

OUR LADY OF FATIMA SCHOOL

MISSION STATEMENT

Our fundamental mission at Our Lady of Fatima School is to educate the whole person. We are dedicated to excellence in education and to the spiritual development of our students within the framework of the Sacred Scripture and Tradition of the Catholic Church. We strive to instill in our students a lifelong commitment to learning, Christian values, and community service.

PHILOSOPHY

The fundamental purpose of Catholic education is to proclaim and live the Good News of Jesus Christ and to translate it into action.

The staff of Our Lady of Fatima School is committed to:

- providing a community conducive to the spiritual development of each child
- instilling Gospel values through a vibrant Religious Education Program
- developing socially conscious students with a commitment to peace, justice, and the environment
- employing creative, effective and relevant strategies and methodologies for the personal enrichment of each unique student
- concentrating on current instructional techniques and materials that will enrich and stimulate academic excellence, higher levels of thinking, performance and achievement in our students
- working together with parents and guardians to create a positive, multi-cultural, nurturing, and successful child-centered atmosphere
- ongoing education, in-service training, sharing responsibilities, and open communication, evaluation, and accountability to promote self-growth



OUR LADY OF FATIMA SCHOOL

Parish Pastor: Rev. Darrell DaCosta

School Principal:

Secretarial Staff:

Mrs. K. Palmer Mrs. K. Rugel

CLASSROOM TEACHERS

Nursery 1: Ms. V. Lombardo Pre-K 1: Ms. E. Ritter
Kgn.1: Mrs. K. O'Brien

Assistants are assigned to all our Early Childhood classes

1A: Mrs. A. Lopez 1B Mrs. D. Nardi
2A: Mrs. D. Vicari 2B: Ms. M. VanVoorhees
3A: Ms.D. Moakley 3B: Mr. J. Baginski
4A: Mrs. J. Vargas 4B: Ms. S. Papaccioli
5A: Mr. D. Kelsey 5B: Mrs. A. Burns
6A: Ms. D. DeMatteo 6B: Mr. J. Arra
7A: Ms. T. Michelena 7B: Mr. J. Mahoney
8A: Mrs. J. Fernandez 8B: Mrs. A. Gentilella

SPECIAL CONTENT

Computer Education Ms. C. Brandt
Librarian Mrs. G. Michelena
Physical Education Mrs. J. Alarcon
Spanish Ms. A. Casten
Art/Art History Ms. R. Montoya
Music /Movement Mrs. M. Corso
Choir /Schola Mrs. M. Pope

Additional Services

School Nurse Mrs. B. Bialo
Speech & Language Therapist Mrs. E. Simkhaev

**NYC Title I Teacher for ELA Remediation
Mrs. S. Palacios**

Resource Room with Special Education/Reading Specialists
(SETSS for students with IEPs)

Maintenance: Mr. F. Rosales

Our Lady of Fatima School

25-38 80th Street · Jackson Heights NY 11370
718-429-7031

Parent and Student Contract

Student Name_____

Class_____Telephone_____

Student Address_____

Parent/Guardian Name_____

Day Telephone Number_____

We have read and agreed to be governed by the policies and procedures set forth in this Parent & Student Handbook of Our Lady of Fatima School, including the Internet Acceptable Use Policy. .

We understand that the administration retains the right to amend the Handbook for just cause and that parents and students will be given prompt notification if changes are made.

Student Signature_____ Date_____ (Grades 3-8)

Parent Signature_____ Date_____

Due Friday, September 28, 2018



We do not permit emulation of action figures in the classroom.

Our Lady of Fatima School

25-38 80 Street, Jackson Heights, NY 11370
718-429-7031

This document gives Our Lady of Fatima Parish School along with the Diocese of Brooklyn and its communication arm, De-Sales Media Group permission to reproduce photographs and video taken of students associated with the promotion of Catholic Education within the Diocese of Brooklyn.

