLOSED CAMPUS – Students may not leave the school grounds during school hours without advanced permission from the principal. Students will not be allowed to leave with anyone other than a parent without written parental permission. (Listing a person on the student’s emergency contact card is giving the school written permission to release the student to that person. Siblings and relatives not listed on the emergency card must have written parental permission to pick up a student.) Any non-parent picking up a student is required to show identification before the student will be released. A photocopy of the identification will be made. This includes extended day.

EXTENDED DAY – Extended Day is a separate entity that works side by side with the school. Extended Day serves the families of the school and is open from 6:30 a.m. until 6:00 p.m. If the school closes due to weather or emergencies, Extended Day will also close. If your child is dropped off at school before school hours or if you are late picking up your child at the end of the school day, your child will be sent to extended day. There is a fee if your child is sent to the Extended Day Program. For more information regarding the Extended Day Program, please call 303-274-1897.

SAFETY (bicycles, rollerblades, skateboards, scooters, skate shoes) - Safety is the number one rule. Therefore, students are asked to be aware of each other on the playground when riding their bikes to school. Skateboards, rollerblades, skateshoes, or scooters are not to be brought to school for any reason. If any of the above mentioned items are brought to school, they will be confiscated by the principal and kept in the office until the parent picks them up. Skateboarding is **not** allowed on parish property. Bicycles must be walked on the property and locked. OLFCS is not responsible for bicycles at school.

VISITORS – All visitors, including parents and volunteers, must check in at the office immediately upon entering the building and must wear a nametag. Please **do not** go directly to any classroom. Friends of students or past OLFCS students are not allowed to “shadow” or visit classrooms during the school day. Prospective families may schedule with the principal a time to visit or a time for their child to shadow.

ATTENDANCE

The state of Colorado provides by law for compulsory school attendance of all children between the ages of seven and sixteen.

The responsibility for compliance with this law belongs to the parents. The school must notify parents if there is a problem with attendance.

The school is obliged to keep an accurate record of daily attendance. This record is placed in the student’s permanent record and kept on file indefinitely. Any recurring pattern of tardiness/absence may require administrative intervention. Excessive tardies and/or absences may be cause for retention or request for withdrawal. Truancy is a violation of Colorado law. **(OCS – Policy 2120)**

ABSENCES – An absence consists of failure to appear at school and remain there throughout the entire day. Students arriving after 10:00 a.m. or leaving before 12:50 p.m. are considered absent for ½ day. (Students leaving after 12:50 p.m. will be considered either early dismissal.) If a student goes to an appointment during the school day (i.e., doctor, dentist, etc.) and returns to school, perfect attendance will be affected.

EMERGENCY CLOSINGS (OCS – Policy 1270) – In the event that school has to be closed due to weather or other emergency conditions, the following TV stations will be notified: Channels 4, 7 and 9. In most cases, if Jefferson County Schools close, OLFCS will also close. OLFCS will close if local conditions or faculty absences warrant closure. When closure exceeds a reasonable number of days, the Office of Catholic Schools may require

days be added to the calendar in order to maintain the level of instruction. Normally, school will not be dismissed early. Emergency conditions, which may warrant early release, require the permission of the pastor prior to the dismissal of students. Parents may come at any time during the threatening weather to sign their child out. **Written permission, from the parent, must be given to the school before a student will be released to anyone else.** If school does close early, students will remain in their classrooms until parents come to pick up their child. We will contact the television and radio stations and attempt to call each family if there is an early closure due to weather or other emergency. School closures will also apply to the Extended Day Program.

In case of an emergency, where the building needs to be evacuated, every effort will be made to contact parents via phone and television.

HABITUALLY TRUANT STUDENTS – School-aged children, who have four or more unexcused absences from school or class in a one-month period, or ten or more unexcused absences from school or class in one quarter, or thirty-six days in a school year are considered to be habitually truant under state law. Absences due to suspension or expulsion shall not be considered for purposes of determining habitual truancy. Once a student is determined to be habitually truant, school personnel will notify the student’s parents or guardian in writing of the unexcused absences and of the fact that the student is habitually truant. At that time, the principal, student, and parent or guardian will develop a plan with the goal of assisting the student to remain in school.

STAFF DEVELOPMENT – We participate in in-service days set by the Office of Catholic Schools. Students do not have school on these days.

TARDIES – If a student arrives at school after 8:00 a.m., he/she must be accompanied to the office by a parent, have a written note from a parent or a parent contacts the school office by phone.

Middle school students who are at school, but tardy to class, require a pass from the teacher of the last class. Three unexcused tardies to any one class in a quarter will result in the student serving after school detention the day after the third tardy.

Notification of absences and tardies: School personnel will make a reasonable effort to notify parents or guardians by phone if a student is truant from school. *It is the responsibility of the parents to notify the school of absences.* Please call the school office or send the secretary a message on Fast Direct before 8:15 a.m. the day of the absence or tardy.

VACATIONS – OLFCS discourages the taking of vacations when school is in session. Please schedule vacations when indicated on the school calendar. Parents must send a note to the teacher and office to communicate the reason a student will be out of school. This includes days when middle school students shadow at other schools.

BEHAVIOR EXPECTATIONS

Parents and students, as members of the OLFCS community, agree to comply with the policies and regulations of the school and the Archdiocese of Denver. In accordance with archdiocesan policy, the school reserves the right to dismiss any student whose conduct or effort is unsatisfactory. The pastor, principal, faculty and staff are committed to establishing a school atmosphere permeated by Gospel values and a spirit of mutual respect, order, responsibility and self-discipline. Self-discipline is the key to good conduct and leads to consideration of the rights and dignity of others. **(OCS – Policy 2500)**

RESPONSIBILITIES OF STUDENTS – With every right there is a corresponding responsibility. It is the responsibility of every student to respect the rights of all whom are involved in the educational process and to refrain from any behavior that interferes with the education of students. Following is a list of OLFCS student responsibilities:

- Maintain an overall atmosphere conducive to learning, and to respect the principle that no student shall engage in any activity which disrupts the school operation.
- Refrain from interfering with the rights of others.

