

# *Our Lady of Fatima Academy*



**PARENT/STUDENT HANDBOOK**



## *THE CODE OF CANON LAW*

The official position of the Catholic Church on education is summarized in the Code of Canon Law:

“Parents are bound by a most grave obligation to provide to the best of their ability for the religious and moral, as well as for the physical and civil education of their children, and for their temporal well-being” (Canon 1113).

## *PASTORAL LETTER OF 1919*

The pastoral letter issued by the American hierarchy in 1919 stated five principles as the basis of Catholic education:

First: The right of the child to receive education and the correlative duty of providing it are established on the fact that man has a soul created by God and endowed with capacities which need to be developed, for the good of the individual and the good of the society . . .

Second: Since the child is endowed with physical, intellectual and moral capacities, all these must be developed harmoniously . . .

Third: Since the duties we owe our Creator take precedence over all other duties, moral training must accord the first place to religion, that is, to the knowledge of God and His Law, and must cultivate a spirit of obedience to His commands . . .

Fourth: Moral and religious training is most efficacious when it is joined with instruction in other kinds of knowledge . . .

Fifth: An education that unites intellectual, moral and religious elements is the best training for citizenship . . .”

“Suffer the little children to come unto Me, and forbid them not, for of such is the kingdom of God.” (Mark 10:14)

**OUR LADY OF FATIMA  
ACADEMY  
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## *ADMISSIONS AND ATTENDANCE*

### **Admissions**

Only those children will be admitted to kindergarten who have reached their fifth birthday by October 15th and to the first grade who have reached their sixth birthday by the same date.

Any students admitted will be expected to observe the following conditions:

- \* That they participate in all religion classes, fulfilling all required work.
- \* That they follow the school schedule, including Holy Mass and other religious functions.

Children with extreme learning disabilities requiring special education will not be admitted.

Furthermore, children who are experiencing difficulty in learning will be admitted on probation; parents will be expected to cooperate in remedying the difficulty at the direction of the teacher. If the requirements are not fulfilled, the child will be dismissed.

## **Attendance**

It is expected that students will attend class on every school day. Each teacher will keep a record of tardiness and absences.

Students will be expected to make up assignments missed due to absence as designated by their teacher.

Academic credit for make-up work will be allowed for absences if the student returns to school with an acceptable written excuse from parent or guardian. Note must contain date(s) of absence, reason for absence and the parents' signature.

If a student has to leave school prior to the end of the day, he/she shall bring a written request from home stating the reason and signed by the parent or guardian. Students who arrive late must bring a note signed by parent/guardian explaining the reason of the tardiness.

Any student missing thirty days or more during one school year will be retained at his present grade level unless he has a doctor's certificate explaining the cause of absence.

## **Tardiness**

Students are required to be present when the school day begins. Tardiness during the school day is inexcusable. Those students who are late for class on a regular basis without excuse will be assigned after-school detention.



Tardiness will be counted towards attendance/absence:

Less than two periods	=	tardy
Two periods	=	one-half day absent
More than two periods	=	whole day absent

Five days unexcused tardiness shall be counted as one day's absence and will count toward the thirty day maximum absence.

### **Unexcused Absences**

Students with unexcused absences are required to complete all work assigned during the period of absence and will receive "No Credit".

### **School Cancellations**

If weather conditions make transportation to and from school hazardous, school will be canceled and the school day will be made up on another day.

Whenever school is canceled owing to any unusual circumstance, parents will be notified by call or text early in the morning.

## *ACADEMIC INFORMATION*

### **Organization**

The school year is divided into four quarters. Report cards are issued quarterly.

Parental Conferences - Conferences may be requested with the teachers as needed.

### **Homework Policy**

In general, homework is assigned in grades 1 and 2 only to those students who need additional practice on material already covered in class.

In other grades, an increasing amount of homework is assigned to provide practice and reinforcement which cannot be scheduled efficiently in the classroom, and to develop self-reliance and good study habits in the children. The amount of homework should not exceed the following:

Grade 3	30 to 45 minutes
Grade 4, 5, and 6	45 minutes to 1 hour
Grade 7 and 8	1 hour to 1 hour 30 minutes
High School	2 hours

(This does not include studying for tests and long range projects).