Permission is granted for:

Name of Student:_____

Grade of Student:_____

1. The parish school may photograph or videotape the student listed above while they are partaking in scholastic related activities e.g. Classroom, clubs, field trip, competitions, and school events.
2. I authorize the parish school to use photographs or video of the student listed above for:
 - A. Parish School Website and Social Media Page
 - B. Parish School Marketing Materials e.g. brochures, flyers, Billboards as well as television, digital and print advertisements.
 - C. Futures in Education Promotion (Diocesan Scholarship Organization)
 - D. Promotion of Catholic Education within The Diocese of Brooklyn.
3. I understand that by giving this authorization, Our Lady of Fatima Parish School along with the Diocese of Brooklyn and De-Sales Media Group can use the student's photographs or video for the purposes listed above.

Signature of Parent/Guardian:_____

Date:_____

ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

RELIGION PROGRAM

In addition to doctrine and Church History, our program includes Guidance, Family Living, and Christian Service. All enrolled students are required to attend Religion classes and services when held during the day. Non-Catholic students should consider Religion as another academic subject.

ACADEMIC PROGRAM

The course of study follows the Common Core State Standards and time allotment prescribed by the New York State Department of Education and the Office of Catholic Education of the Diocese of Brooklyn

REGULAR CLASSES

Each day the students receive instruction in Religion, ELA, Social Studies, Science, and Math . Grades 6,7,8 also attend daily Literature classes .

Our ELA Program also incorporates literature and handwriting. Listening and speaking skills as well as spelling, grammar, and writing are important components of ALL subjects.

High School Algebra & Earth Science classes are offered to eighth grade students who score well above average.

SPECIAL CONTENT CLASSES

Physical Education is taught weekly in Grades Kgn. to 8.

Our Early Childhood classes enjoy daily playground time to improve and strengthen gross motor skills.

Art Instruction is provided for grades Nursery-5 by the Art Instructor. Art is incorporated into the daily instruction for all Early Childhood classes.

Art / Art History is taught to Grades 6, 7, 8 weekly.

Computer Literacy is taught weekly to Grades K-8.

Internet use is STRICTLY supervised and students must abide by proper "netiquette".

Library Classes are held weekly for Grades 1-8. Students are encouraged to pursue independent studies or research projects under the guidance of the librarian and to access our automated library from home. Kindergarten classes attend the library beginning in January.

Music is taught in Nursery to Grade 5 on a weekly basis by the Music teacher. Early Childhood classes take part in daily music & movement activities.

Health is taught weekly, in all grades, as part of the Science program.

Foreign Language (Spanish) is taught weekly in Grades 5-8 .

ROLE OF PARENTS

Parents are the primary educators of their children in the area of faith as well as academics. It is important that Catholic parents participate with their children in the life of their parish.

NON-DISCRIMINATION POLICY

Our Lady of Fatima School admits students of any race, sex, and national origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Our Lady of Fatima School does not discriminate on the basis of race, sex, national origin, age (in accordance with the law) and disability, if, with reasonable accommodation on the part of the school, the disabled child's needs can be met, in the administration of educational policies, admission policies, loan programs and athletic or other school administered programs.

REGISTRATION

Due to the demand for enrollment in our school, preference, at the time of announced and publicized registration, is given to parish families. Academic, emotional and social progress of students applying, as indicated on their report cards and other school records, will be taken into consideration in determining acceptance. Such students remain on probation during their first year and may be asked to separate at any time for social or academic reasons. They will be invited to remain for the following year if they are successful in academics as well as all areas of discipline.

DOCUMENTS REQUIRED FOR REGISTRATION

- School Application Form
- Immunization Record
- Physical Examination
- Baptism Certificate (if child is Catholic)
- Copy of most recent Report Card (Grades 1-8)
- Copy of Birth Certificate
- Academic and financial clearance if transferring from another Catholic school
- Copy of IEP (if applicable)
- \$125 Registration Fee (non-refundable)

IMMUNIZATION REQUIREMENTS

We follow the New York City Department of Health and Mental Hygiene requirements for our students. Certain immunizations are required by law and students will be excluded from school if they do not meet the requirements.