- Promote the physical safety and personal security of others, exercising a high degree of self-discipline.
- Respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.
- Respect school property and the personal property of staff and students.
- Practice and encourage honesty in academic work and in all other transactions.
- Attend classes well prepared and on time.
- Refrain from using, possessing, buying or selling alcohol, tobacco, narcotics, or other dangerous drugs.
- Refrain from bringing pornography to school.
- Refrain from and discourage others from possessing or transmitting items such as matches, pocket knives, toy weapons, or any kind of dangerous item or weapon.
- Refrain from fighting either verbally or physically.
- Refrain from bringing music or videos to school. Students are not allowed to bring headsets, CDs, CD players, iPods or computer tablets to school.
- Refrain from using personal cell phones while on school property. All cell phones must be off and in lockers or backpacks during the school day.
- Refrain from disruptive behavior in the classroom.
- Refrain from harassment of other students and staff. (Please refer to policy under harassment.)

According to Archdiocesan Policies 2520, 2560, and 2600, the principal may impose disciplinary measures, such as probation, suspension and expulsion. These disciplinary measures may be imposed separately or progressively as the situation indicates. Reasons students will be expelled include, but are not limited to, a lack of progress after all other efforts of motivation and counseling have failed or if a student is a threat to the physical or moral welfare of other persons.

GUM CHEWING – Gum chewing is not permitted on the school grounds, in church or in the school building at any time. Failure to comply will result in an incident report.

DEFINITION OF TERMS:

1. **Detention** – Detention is a time set aside outside of the school day during which a student has the opportunity to evaluate his/her behavior. A detention will be given for such matters as continuous disruption of class, dress code violations, or repeated violations. A student will need to remain after school on the designated detention day(s). Detention is Monday – Thursday from 3:00 – 3:30. The guidelines of the detention room are:
 - Students are seated
 - Students do not speak without teacher permission.

If students cause a disturbance in detention, another report will be completed. If parents are not waiting at the playground door at 3:30, the student will be taken to Extended Day and the parent will be responsible for charges incurred.
2. **Suspension (OCS – Policy 2560)** – Is defined as a temporary dismissal from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation. Suspension may last from 1 – 5 days. Parents will be contacted by phone or in writing as to the nature of the suspension and the duration. Students who have been suspended **will not** be permitted extra time to make up work or prepare for tests nor may they participate in co-curricular activities sponsored by the school during the suspension.
3. **In-School Suspension** – Is defined as a temporary dismissal of a student from his/her classes. The student will serve in-school suspension in the school office. In-school suspension may last from 1 – 5 days. Parents will be contacted by phone or in writing as to the nature of the in-school suspension and the duration. The student will work on his/her assigned schoolwork during the in-school suspension.

4. **Probation (OCS - Policy 2520)** – A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency. The procedure set out in the Archdiocesan policy will be followed including: a parent conference, written account and conditions, and written notification of termination or extension of probation.
5. **Expulsion (OCS - Policy 2600)** – Is defined as the permanent dismissal of a student from school. Reasons students will be expelled include, but are not limited to, a lack of progress after all other efforts of motivation and counseling have failed or if a student is a threat to the physical or moral welfare of other persons.
6. **Student withdrawal on grounds of parental behavior (OCS-2660)** – Is defined as a parent's refusal to cooperate with school personnel, policies and regulations in the matter of school administration or discipline. In accordance with archdiocesan policy, parents who significantly reduce the school's ability to effectively serve the students or who continuously undermine the role of the administration and/or the teachers may be asked to withdraw their child from OLFCS. If the parents refuse to honor the request for withdrawal, the procedures for expulsion will be followed.

Corporal punishment is forbidden in the schools of the Archdiocese of Denver.

GROUND FOR SUSPENSION: The principal may suspend a student who engages in one or more of the following specific activities while in school buildings or on school grounds. Items include, but are not limited to:

- Continued willful disobedience or open and persistent defiance of proper authority, including deliberate refusal to obey a member of the school staff or the use of obscene or profane language or gestures to a member of the staff.
- Behavior which is detrimental to the welfare or safety of other students or of school personnel including behavior which creates a threat of physical harm to the child or other children.
- Intimidation of, bullying of another student.
- Discrimination against or any criminal offense against another student.
- Stealing or attempting to steal public or private property.
- Misuses of school computers and technology, including but not limited to, the unauthorized reproduction of school or legal documents, attempts to harm or destroy data of another user, improper use of the internet and tampering with operating systems or data.
- Violation of Archdiocesan policy or regulations, or violation of criminal law which has an effect on the school or on the general safety or welfare of students or staff; law enforcement may be contacted in any situation deemed appropriate by the school administration.

INCIDENT REPORTS – the main purpose of an incident report is to hold students accountable for their actions. Incident reports will be issued to students for behavior that does not meet the stated expectations or by a teacher as a consequence for inappropriate behavior. Any student who receives more than three incident reports will be referred to the office. **Incident reports that are not signed and returned to the homeroom teacher the next school day will result in another incident report.**

STUDENT HARASSMENT POLICY - Student harassment is any verbal or physical conduct on the part of students that has the purpose or effect of substantially interfering with a person's academic performance or of creating an intimidating, hostile or offensive education environment.

Harassment is the act of tormenting or attacking a person; it may be focused on, but not limited to, physical, emotional, sexual or gender issues. Harassment can be the use of words, spoken or written, or actions that torment, intimidate or physically harm a person. Behaviors may include, but are not limited to, physical threats, repeated teasing through looks, comments or gestures, name calling or taunting remarks, kicking, hitting, biting, pushing, touching, gossiping about others, bullying, other forms of disrespectful contact or not following reasonable requests by school staff members.