Students are expected to follow these guidelines when completing homework assignments:

- \* All assignments will be completed.
- \* Students are responsible to make up homework missed due to absence.
- \* Homework will be turned in on time.
- \* Students will turn in work that is neatly done, according to the teacher's instructions. (Students may be required to redo assignments that are not done according to instructions.)

If students choose not to do their homework, the following consequences may occur:

- \* Students will be required to complete assigned work.
- \* Students will be assigned one detention period or no recess.
- \* Parents may be asked to sign completed homework each night.

In exceptional cases, if there is a legitimate reason why a student is not able to finish homework, the parent must send a note on the day the homework is due, stating the reason it was not completed. The note must be signed by the parent.

## ***GRADES***

Grade ranges and grade points awarded:

100	A+	4.0 points
99	A+	3.9
98	A	3.8
97	A	3.7
96	A	3.6
95	A-	3.5
94	A-	3.4
93	B+	3.3
92	B+	3.2
91	B	3.1
90	B	3.0
89	B	2.9
88	B	2.8
87	B-	2.7
86	B-	2.6
85	C+	2.5
84	C+	2.4
83	C	2.3
82	C	2.2
81	C	2.1
80	C	2.0
79	C	1.9
78	C-	1.8
77	C-	1.7
76	D+	1.6
75	D+	1.5
74	D	1.4
73	D	1.3
72	D	1.2
71	D-	1.1
70	D-	1.0
69	F	0.0

## ***HONORS AND AWARDS***

### **Honor Roll**

First Honors:	4.0, 3.9 or 3.8 grade point average
Second Honors:	3.7, 3.6 or 3.5 g.p.a.
Third Honors:	3.4, 3.3 or 3.2 g.p.a.

The Honor Roll will be presented each quarter. Even if the grade point average is maintained, the highest honor available to anyone who receives one 'C' is Third Honors.

### **End-of-the-Year Awards**

Honor Roll Award will be presented to those who maintained First, Second, or Third Honors each quarter.

Perfect Attendance Awards will be given to students with no more than three days excused tardiness.

## ***DRESS CODE***

### **Student Dress Code**

Every student must come to school in his/her proper uniform. This uniform must be worn during the entire time that the students are at school and at all designated functions. Students not in conformity with the dress code are subject to detention and may not be permitted in class.

If for any reason a student cannot be in complete uniform, a valid excuse must be brought or called in, and alternate clothes must be neat, clean, and presentable according to uniform standards.

Uniforms should be neat and clean. Hair should be neatly combed. Boys' hair should be neatly trimmed and kept short according to accepted standards, and their faces should be clean-shaven.

Complete school uniform includes:

#### **Boys:**

- Navy blue dress pants (NO casual styles)
- White shirt (with white t-shirt underneath)
- Navy blue tie
- Navy blue v-neck vest
- Black crew socks
- Black dress shoes  
(tennis shoes for P.E. and recreation only)
- Black belt
- Navy blue suit coat
- (No sweaters with hoods in the classroom!)**
- Pocket rosary
- P.E. uniform- navy/black knee length shorts or sweat pants and grey t-shirt, tennis shoes

**Girls: K-4**

-Douglas Plaid jumper \*

-White blouse

-White knee highs

-Navy blue cardigan

**(No sweaters with hoods in the classroom!)**

-Black dress shoes

-White mantilla chapel veil

-P.E. Uniform: navy skirt with leggings and navy blue t-shirt, tennis shoes. Navy blue sweat shirt for cooler weather.

**Girls: 5-12**

-Douglas Plaid skirt \*

-Navy blue v-neck vest \*

-White blouse

-Knee-high black socks

-Navy blue cardigan \*

**(No sweaters with hoods in the classroom!)**

- Black low heel dress shoes

- Pocket rosary

- White mantilla chapel veil

- P.E. Uniform: navy skirt with leggings and navy blue t-shirt, tennis shoes. Navy blue sweat shirt for cooler weather.

Make-up, fingernail polish, jewelry or nylons will not be permitted in school. (A single set of small post earrings may be worn.)

\* These can be purchased from **Mount St. Michael's Uniform Shop: (509) 467-0986 Ext 109**. If you would like an order form, please ask one of the Sisters.