ENROLLMENT

There is a probationary period for the first year of a child's enrollment at OLFS to determine if the school can meet the student's needs.

Continued enrollment at Our Lady of Fatima School is contingent on the students' adjustment to our program. If concerns are evident, the school reserves the right to determine the appropriateness of the program for the child. In some cases it may become necessary to ask particular children to separate from the school.

Decisions are made by the administration in conjunction with the teachers, and are determined by academic progress, self-discipline, attendance, punctuality, as well as student and parent cooperation with school policies.

BIRTHDAYS

We are happy to celebrate the children's birthdays in the classroom. It is helpful if you notify us at least one week in advance. Parties usually last about 20 minutes. We will inform you of the exact time of the party in case you plan to join us. If you are unable to attend feel free to send a camera with the party goods and we will take plenty of photos.

Some suggestions for the party: individual juice or milk boxes and cupcakes, munchkins or other individually wrapped snacks. You should also supply napkins, straws, etc. Cake, soda, pizza, hamburgers, ice cream, etc. are not permitted.

FIELD TRIPS (Kindergarten)

There will be planned educational trips throughout the school year. Chaperones will be necessary. Some trips allow for an unlimited number of parents to accompany the children while others restrict the number. We attempt to be fair at all times and to rotate parents who may be available to assist us. Trips that we choose are well researched and found to be safe and enjoyable for our children. Of course, trips for this age group are optional and parents make the final decision.

VIRTUS CERTIFICATION

All parents who would like to chaperone class trips MUST be Virtus Certified through the Diocese of Brooklyn. Call the school office for more information.

PARENT TEACHER CONFERENCES

There are two scheduled individual Parent/Teacher Conference dates in December and March. At the time of these conferences you will receive an assessment of your child's progress.

In addition, if you would like to speak with a teacher at another time please submit your request in writing and send it to school with your child in the folder. We will be happy to meet with you. Please do not attempt to speak with the teachers before or after class.

ABSENCES

It is necessary for parents to furnish the school with a note when their child returns to school after an absence.

LABELS

All clothing, outerwear, backpacks, and other articles your child brings to school MUST be labeled with name and grade. Toys should never be brought to school unless requested by the teacher.

AFTER SCHOOL PROGRAM

Children who attend full day or afternoon classes can attend our After School Program. The program is explained in the main section of this Handbook.

VIOLENCE

We discourage violence of any kind in the classroom. We all know children will have differences but it creates a much happier environment when the children can solve their problems peacefully with words rather than physically.

HOMEWORK

Homework on the Early Childhood level is designed to encourage the children to take classroom fun into the home and share it with you.

Please read and follow all directions on homework assignments. The activities should be completed by the child not the parent or guardian.

PRE-KINDERGARTEN HOMEWORK is usually theme centered and sent home on Fridays. We expect it to be returned in the folder on Mondays.

KINDERGARTEN HOMEWORK is given each night except Friday. Homework must be returned the following day.

NEWSLETTERS

All classes publish a very informative weekly newsletter updating parents on each week's activities, books that were read in class, pertinent information, reminders, and birthdays, as well as upcoming activities.

NAP/QUIET TIME

All children in our full day Nursery, Pre-Kindergarten, and Kindergarten classes have nap/quiet time built into their daily schedule.

PLAYGROUND

All Nursery, Pre-Kindergarten, and Kindergarten, classes have outdoor playground time built into their daily schedule. Please dress the children according to the demands of the season. Sneakers must be worn for safety.