All allegations of harassment will be taken seriously and will be promptly investigated. Harassment should be reported to a teacher or principal immediately, and no later than within three days of the incident. All teacher reports will be sent immediately to the principal who will investigate the allegation. If harassment is in fact determined, appropriate reporting will then be provided to the pastor, Office of Catholic Schools, and possibly the police. Parents should also report to the principal immediately when a child has been harassed. Reports are confidential and are not shared with others who are not involved.

An investigation may include the following steps:

1. Statements taken from those involved including witnesses.
2. If evidence indicates a violation, parents of all children involved will be contacted.
3. If evidence indicates that no violation was committed, no further action will be taken.
4. If a violation has occurred, consequences/penalties for harassment will be imposed.
5. A student who is a repeat offender may be recommended for expulsion.

Consequences will reflect the seriousness and frequency of the offense. They may include, but are not limited to, the following interventions: detention, suspension, required counseling, withdrawal or expulsion.

Students and staff members will receive in-service education in the prevention of harassment and prevention will be taught through the school's character education program/religious education program. **(OCS – Policy 2610)**

PREVENTION OF BULLYING – The school recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all school property or at school sanctioned activities or events.

“Bullying” means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate or cause any physical, mental or emotional harm to any student.

All administrators, teachers, staff and students share the responsibility to ensure that bullying does not occur. Toward that end:

- All students who believe they have been the victims of bullying in any such circumstance shall immediately report it to an administrator or teacher at the school.
- All students who witness student bullying in any circumstance shall immediately report it to an administrator or teacher at the school.
- Teachers who have an incident of bullying reported to them shall promptly forward the report to the principal for appropriate action.
- The principal shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated and that appropriate action is taken.
- Any person who takes retaliatory action against a student who reports in good faith an incident of bullying shall be subject to disciplinary consequences.

TEASING – (OCS – Policy 2610) Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is thus understandable that, in the school setting, students often engage in teasing, insults, banter, shoving and pushing that is upsetting to students. Teasing behaviors – while needing to be addressed by school officials – do not constitute bullying or harassment and the interventions and consequences are of another level.

Our Lady of Fatima Catholic School teaches the research-based programs Second Step and Steps to Respect programs to all students in Pre-Kindergarten through Eighth Grade.

The Second Step lessons for Pre-Kindergarten through Second Grade begin with skills for learning and listening rules, which set the stage for future academic success and later lessons on identifying feelings, managing strong emotions, solving problems, and getting along with others.

The Steps to Respect program teaches students in grades 3-5 to recognize, refuse, and report bullying, to be assertive and build friendships.

Middle school is the place where adolescents can develop positive coping skills—or risky ones. The Second Step program helps students learn the protective skills to make good choices and stay engaged in school despite the pitfalls of substance abuse, bullying, cyber bullying, and peer pressure.

CO-CURRICULARS

OLFCS is proud to be represented by our students in a number of activities beyond the required school curriculum. It is the responsibility of the Office of Catholic Schools (OCS) to direct Archdiocesan-wide co-curricular organizations and activities. OCS will establish policies and procedures regarding the activity, conduct, scheduling, financial accountability, supervision of students, and qualifications of leaders. **(OCS – Policy 4180)**

The co-curricular programs offer our students an opportunity to participate in activities in addition to their academic curriculum.

We are the role models for our children; therefore, it is very important for all of us to represent our school and ourselves in a positive manner at all events. We are present to encourage our students so that the event is fun for everyone. At any of the events that occur during non-school hours, parents are responsible for their children. It is the parent’s responsibility to supervise their child(ren) at events where families are spectators or participants.

CO-CURRICULARS – Activities may consist of:

Science Fair – Grades 3 – 8	Spelling Bee – Grades 4 – 8
History Day – Grades 6 – 8	Athletics – Grades 3 – 8
Math-a-thon – Grades 1 – 8	Speech Contest – Grades 1 – 8
Art Fair – grades 1 – 8	Middle School Socials – Grades 6 – 8
High School Placement Test Tutoring – Grade 8	
Christmas and Spring Concerts – Grades K – 6	
Student Council – Grades 6 – 8	

All co-curriculars must be self-supporting. The fee for participation **will be set each school year.** A fee will be charged per student, per activity.

ATHLETICS – Athletics at OLFCS consist of the following teams:

Volleyball:	(Spring) Girls in grades 3 - 8
Basketball:	(Fall and Winter) Boys and Girls in grades 3 – 8
Baseball:	(Spring) Boys in grades 3 – 8
Softball:	(Fall) Girls in grades 3 – 8

Coaching – People wishing to coach must submit an application for the position. The final decision with regard to coach selection will be made by the athletic director and the principal. Those selected to coach must complete a background check, attend Safe Environment Training, sign a copy of the Archdiocese of Denver Code of Conduct (available in school office), and attend a mandatory “Play Like a Champion” meeting. All coaches will follow the philosophy of The Catholic Schools Athletic League (CSAL). A copy of the CSAL handbook is available from the Athletic Director.

Team Levels

Varsity teams: Consist of seventh and eighth grade students. These teams are becoming more competitive in their use of skills. Students, who attend practice, work hard with positive attitudes and good team spirit will have playing time; however, the playing time may not be equal among players.

Junior Varsity: Consist of fifth and sixth grader students. The emphasis at this level is on developing basic skills through active participation of all students involved. Practice is time for students to learn necessary skills, not during the game; therefore, the students must take their practice time seriously. Our goal at this level is fair playing time based on work and effort during practice. “Goofing-off” during practice inhibits teaching and learning and could prevent a student from “fair” game time.