The uniforms can also be purchased in Omaha at:

*Dennis Uniform Mfg. Co.  
749 N. 109 Ct.*

## ***CONDUCT AND DISCIPLINE***

### **Conduct**

Students shall respect and obey parents and teachers whether at school, school-related functions or non-school events. Students shall stand whenever the bishop, priest, religious, teacher or guest enters the classroom. The students shall greet them with “Praised be Jesus and Mary!” and remain standing until told otherwise. When addressed by a teacher, students shall stand and respond respectfully using the correct religious title (e.g., “Sister, . . .” “Father, . . .” “Your Excellency, . . .” etc.) Upon meeting the bishop, priest, religious or any adult, the students say in greeting, “Good morning,” or “Good afternoon,” adding the proper title.

Students shall observe common courtesy toward teachers: excusing themselves when having to pass in front of teachers, getting chairs for them at general assemblies, not listening to their private conversations, etc.

Usually the school does not involve itself in students’ conduct apart from the school or school events. However, there may be an occasion when a student’s conduct, even though separate from the school, will be of such a nature as to reflect on the school and will call into question continuance as a student in Our Lady of Fatima Academy.

Students shall not intentionally cause or attempt to cause physical injury to anyone on or around school property at any time, or off school property at any school activity, function or event.



Students will always dress becomingly on Church property following modesty standards. The girls will always wear skirts on Church property.

Anyone who defaces, damages or steals school property or another's personal property at school will be liable for damages as provided by law. They will also be subject to appropriate school disciplinary action including suspension and expulsion.

As members of a Catholic school, it should go without saying that obscene or vulgar language, writing, picture signs or acts are never allowed.

*Students are not permitted to use cell phones during school hours.*

## **Chapel**

Student shall keep a proper reverence during Mass by kneeling up and using a Missal. While in chapel, students shall strive for a spirit of piety and reverential silence. The students shall not be a distraction by looking around and they will fold their hands while they are in Church.

## **Recreation and Physical Education**

Any student arguing, fighting or acting in a disrespectful, or un-Christian manner may lose recreation privileges.

Students shall participate in recreation. Students are required to bring proper outer wear for the cold months. If a student is suffering from an illness or injury, a parent should send a note excusing them from P.E. and/or outdoor recreation.

No eating or drinking is permitted in school outside of mealtimes, without permission. Students should always walk in an orderly line. No running or bouncing balls is permitted in the building.

## Discipline

It is impossible for learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook. Students not adhering to any of the above will be subject to discipline, suspension, and/or expulsion.

Certain offenses will generate specific punishments of which the following are examples:

- \* Smoking or possession of tobacco anywhere on the school grounds or at any school-related function or event is not permitted.
- \* Students shall neither use nor possess tobacco, alcohol, or any controlled substance (without doctor's prescription) on school ground or at any school-related function or event. Students present in these situations are subject to the same consequences.
- \* A student shall not knowingly possess, handle or transmit any object that can be reasonably considered a weapon on the school grounds at any time whatever, or off the school grounds at any school activity, function or event
- \* Since a great deal of modern music ("rock," "rap," etc.) is detrimental to spiritual, emotional and psychological development, students shall not subject themselves to such music.
- \* Students shall not subject themselves to movies, videos or television programs which offend decency or Christian morals.
- \* Materials such as music devices, books, magazines and other items having immoral or suggestive content are forbidden. Any

material of this nature will be confiscated and destroyed.

Students who violate these rules shall be referred to the Principal's office. More serious or repeated violations of these rules render the student liable to immediate suspension or expulsion.

### **Detention**

Students may be required to remain after school for a period of time to be determined by the teacher according to the offense committed. Since detention is required of a student as a consequence of choices that a student made to act improperly, it is expected that the student complete the detention period on the same day it is assigned. Failure to complete the detention time on the same day it is assigned will result in a disciplinary referral.

Parents may arrange with the teacher that detention be served on the next school day.

A student may be assigned "Detention" as a consequence for:

- \* Violations of school or classroom rules which are referred to the Principal.
- \* Violation of the Uniform Code
- \* Unexcused tardiness for school or class
- \* Failure to complete assigned homework
- \* Eating outside of designated times
- \* Inappropriate use of electronic devices during school time.