UNIFORMS

Nursery, Pre-Kindergarten and Kindergarten uniforms are purchased at:

Flynn & O'Hara, Atlas Park Stores , 8000 Cooper Ave., Glendale

Telephone number: 718-326-2704

***The #47 bus goes to Atlas Park!**

Nursery Uniform:

Red OLF sweatsuit, (T-shirt, sweatpants, sweatshirt) white socks & sneakers (in warm weather OLF shorts may be worn)

Pre-Kindergarten Uniform:

Grey OLFS sweatsuit (T-shirt, sweatpants, sweatshirt), white socks & sneakers (in warm weather OLF shorts may be worn)

Kindergarten Uniform:

Grey OLFS sweatsuit (T-shirt, sweatpants, sweatshirt), white socks and sneakers (in warm weather OLF shorts may be worn)

Please note: shoes, sandals and any kind of boots are not appropriate for classroom, yard or playground activities and should not be worn. Children must wear SNEAKERS to school every day. They are not permitted to play in the playground without sneakers.

In September, seats will be reserved for the first three days ONLY. It is the parent's responsibility to inform us if a registered child will be returning to school later than the opening week.

PARENTAL COOPERATION / ON-GOING ENROLLMENT

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent(s) and/or student(s) is irretrievably broken. If a parent brings a lawsuit against the school for any reason, his/her children will no longer be permitted to attend the school.

GUIDANCE COUNSELOR

We have a counselor on site for our students and their families. Our counselor meets with students who refer themselves or who are referred by staff members or parents. She also runs small groups and plans classroom presentations.

COUNSELING / EVALUATIONS

If school personnel feel it would be in a student's best interest to enroll in outside counseling or to be evaluated for possible educational or psychological needs, we will inform the parents/guardians.

The school administration reserves the right to mandate counseling or an evaluation when they deem it necessary. All forms from health care providers, completed by school personnel, must be/will be returned directly to the providers. Forms can never be returned to parents.

SETSS / RESOURCE ROOM

This Program provides small group instruction. Students who have been tested by the Dept. of Education and have an IEP (Individual Education Plan) recommending SETSS are eligible to attend. The Program teachers are certified in Special Education. Classes are held during school (K-2) and after school (Gr.3-8) from Monday to Thursday.

SPEECH / LANGUAGE SERVICES

Our full time certified Speech & Language therapist meets children individually or in small groups. Students are eligible if they have an IEP from the Department of Education recommending Speech and Language therapy.

EXTRA HELP CLASSES

All our teachers provide extra help classes in ELA and Math after school in three week sessions from October to May. Parents will receive a letter if the teacher feels their child needs this help.

TITLE I CLASSES

If, during the course of the school year, the need for additional help for some students arises, the school will make every effort to accommodate those needs. Extra help classes provided by the Department of Education are available to students who meet certain criteria.

SAFETY

All students are expected to act appropriately in school. We take measures to ensure the safety of each individual student as well as the entire school community. We reserve the right to search anything brought on school property if we are concerned about students' safety.

Our staff members supervise the students at all times and work to eliminate potential hazards. If a child is considered a danger to him/herself or others, parents will be contacted. If the difficulty persists, the child may be asked to separate from school. The final decision rests with the school administration.

SECURITY

The doors of the school buildings remain locked all day. No one may enter any of the buildings without authorization from the school office. A speaker box is used at the main office which opens each morning at 8:00 A.M. All business takes place at the security window. We have 48 monitored closed circuit cameras as well as 47 panic buttons for the security of our school community. Only those with pre-arranged appointments with staff members will be admitted to the building.

A NYC funded unarmed security guard is on duty each day from 7:15am to 3:15pm.

The office is closed from 11:30 A.M. to 12:30 P.M. so the staff can supervise children during the lunch hour.

If you would like to meet with a particular teacher, please submit your request in writing and a mutually convenient time will be chosen.

Please understand that we must adhere to these guidelines for the safety of the children and staff. It is our responsibility to maintain a secure environment and no parents are permitted in the school building during/ after school.

CRISIS MANAGEMENT PLAN

We have a current Crisis Management Plan in place. For confidentiality reasons that plan is not available to the public.

PAYMENTS/SCHOOL FORMS

All fees for activities, after school program, lunch, trips, etc. must be submitted by the children, in an envelope marked clearly with name and class, to the homeroom teacher.

Since money is not held in the office, change cannot be provided. We will not/cannot be responsible for lost cash payments.