Widgets: The widget program is an instruction program for 3rd and 4th graders. Our Lady of Fatima Catholic School participates in the widget program. The focus is on development of skills for all students.

Volunteers – Parents and students are required to volunteer with the athletic program. Opportunities to volunteer include coaching, working the score table, selling concessions, helping monitor the gym, and donating snacks for the concession stand.

Eligibility – Students are expected to perform to their capabilities in the classroom and are expected to display exemplary conduct. Teachers will submit a list of students to the principal by noon on Monday who have had three or more missing assignments during the previous week. These students will not be eligible to participate in co-curricular activities for their next scheduled game or activity. Students who receive an office referral will not be eligible for co-curriculars for one week. Students who cannot conduct themselves properly in the school environment cannot be expected to represent out school in any co-curricular activity. *Students who are absent from school may not practice or participate in any activity on the day of the absence or suspension. If a student goes home ill during the school day, he/she may not participate in practice, games, or in any other co-curricular activity that day.*

Physical Exams: Physical exams are not required for participation in athletics. If a child has medical concerns, a physician’s statement may be required.

FACILITY USE: Use of the cafeteria, gym, library or parish center, for school sponsored events, must be approved by the principal before being submitted to the parish office. The exceptions are for scouts who use the cafeteria on a regular basis with a designated scout leader and for an athletic program using the gym with a designated coach. The responsible adults have the duty to make sure the children are **always** supervised and in the appropriate areas of the building. Student may be in the gym only during scheduled games and practices. It is the parent’s responsibility to make sure a coach is present when dropping off a student for practice or game. It is the parent’s responsibility for picking up their student **ON TIME** after games and practices. Co-curricular events are to be over by 8:30 p.m. unless written permission is obtained from the school principal. Proper facilities requests must be filled out and approved by the school administration and parish before an event can take place. Facility requests must be made at least two weeks prior to the event. A facility request must be specific i.e. a request for the café does not include use of the kitchen. No dates for non-school events will be approved before Labor Day or after Memorial Day. The principal must approve all literature pertaining to any school co-curricular before it is published, distributed, or posted. Schools will adhere to Archdiocesan policies regarding the use of parish/school facilities. **(OCS – Policy 5070)**

FUNDRAISING (OCS – Policy 5040) – No organization may promote a fundraising project in the school’s name without prior approval of the schools principal/director and pastor in parish schools. All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. All funds will be disbursed by the school in the approved procedure for purchasing and disbursements. The fundraising revenues are monitored and administered by the principal and pastor. **(OCS – Policy 5050)**

The school participates in several fundraising activities including:

1. The Sundancer – a parish wide adult dinner, auction and dance. The money raised assists all parish and school programs.
2. Parent Teacher Team (PTT) has a number of ongoing fundraisers.

PARENT SUPERVISION (OCS – Policy 2180) – Students must be under the direct supervision of a parent or designee when at school during non-school times. This includes sporting events, PTT sponsored events, special programs and co-curricular events. Students are expected to follow the rules set forth in this handbook during these

events. Parents are responsible for the actions of their child and financially responsible for any damage their child may cause to school or parish property.

PARTIES – Simple classroom parties are scheduled during the school year for Halloween, Advent and St. Valentine’s Day. Room parents are asked to help plan these parties, which are held during the last hour of the school day.

The celebration of birthdays is at the discretion of the classroom teacher. Please make arrangements prior to the day you plan on celebrating. Floral or balloon bouquets may not be sent to school for students.

Invitations to private parties may not be distributed at school unless each child in the class is included. If only a select few children are invited, please mail the invitations.

Gifts exchanged between friends should be done outside of school; this includes Christmas and birthdays.

USE OF SCHOOL NAME – Use of the Our Lady of Fatima Catholic School name (Fatima) or any term which would tie representation to OLFCS, may not be used without specific written permission from the principal or pastor (i.e., YMCA teams).

COMMUNICATION

COMMUNITY DEVELOPMENT – Faculty, staff, parents and students are committed to the creation of a strong school community based on trust, respect, loyalty and support. Parents and staff members who have complaints or issues of concerns are asked to address those issues promptly and directly with the person involved. Discussion and gossip with persons who cannot resolve the issue are destructive to the school community and are in direct conflict with the values being taught and modeled for the students.

CONFIDENTIALITY: Sharing any school information is on a need to know basis only. For the protection of every individual, information will be limited to what any one individual needs to know.

CONTACT WITH PARENTS/FAMILIES: Teachers are expected to document all conversations with parents regarding student progress, parents concerns and/or, issues concerning policies and procedures. Teachers cannot e-mail students at home. There will be no contact or on going e-mail between employees and students.

Parents with concerns should (in most situations):

1. Talk to the other person(s) first
2. If the person(s) is/are a teacher(s) and the issue(s) cannot be resolved, then the teacher(s), parent(s) and/or student(s) will meet together with the principal.
3. If the situation is still not resolved, the teacher(s), and/or parent(s), and/or student(s) will meet with the principal and pastor.

E-mail Guidelines for Our Lady of Fatima Catholic School

- Messages sent via email should convey courtesy, respect and integrity.
- Refrain from sending an email when you are upset. Sleep on it and send it in the morning if you still feel it is necessary.
- Email should be used only for routine communication and not in place of a face to face meeting.
- All messages should meet the same standards for distribution or display as if they were tangible documents or instruments.

- Do not use email for confidential matters.
- Follow the “need to know” rule and only include email correspondences to those who are directly involved in the matter.
- Do not forward emails that are meant for you alone.
- Identify yourself clearly and accurately in all electronic communications. Concealing or misrepresenting your name or affiliation to dissociate yourself from responsibility for your actions is never excusable.