Students who, in the judgment of the school administration, evidence a belligerent attitude or obstinate refusal to abide by school rules are subject to immediate suspension and/or expulsion.

### **Suspension**

A student given “suspension” may not attend school or any school-related functions or activities during the period of suspension.

Students on suspension are responsible for contacting their teacher for assignments missed in virtue of suspension. Work shall be submitted on the day the student returns to school. They may not receive higher than a ‘C’.

Students shall be immediately suspended from school for the following:

- \* Truancy or “cutting class”
- \* Smoking or the possession of tobacco products at any time on the Academy grounds or at any school-related function or event
- \* Possession or transmission of any object that can reasonably be considered a weapon at any time whatever on the Academy grounds at any school activity, function or event
- \* Use of vulgar or crude language
- \* Destruction of property valued at less than \$40.00.
- \* Fighting or striking another student

### **Expulsion**

Students shall be expelled from the Academy for the following:

- \* Possession of or consumption of alcohol or any controlled substances (without a doctor’s prescription) on school grounds or any school-related function
- \* Use of language or gestures which are obscene (lewd or offensive to modesty or chastity)
- \* Possession of or viewing books, magazines, pictures or other literature which is immoral or suggestive while on the Academy grounds
- \* Destruction of property valued in excess of \$40.00
- \* Theft

## ***MISCELLANEOUS***

### Emergency Medical Forms

The school is not permitted to issue medication. Students who feel that they are unable to continue in class will be asked to call their parents.

Health information and emergency medical forms are required of each student. Should statistical information change (i.e., parent/guardian, doctor, phone number, contact person), it is the responsibility of the parent or guardian to provide the school office with the information necessary to make the change. The medical information will remain on file as long as the student is enrolled.

Any accident on school property shall be reported immediately to the principal and an accident form filled out (including date, nature of accident, witnesses, action taken and any pertinent information).

### **Fines**

Fines will be given for:

- \* Damaged or lost books — price of book
- \* Damages to school property — equivalent to damage done

## **Referral Procedure**

When a student is referred to the Principal's Office as a disciplinary consequence of the violation of School Disciplinary Policy, the following disciplinary procedure shall be followed.

### Step #1 - First Referral:

1. The Principal will speak to the student.
2. The student will serve one detention (30 minutes).
3. The parents will be notified.

### Step #2 - Second Referral:

1. The Principal will speak to the student.
2. The student will serve two detentions (1 hour).
3. The parents will be notified.

### Step #3 - Third Referral:

1. The Principal will speak to the student.
2. The student will be suspended from classes for three school days.
3. A parental conference will be called.

## Search and Seizure

For purposes of general health and safety, searches of student property may be conducted at any time by appropriate school authority. The following rules shall apply to the search of the student's person, the student's possessions, and of the school property assigned to students and the seizure of items in their possession:

- \* Search of an area assigned to a student shall be in the presence of at least one witness.
- \* Illegal items or other possessions reasonably determined to be a threat to the health and safety of others may be seized by the school administration.
- \* Items which are used to disrupt or interfere with the educational process may be removed from student possession.

## Valuables

Students, not the school, are responsible for valuables brought to school. Students are cautioned not to bring large amounts of money to school. Students are not allowed to bring musical devices to school.

Permission from the teacher should be obtained before toys, games, etc., are brought to school.

Lunch pails, folders or stickers with modern TV heroes, rock stars, etc., are forbidden. Any material of this nature will be confiscated.



## **Visitors**

On a regular basis, only enrolled students are allowed on campus during school hours. Visitors are welcome as long as the Principal has given permission well in advance.

## ***GENERAL FEE INFORMATION***

### **Tuition Rates 2024-2025 Full Time Students**

Grades K-3:	Annual rate- \$8,112 per child
Grades 4-8:	Annual rate- \$6,858 per child
Grades 9-12:	Annual rate- \$6,741 per child

Tuition can be paid in part or in full through the FL Tax Credit Scholarship Program and Step Up for Students. Please ask the Sisters for more information and other tuition assistance.

Tuition payments can be made for the entire year or on a monthly basis by the 10th of the month. Tuition is paid for nine months.