SUPERVISION

Official school supervision begins at 7:50A.M. each morning and ends at 3:10 P.M. each afternoon. In the interest of safety and for insurance purposes any child who is present on school grounds before 7:50A.M. or after 3:10 P.M. will be placed in our supervised Before and/or After School Programs and parents will be billed for the service.

****ON HALF DAYS DISMISSAL WILL BE AT 11:45 AM****

SAFE ENVIRONMENT

Parents should never attempt to speak with a teacher at either arrival or dismissal times. The teachers are responsible for the safety of each child and cannot be distracted.

For safety and security reasons parents or guardians should notify the teacher if someone other than themselves or the babysitter will be picking up their child. We ask that children be picked up on time. Parents will be charged for children brought to the After School Program.

SLEEP

It is imperative that the children receive adequate sleep each night. Research indicates that Nursery, Pre-Kgn. and Kindergarten children need between 10 & 12 hours of sleep daily. If students do not receive the required amount of sleep their learning ability is greatly diminished, as is their ability to concentrate, work, play, and solve problems with their classmates.

It is the parents' responsibility to establish a bedtime routine. Reading and/or soft music is recommended. TV viewing at bedtime is not a good idea. Children should not be permitted to determine their own bedtime. If children receive enough sleep they will wake up on their own with enough time for morning routines.

BREAKFAST PROGRAM

Children who attend the morning or full day Nursery, Pre-Kgn., or Kindergarten, can attend the daily Breakfast Program. The school opens (side door, playground side) at 7:20 A.M. Breakfast is free. There is a charge of \$1 daily for this morning supervision. This is a walk-in program.

SNACKS

All children in the Early Childhood Program should bring one simple HEALTHY SNACK to school each day. Juice, water or milk, fresh fruit, yogurt, cheese, crackers, dry cereal, etc. are appropriate. PLEASE do not send cookies, cake, candy, chips, donuts, gum, etc.

A snack should NEVER be a substitute for a nutritious breakfast.

LUNCH

If your child attends school full time and eats lunch from home, be sure that lunch bags/boxes are labeled. Glass bottles are not permitted. We recommend juice boxes with a straw.

If your child eats school lunch, please be sure payments are timely.

FOLDERS

Two pocket folders will be provided for each child. These folders will be used by the teachers to send all pertinent information home to you. We ask that parents use the folders to send forms, permission slips, payments, etc. to school. The teacher or assistant in the class will check each child's folder daily. Parents should also check the folder daily.

ADJUSTMENT PERIOD

Children enrolled in the Nursery, Pre-Kindergarten and Kindergarten Programs are afforded an adjustment period of two months. The students in these programs must be completely toilet trained. Pampers are not permitted.

Children who have difficulty adjusting may be asked to attend a shortened session at any time during the school year. If we feel a child is not ready to attend our program, the child may be asked to separate. All final decisions are made by the administration.

NURSERY & PRE-KINDERGARTEN PROGRAMS

NURSERY & PRE-KINDERGARTEN ARRIVAL & DISMISSAL

Children must enter the building between 7:50-8:05 AM

After 8:10 A.M. children must obtain a late pass from the main office.

morning session	8:00 AM to 11:45 AM
full day session	8:00 A.M. to 2:55 PM

All students are expected to be on time for school each day. Students go directly into the classroom. Parents may not accompany the children into the room after the month of September.

If your child arrives late you must go to the main building for a late pass and the teacher will be notified to admit the child.

NURSERY & PRE-KINDERGARTEN DISMISSAL

All Early Childhood children should be picked up at the classroom door by a parent or designated person.

No children will be released unless the person there to pick them up has been named by the parent..

****ON HALF DAYS DISMISSAL WILL BE AT 11:45 AM****

KINDERGARTEN PROGRAM

KINDERGARTEN ARRIVAL

Children must enter the building between 7:50-8:05 AM

After 8:10 A.M. children must obtain a late pass from the main office.

full day session	8:00 A.M. to 2:55 P.M.
	(lunch 11:45A.M.-12:15 P.M.)