APPEAL PROCESS (OCS – Policy 1500) – Any appeal concerning any matter relating to Catholic preschools, elementary schools or Archdiocesan high schools shall be processed in accordance with the following regulations:

Resolution of Ordinary Differences within the School Community

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

1. In any conflict, an effort shall be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director and pastor in a parish school. The specific provisions for a fair process are to be contained in the local school handbooks.
3. If the conflict cannot be resolved following steps one and two above, then a parent, student (18 years or older) or employee may have recourse to the appropriate associate superintendent who will attempt to bring about a peaceful resolution.

Recognition of Local Authority

In cases involving principal and pastor discretion, OLFCS recognizes the local administrations’ authority to exercise discretionary rights within the parameters of local and Archdiocesan Policy.

Process of Appeal

1. When a parent, employee or a student (18 years of age) believes his/her rights have been violated and/or the principal and/or pastor is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Deputy Superintendent with the following information provided steps one through three above have been followed:
 - a. The subject of the appeal
 - b. What rights and/or policies have been violated
 - c. Any factual data, other than hearsay, the person considers appropriate
 - d. The efforts that have been made to resolve the issue

Should the Deputy Superintendent determine that a person’s rights and/or policy have been violated, he/she will investigate the appeal and render a written decision.

2. A parent, employee or student (18 years of age) may further appeal to the Superintendent should the complainant feel the Deputy Superintendent has not properly interpreted or applied policy or has failed to recognize that the complainants rights have been violated. The Superintendent will review the material submitted to the Deputy Superintendent and may ask for further details. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing

committee if he/she deems appropriate. The decision of the Superintendent is final and binding and concludes the appeal process.

3. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may a parent, employee or student be represented by an attorney.

SCHOOL DIRECTORY – A school directory is available in the fall. Parents must give written permissions to have family information published in the school directory. Under no circumstances should this information be used for professional gain. The purpose of the directory is to assist communication with OLFCS families. (**OCS – Policy 2340**)

CLASSROOM INTERRUPTIONS – Teachers have requested that the number of classroom interruptions be kept to a minimum during a school day. The following procedures will be observed:

1. Lunches: The hot lunch director can provide your child with lunch if it is forgotten. If this occurs, have your child inform the hot lunch director. Your child then brings \$3.00 the following day to pay for the lunch he/she received.
2. Miscellaneous Items: Students often forget lunches, homework, sports equipment, books, etc. Please do not interrupt the classroom. We will be glad to hold these items in the office until your student can pick them up.
3. Phone Calls: Students must have a written note from a teacher before they will be permitted to call home. Arrangements for after school should be known before the student arrives in the morning. Each family should have an alternative pre-arranged plan.

NEWSLETTERS – The Fatima Fanfare will be emailed every Thursday to update the community on happenings within the school. Please check in the Fanfare for the monthly calendar and other important information.

If you have information to be included in the *Fanfare*, it must be in the office for approval on Tuesdays by noon for that week's *Fanfare*. Please email any additions or flyers to the principal.

WEBPAGE/WEBSITE: OLFCS has a web page that is updated continually. Written permission must be given by a parent or guardian for a student's work to be published.

All electronic communication to or from any Archdiocesan school shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals. All computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to view e-mail sent from or to the school and/or any Internet sites accessed on school computers.

Students must have written parental permission and adult supervision to use the Internet. Misuse of the Internet will cause a student to lose this privilege. Students are not allowed to e-mail at school (**OCS – Policy 4030**). All e-mail sent to the school must include your name and e-mail address. Unsigned e-mail or any letters will be ignored

UNIFORM CODE

The purposes of our school uniform code are to:

- Increase student safety by easily identifying that only OLFCS students are on the school grounds.
- Instill and promote student and school pride.
- Eliminate clothing issues regarding colors, messages, sports insignia, etc.
- Prohibit indecent or overly casual clothing.
- Provide ease in administering.

Students in grades K – 8 must abide by the OLFCS student uniform code. This code is optional for Pre-Kindergarten. It is the responsibility of each parent/guardian to make sure that this uniform code is followed.

Any student not conforming to the uniform code will receive an incident report. The incident report is to be signed by the student and a parent and returned to the homeroom teacher the following school day. Forms not returned the following school day will result in an incident report being issued to the student.

PANTS, PLAID AND SHORTS GUIDELINES – Pants, plaid and shorts must be purchased from All School Apparel or Dennis Uniform stores. Pants are to be worn at the waist. Belts must be worn if the pants are created with belt loops. Belts may not hang down to the side or in front. Shorts and plaid are to be worn at the waist and are not to be shorter than 3 inches above the knee.

JEANS DAY GUIDELINES – Long, blue jeans may be worn with any Fatima shirt, fleece or sweatshirt. This includes Fatima sports jerseys. Uniforms may also be worn. No other types of pants or skirts are to be worn.

DRESS DOWN DAY GUIDELINES – Jeans, overalls, corduroy, and khaki pants may be worn. Cargo pants, sweatpants, pajama bottoms, warm-ups, or spandex/lycra may not be worn. Sweatshirts and t-shirts are acceptable but may not have inappropriate sayings or pictures. Tank tops, midriff tops, spaghetti straps and half shirts are unacceptable. Uniforms may be worn. All other dress code guidelines apply.

DRESS UP DAY GUIDELINES – On the rare occurrence of a dress up day, students may not wear jeans or denim skirts. Boys should wear collared shirts. All other dress down day guidelines apply.

DRESS DOWN CONSEQUENCES – If a student comes to school on a dress up or dress down day and has not followed the guidelines, the student will not be allowed into class until the proper clothing is brought to school.

Please note: Students not adhering to the Clothing Guidelines are subject to receiving an Incident Report.

LOST AND FOUND – Clothing and other items left at school are placed in the lost and found bin located on the second floor at the top of the stairwell nearest the office. Items not claimed will be donated to the poor at the end of each quarter. It is the family’s responsibility to check the bin before the end of each quarter.

UNIFORM GUIDELINES Kindergarten – 8th Grade (Pre-K is optional)

<i>Guidelines</i>	<i>Color</i>	<i>Where to Purchase</i>
<u>Fatima Polo Shirt – long/short sleeve</u> Must have FATIMA embroidered on left side.	<i>White, Navy & Burgundy</i>	<i>All Schools Apparel or Dennis Uniform Co.</i>
<u>Oxford Shirt – long/short sleeve w/ button down collar</u>	<i>White</i>	<i>All Schools Apparel or Dennis Uniform Co.</i>
<u>Turtleneck – long sleeve; cotton blend</u>	<i>Solid White or Navy</i>	<i>Anywhere</i>
<u>Sweaters –Vest or Cardigan</u>	<i>Dark Navy Blue</i>	<i>All Schools Apparel or Dennis Uniform Co.</i>
<u>Fleece with FATIMA embroidery</u>	<i>Navy or Burgundy</i>	<i>All Schools Apparel</i>
<u>Sweatshirts</u>	<i>Dark Navy Blue w/ OLF insignia</i>	<i>All Schools Apparel</i>
<u>Girls: Culottes, Jumper Dress, Skirts, Skorts</u>	<i>Dunbar Plaid</i>	<i>All Schools Apparel or Dennis Uniform Co.</i>
<u>Slacks (refer to specific guidelines)</u>	<i>Dark Khaki Dark Navy Blue</i>	<i>All Schools Apparel or Dennis Uniform Co.</i>
<u>Belts – Plain (no adornment) Solid Color</u>	<i>Blue, Black, Brown or Khaki</i>	<i>Anywhere</i>
<u>Socks/Tights – Socks must be worn at all times. Girls may wear knee hi socks or full tights. No leggings may be worn.</u>	<i>White Dark Navy Blue Gray</i>	<i>Anywhere</i>

<i>Shoes – Must cover the entire foot. Sandals, boots, clogs or Crocs-style shoes may not be worn at school. Athletic shoes and leather shoes may be worn. Athletic shoes with non-marking soles must be worn on gym days.</i>	<i>The color of the shoe should reflect the nature of the Uniform Code.</i>	<i>Anywhere</i>
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Additional Guidelines:

- All clothing must be clean, in good repair and properly sized.
- No insignia, lettering, emblems, slogans, etc. on any clothing other than those sold by All School Apparel or Dennis Uniforms Co.
- A polo shirt, turtleneck or oxford shirt must be worn under any sweatshirt, sweater or vest.
- All T-shirts or undershirts worn under school shirts must be white with no lettering of any kind.
- Cargo pockets are not allowed on any type of clothing.
- Slacks and shorts are to be worn at the waist.
- A belt is required at all times if the pants or shorts are created with belt loops.
- Shorts, skirts, jumpers and skorts must be no more than 3 inches above the knee.
- Shirrtails are to be tucked in at all times so the belt or waistband is visible.
- Hats, bandanas, and scarves are not to be worn inside the school building.
- HAIR: Bangs may not extend below the eyebrows; no extremes in hairstyle; no unnatural hair color.
- JEWELRY: All students may wear a watch and/or necklace and/or bracelet. Girls may wear one pair of earrings.
- MAKE-UP: 6th – 8th grade girls may wear minimal make-up. No dark eyeliner.
- No visible body piercings (ears excluded), tattoos, or unnatural contact lenses.
- Boys are not to wear fingernail polish or earrings.
- Leggings are defined as any leg coverings that do not have feet.
- The appropriateness of any item is subject to the discretion of the teachers and the principal.

HEALTH ISSUES

ARCHDIOCESAN WELLNESS POLICY – Section 204 of PL 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, states that “Not later than the first day of the school year beginning after June 20, 2006, each local education agency participating in a program authorized by the Richard B. Russell National School Lunch Act...shall establish a local school wellness policy for schools under the local agency...”

The Catholic schools in the Archdiocese of Denver promote a healthy lifestyle for students by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Children who eat well-balanced meals, have adequate physical activity, and are healthy are more likely to learn in the classroom.

❑ Goal 1 – Schools will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school community shall be engaged in cultivating positive understanding, beliefs and habits related to good nutrition and regular physical activity. They will teach students to use appropriate resources and told to make informed and educated decisions about lifelong healthy eating habits and beneficial activity.

❑ Goal 2 – School will support and promote proper dietary habits contributing to students’ health status and academic performance.

All food and beverages on school grounds and at school sponsored activities shall meet or exceed the school’s nutrition goals. All schools participating in the School Breakfast and/or National Lunch Program shall comply with any federal rules or regulations as defined by the USDA.

❑ Goal 3 – Schools will provide opportunities for students to engage in physical activity.

A quality Physical Education program is an essential component for all students to learn about and participate in physical activity, and for them to develop the habit of life-long activities and sports. The Office of Catholic Schools

provides time recommendations for local Physical Education programs. A provision for recess is included in each day. The CSAL supports participation in co-curricular sports from 3rd grade through 8th grade.

OLFCS pledges to provide a healthy environment for all: students, employees, volunteers and visitors. This pledge encompasses the physical and ecological environment to include a smoke-free campus, recycling programs and an interest in health issues. Each teacher and staff member is concerned with the health of every pupil. The buildings are subject to health department regulations. Adequate ventilation, sanitation and lighting are provided.

SCHOOL NURSE – OLFCS has a registered nurse available every Wednesday. The role of the school nurse is to oversee the health of the school environment. Some of the duties of the school nurse are:

- To monitor the health of students, to evaluate complaints of illness, and to administer first aid for injuries. When the school nurse is not available, the principal or designee will provide these services
- To coordinate vision and hearing screenings and health education studies.
- To assist in health education in the classrooms.
- To maintain health files on each student, including health history, proof of immunization and health screening.
- To be a Community Health Resource Person for parents and teachers in matters of health, health education, and life education.