All students are expected to be on time for school each day. Kindergarten children go directly into the classroom. Parents may not accompany the children into the building.

After 8:05 A.M. the children/parent must pick up a late pass from the main office in order to be admitted to class.

KINDERGARTEN DISMISSAL

All Kgn. children will be dismissed at the door of the classroom by the teacher and assistant. Dismissal for all Kindergarten classes is at 2:55 P.M.

MAIN BUILDING

MORNING ARRIVAL (7:50-8:05AM)

The north school side door opens at 7:50AM.

Grades 1-8 must enter the side door near the playground where the security guard is stationed.

Parents may not accompany their children into the yard or into the school.

LATENESSES

Students who arrive late for school (after 8:05 am) must obtain a late pass at the north side door before being admitted to class.

Latenesses will be reflected on the Report Card. Those who are late twice in one month must attend detention. It is our hope that each child will realize the value of punctuality. Excessive latenesses may result in immediate detention and might be cause for a child not to be invited to return to school the following year.

DEPARTMENT OF TRANSPORTATION BUSES

We have free yellow bus service available for our students in Kindergarten to Grade 6 who qualify for the service. Students may apply for the service and will be picked up and dropped off at specific stops according to a time schedule.

Parents must be available at the bus stop to pick up their child after school or the bus driver will return the child to school.

METRO CARDS

We have metro cards available for students who qualify and who choose not to avail themselves of the yellow buses.

ATTENDANCE

Regular attendance at school is essential for student success. All students must attend school each and every day except in cases of illness or EXTREME emergencies. They should not be absent due to vacations, appointments, etc. Those absences are considered illegal and are noted as such on the student's permanent record.

In order to be re-admitted to class after an absence the child must present a note of excuse signed by a parent. Students who are absent excessively jeopardize chances for promotion as well as continued enrollment.

PARENTS OF CHILDREN IN THE 6TH, 7TH, OR 8TH GRADES WHO ARE GOING TO BE ABSENT ARE EXPECTED TO CALL SCHOOL BEFORE 8:30A.M. In the event a parent does not call before 8:30AM we will call the parent but the student must serve a detention. **This policy is for safety reasons.**

COMPREHENSIVE ATTENDANCE PROGRAM

Our objective is to have all students present each day. We encourage this policy and ask parents to support our efforts.

Attendance is taken at the beginning of each school day by the homeroom teacher. In addition, as students move to other classes, each teacher takes attendance in order to account for the students all day long.

Parents of students who have excessive absences will be called. Absences for sickness or severe emergencies are the only excused absences. It is possible that students may be retained or be mandated to attend summer school due to poor attendance. A meeting will be scheduled with the parents and the administration if a poor attendance problem persists.

INCLEMENT WEATHER – SNOW EMERGENCIES

A text message will be sent via Option C .

It is most important that parents have a current cell number on file.

A message will also be recorded on the school phone.

Please do not call the Rectory for information.

If NYC Public Schools are closed, we will be closed since there will be no bus or food services for the students.

MAIN BUILDING

DISMISSAL

Grades 1-8 3:10 PM

** on half days dismissal time is 12 noon**

Students are dismissed on line at the following points:

Grade 1	at the Church
Grade 2	at the Garages (79 th St.)
Grade 3	on 80 th St. near the playground
Grades 5, 6	at the 80 th St. & 30 th Ave. corner
Grades 4, 7, 8	at the slide gate on 79 th St.

For safety reasons, parents should never remove their child from the line or attempt to speak with a teacher at arrival or dismissal time.

For reasons of safety, students may not congregate outside, or on the school block, or re-enter school for forgotten items once dismissed .

(NO EXCEPTIONS!)

PARKING REGULATIONS

We request that parents not double park their cars to drop off or pick up children because of the danger involved. To ensure the safety of all children, parents are expected to park their cars and walk to drop off and pick up children from their lines. The 115th Police Precinct has informed us that they will issue summonses for double parking and blocking driveways.