ACCIDENTS AND ILLNESS AT SCHOOL (OCS – Policy 2220) – Principals, teachers and other school personnel are responsible for the handling of accidents and sudden illnesses occurring at school or during school sponsored activities. If a sudden accident or illness occurs at school, the following procedures will be used: The procedures for responding to a sudden illness or injury are:

1. Give the student immediate and temporary first aid care. If the injury is serious or life threatening, 911 will be called.
2. Notify the child’s parent or guardian.
3. The school shall have “**student emergency cards**” delegating permission to take action in cases in which parents/guardians cannot be reached. If the school does not have a “Student Emergency Card” or the contacts cannot be reached, the school may call Social Services or the police. If at any time during the school year there is a change of address, phone number or living arrangements, please notify the school office IMMEDIATELY.
4. School personnel will not transport seriously injured or ill students to medical treatment. If the parent cannot provide transportation, an ambulance will be called.
5. If a child is seriously injured or ill at the end of the school day, he/she will not be allowed to go home unless accompanied by a parent, guardian or other parent delegate.
6. After a serious accident or emergency illness of any sort, a record of the incident and the procedure taken will be made and filed in the school office.
7. The school reserves the right to act as deemed necessary by the principal or principal designee in a life-threatening situation.

HEALTH AND SAFETY – Teachers are informed of children needing special consideration due to health issues. The school observes state and local fire regulations.

ILLNESS – Children frequently become mildly ill. Deciding whether to keep your child home from school can be difficult. Clearly, there are instances when it is necessary for a child to remain at home. The following list gives guidelines and recommendations for exclusion from school:

SYMPTOMS	IS EXCLUSION NECESSARY?
Mild Cold Symptoms: stuffy nose with clear drainage, sneezing, mild cough	No – student may attend if able to participate in school activities
Upper Respiratory Complications: nasal discharge of yellow or green, productive cough, extreme sleepiness, ear pain, fever above 100 degrees or higher by mouth	Yes – seek medical advice and decide whether your child should be in school.

Nausea and vomiting	Yes – if a child has thrown up keep her/him home. A child will be sent home if vomiting occurs at school.
Diarrhea with illness (vomiting, fever)	Yes
Fever (100 degrees or higher by mouth)	Yes
Chicken Pox	Yes – children with uncomplicated chicken pox may return the 6 th day after the start of rash or not until blisters are crusted over.
Conjunctivitis (Pink Eye)	Yes – until 24 hours after treatment. If your health provider decides not to treat your child, a note is required.
Strep Throat	Yes – until 24 hours after treatment and child has been fever free for 24 hours.
Vaccine Preventable Diseases	Yes – until judged not infectious by the health care provider.

Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis. The superintendent must be consulted prior to any action on the part of the pastor or principal. In all cases, due consideration will be given to the needs and well being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services. **(OCS – Policy 1400)**

IMMUNIZATIONS – Colorado law states that no child may attend school unless such child can present to the school a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Students attending extended day, pre-kindergarten, kindergarten and seventh grade must show proof of three Hepatitis B immunizations. **(OCS – Policy 2080** says request for exemption will be granted only in accordance with Colorado Law.)

MEDICATION GIVEN AT SCHOOL (OCS – Policy 2240) – No medication, including aspirin, cough-and-cold medication, decongestants, or other over the counter or prescription medications shall be administered by any school personnel, including a nurse, except under the following conditions:

- A. Written orders from a physician shall be on file at the school, stating:
 1. Child's name
 2. Name of drug
 3. Dosage
 4. Purpose of medication
 5. Time of day/circumstances in which medication is to be given
 6. Anticipated number of days it must be given
 7. Possible side effects
 8. Storage instructions
- B. Whenever possible, the parent is requested to be present to administer the medication.
- C. If the parent is unable to be present, only the principal or principal's designee may administer the medication according to the physician's written instructions. In such a case, the parent must submit a written request to the school to provide the medication. (Appendix 13, Authorization to Administer Medication)
- D. Prescription medication must be brought to school in a pharmacy labeled bottle. Over the counter medication must come in its original container. The medication must be brought to the school office by a parent or guardian. These medications shall be safeguarded at school to avoid ingestion by the wrong child.

Medications must be kept in a secure place to which students do not have access.

- E. The person designated by the principal to administer medication is to keep a log of medicine administered. Individual records of such medications administered by school personnel shall be kept indefinitely.

- F. If a student has a condition that might require medication on an emergency basis (e.g., in the case of a child's allergic reaction, asthma attack, etc.), the student's family shall provide all necessary information and training or instruction to the school personnel who might be responsible for administering such medication or carrying out such medical procedures.
- G. Any student, who requires an inhaler may keep such inhaler on his/her person, provided the proper physician's orders and documentation are kept on file.
- H. Essential first aid supplies shall be available at all times. First aid kits must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies. Rubber gloves must be included and worn when there is a possibility of exposure to blood or body fluids while administering first aid.
- I. The school principal shall organize a practical plan to accomplish the above. This plan shall be kept on file and made know to all staff.

SCHOOL HEALTH SCREENINGS – Each year OLFCS provides screening programs as part of its general assessment of the health of each student. The following screenings will be conducted:

- Vision Screening for all students K – 3rd, 5th and 7th grades, as well as new students and teacher referrals.
- Hearing Screening for all students in Pre-K – 3rd, as well as new students and teacher referrals.

Notification and referral forms will be sent home if your child has *not* passed either of the screenings. If you child has passed the screenings, you will not receive any notification from us.

What should you do if your child fails a screening? To start with, look at the exam that was conducted. These screenings are meant to identify children with *possible* problems, and no screening is conducted under ideal circumstances. If your child is easily distracted or influenced by time pressures, he or she may not perform well during these screenings.