PARENTS SHOULD NEVER DRIVE INTO THE SCHOOL PARKING LOT or BLOCK THE BUS SPACES IN FRONT OF THE SCHOOL This is a safety hazard. A child could easily be injured.

EARLY DISMISSAL

Parents wishing to have their children excused early must inform the class teacher by note at the beginning of the day. This request will then be authorized by the principal. The child's parent or guardian must report to the school office to sign the child out. Since this disrupts classes in session, it should only be done for emergencies and definitely not during lunch or at dismissal time.

EARLY CHILDHOOD PROGRAM

The Early Childhood Program at Our Lady of Fatima School is designed to provide the children with a comfortable and secure start to their school experience. We offer a safe and nurturing environment where the children are given the opportunity to develop mentally, physically, spiritually and socially. Our program is developmentally appropriate. It is a program utilizing the latest research and current findings on how young children learn best. Our teachers continually update their own education in the field of Early Childhood to ensure that the children entrusted to their care receive the very best that education can offer.

The Nursery, Pre-Kindergarten and Kindergarten classrooms are child centered, arranged to make the children feel very comfortable. The daily experiences to which the children are exposed foster responsibility, decision making, self-sufficiency, creativity, critical thinking, and socialization. Children learn best through experience and through their innate curiosity. We provide opportunities for them to create, explore, and manipulate their environment.

One of our main objectives is literacy development. Before formal reading takes place there are many reading and writing readiness skills that the children must develop. Our classrooms are geared toward that end. They are rich in children's literature – picture books, big books, magazines etc. The rooms are also extensively decorated with letters, numbers, and words which the children are exposed to and immersed in, through child-to-child play as well as teacher-to-child interaction. Our goal is to encourage the children to enjoy books and learning in general.

“A CHILD WHO READS, SUCCEEDS.”

Since children develop in stages, the organization of the classrooms and activities are appropriate for the myriad of levels of the Nursery and Pre-Kindergarten and Kindergarten children. All children develop at their own pace. At Our Lady of Fatima, each child is given the opportunity to succeed at his/her own rate and, in addition, to be challenged throughout the year.

Themes: Classroom activities are designed around various themes. Through these themes we cover all topics of the curriculum. Staff members work closely with similar themes. In Nursery & Pre-Kindergarten the children are exposed to new as well as familiar topics at an age-appropriate level. In Kindergarten these topics are further developed and expanded. We believe this creates a progression for our Kindergarten children easing the transition and reinforcing the concepts introduced earlier. Our themes are timely and seasonal.

Our Program follows the Common Core State Standards.

EARLY CHILDHOOD PROGRAM

*We cannot see a flower growing,
but we can be content in knowing,
that with proper care and in its time,
It will bloom.*



MESSAGES / ITEMS

Parents are requested to recognize our obligation to interrupt classes as little as possible. We cannot/will not contact children during the school day. Students are not permitted to use the school telephone at any time. In case of an emergency or sickness, a member of the office staff will attempt to call a parent or guardian. Be sure all emergency telephone numbers are working.

STUDENT RESPONSIBILITY

In an effort to develop personal responsibility and independence in our students, we do not permit children to call home for personal matters or for forgotten items.

We cannot/will not interrupt classes to deliver articles, lunch, books, projects, homework, etc. to students. If a child forgets lunch, we will provide school lunch for him/her on that day.

THESE REGULATIONS APPLY TO ALL STUDENTS!

UNIFORMS

Students must be in COMPLETE uniform each day. Detentions will be issued to those students who do not comply.

Uniforms are purchased at:

Flynn & O'Hara, Atlas Park, 8000 Cooper Ave., Glendale, #718-326-2704

Grades 1-8 shoes are purchased at:

DA-BAR TOO-Stride Rite, 70-05 Grand Ave. Maspeth, #718-779-1544

Boys (Gr. 1-8): blue uniform dress shirt (tucked in tightly), black belt, navy blue uniform dress pants (no cords, jeans, dockers, tapered or baggy pants), navy blue tie, navy blue socks, black uniform shoes (no earrings).