Hearing and vision screenings relate directly to your child's ability to learn. Their importance cannot be ignored. They are however, only two of the many areas which should be examined if your child is having learning problems. Physical health, neurological development, social and emotional development, language, memory, attention levels, and processing skills should be examined also to determine the best way to increase learning skills. Screenings and tests are assessment tools, they are simply one part of a more detailed process.

If your child is *not* having trouble in school, but failed a screening, the solution may be as simple as glasses or sitting closer to the front of the classroom. On the other hand, if academic and behavioral problems persist, much more may be involved and you are encouraged to seek help with further evaluation of your child.

SAFETY ISSUES

ALERT NOW - school wide emergency response system. This system dials up to 6000 numbers per minute. The system will call up to five numbers per family if an emergency arises during school.

ASBESTOS MANAGEMENT PLAN – OLFCS has an Asbestos Management Plan available for inspection or review in the principal's office.

BABYSITTING (HIRING OF TEACHERS) – Employees of OLFCS must notify the principal prior to babysitting or being a nanny for any family enrolled in OLFCS.

BACKGROUND CHECKS - All employees and volunteers must submit to a background check before having contact with the students.

CHILD ABUSE AND/OR NEGLECT (OCS – Policy 2200) – Colorado law requires the school personnel to report suspected cases of child abuse and neglect to the appropriate county department or law enforcement.

CONTACT WITH STUDENTS DURING SCHOOL HOURS (OCS – Policy 2280) – Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day **MUST FIRST** receive permission from the principal. The principal will abide by and follow policy 2280 regarding student contact with law enforcement officials, social services personnel, non-custodial parents or any other person.

COURT ORDERED COMMUNITY SERVICE – No person can perform court ordered community service hours or court ordered work release at OLFCS or OLF.

CUSTODY ISSUES (OCS – Policy 2140) – The school recognizes custodial parent/legal guardians as the primary decision-maker for their children. Legal documentation regarding custody and visitation will be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school must be notified immediately regarding any changes to custodial provisions.

Non-custodial parents will have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limit of access to children, records or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

DRUG FREE ZONE – Schools in Colorado, by law, are Drug Free Zones. This means tobacco and alcohol are not allowed on the school premises. **(OCS – Policy 2620)** - Possession and/or use of tobacco, possession, use or being under the influence of alcohol or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs may result in expulsion from the school and notification of the proper authorities.

EMERGENCY PROCEDURES: FIRE, TORNADO, EARTHQUAKES, INTRUDERS, ETC. (OCS – Policy 1300) The emergency crisis plan contains provisions for a variety of crises including intruders, fire, tornado and earthquake. It will be reviewed annually. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building.

Tornado Drills – Tornado drills will be practiced a minimum of two times per year, once in the fall and once in the spring.

Fire Drills – Fire drills will be held monthly and are to be taken seriously by everyone. Everyone must leave the building when the alarm is sounded.

Intruders - The school has installed an outdoor camera and speaker to identify visitors on campus and monitor non-authorized persons. Persons without legitimate reason, or written authorization to be on the school grounds, will be asked to leave by school personnel. If a person does not leave upon request, the police will be called. Visitors are asked to sign-in/out at the office so that an accurate assessment can be made of the number of people in the school in the event of an emergency. The students may not open doors to let visitors in the building. Parents are requested to ring the office to be admitted.

LIABILITY INSURANCE: Each parish, mission, educational, charitable and religious institution under the control of the Archbishop is covered by Commercial General Liability. Coverage is extended to include clergy, employees and volunteers, while acting in the scope of their duties for the Archdiocese.

MEDIA POLICY (OCS – Policy 2350) – Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student including voice and features with or without name of student for any promotional purpose involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of the time the student is at the school.

MONEY – Money brought to school for a particular reason must be placed in an envelope marked clearly with the student’s name, homeroom, activity and amount enclosed. Students should not bring money to school unnecessarily. Money should never be left in desks or lockers.

RESTITUTION – Any damage that is caused to property of OLF, intentional or not, becomes the responsibility of the person causing the damage. This includes but is not limited to textbooks, desks, lockers, windows, carpet and plumbing.

SEARCHES OF STUDENTS AND SCHOOLS (OCS – Policy 2300) – A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. The principal, pastor, professional staff of the Office of Catholic Schools, or the Secretary for Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school’s official’s responsibilities. Normally, inspection of personal property, e.g. pockets, handbags, book bags, etc. will not be conducted without the student’s permission. If permission is given the search must be made in the presence of at least two school officials. If permission is not given, the principal will contact the Office of Catholic Schools.

VOLUNTEERS – Parents, parishioners, and persons in the community are encouraged to support the school through a variety of volunteer efforts. The chairperson for each committee will contact any parent expressing an interest in volunteering. All volunteers who are in the school on a regular basis, including all coaches and assistants, must complete Safe Environment Training and sign a copy of the Archdiocese of Denver Code of Conduct (available in school office).

The Archdiocese of Denver Risk Management Office requires that any non-employee doing manual labor (i.e. clearing snow and ice, painting, plumbing or electrical work) must have a certificate of insurance on file in the office. Therefore, only employees of OLFCS or contracted services will be allowed to help with such projects.

Acknowledgement/Receipt of Handbook

We acknowledge that we have read and reviewed a copy of the Our Lady of Fatima Catholic Family Handbook for the 2011-2012 school year. We agree to abide by the policies and procedures contained herein. We acknowledge that the information contained herein is always subject to change, interpretation, and elimination by the Archdiocese of Denver and Our Lady of Fatima Catholic School at its sole discretion, without notice. We understand that this Handbook supersedes and revokes all previously issued materials.

The specific Archdiocesan policies identified in this Handbook are for summaries only. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual that governs.

Printed Family Name

Parent(s) Signature

Date