Girls: (Gr. 1-5) plaid jumper, navy tie; (Gr. 6-8) plaid skirt (no more than one inch above the knee), navy vest; (Gr. 1-8) white uniform blouse (tucked in tightly), navy blue knee socks or navy blue tights (no knee highs or stockings), blue uniform shoes.

Option Gr. 8 boys & girls - khaki dress pants, white golf shirt

*Only the **school sweater** or a navy blue cardigan (button down) may be worn during the day over the uniform - no sweatshirts, jackets, etc.

Winter: during the winter months both boys and girls are permitted to wear a navy blue cardigan sweater (long sleeve, button down) or the uniform v-neck or vest sweater over their uniform.

Girls Optional Winter Uniform (December 1-March 31): polyester or wool navy blue dress pants may be worn (see boys' dress pants regulations above).

Grades 1-5 must wear a navy blue uniform sweater with the pants.

Grades 6-8 must wear their vest or uniform sweater with the pants.

Hair Styles not permitted for boys or girls: tails, spiked, crowns, designs, dyes, streaks, ombres, Mohawks, shaved sides or lines, etc. Boys hair must not be longer than their shirt collar or hanging in their eyes;

Make-up, nail polish, acrylic nails, hoops (any size), dangling earrings or more than one pair of post earrings (girls only) are not permitted.

Students may not wear hats , bows, flowers, cat ears. or any type of head covering in the building. Simple blue, white , grey or black headbands are permitted.

No one is permitted to wear gold, colorful jewelry or pins or to wear ornamentation on other parts of the body which might be pierced.

Students in Grades 6-8 are never permitted to wear shorts.

GYM UNIFORM

On gym days and scheduled playground days all students (1-8) are expected to wear the regulation blue gym uniform consisting of OLF tee shirt, OLF sweatshirt (when cold) and OLF sweatpants (uniform shorts, Gr. 1-5 only), socks and sneakers. Students not wearing the proper gym attire will be issued a detention and will not be permitted to take part in Gym class.

Gym Uniforms are purchased from *Flynn & O'Hara Uniform Company* (see pg. 9)

EMERGENCY INFORMATION

An emergency form must be on file for every student in our school. It is the parent's responsibility to keep the information up-to-date.

HYGIENE/CLEANLINESS

All students are expected to take a bath or shower daily and to come to school wearing clean (both dress and gym uniform), ironed clothing. We suggest that older students use deodorant.

ADEQUATE SLEEP/BREAKFAST

We request that parents make sure their children get enough sleep to function well in school. For children, 10-12 hours of sleep is recommended. All children should come to school having eaten a well-balanced breakfast.

SNACKS

In the first grade, snacks eaten during the morning session SHOULD NOT substitute for a nutritious breakfast. All snacks should be healthy foods.

HEALTH CONCERNS

We follow New York City's "no shots, no school" policy. Parents must inform us of any special health problems and of any medication students are taking. During the course of the school year, according to the regulations of the Department of Health, the students are weighed and measured. They also receive vision and hearing screening. If school personnel or the nurse feels that further testing is warranted, a letter is sent home to parents/guardians.

In the event it is brought to our attention that more than one child in a particular class has head lice, a letter will be sent home with the children in that class containing instructions on how to check your child for lice.

PEANUT & OTHER ALLERGIES

Parents MUST inform the nurse if their child(ren) has/have any allergies.

Anti-Bullying Policy

The school communities within the Diocese of Brooklyn believe in the sanctity of life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Definition: Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons toward another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target

Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors

Written: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via the internet, social messaging sites, blogs, instant messaging, text messages, cell phones, webcams, etc. This would also include forwarding such messages if received. This generally constitutes cyberbullying.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal/counselor
- An investigation will be conducted by interviewing all parties separately
- The parents of all involved students will be notified
- If it is determined that bullying has occurred, the child who bullied will be subject to consequences according to school policy
- Parents will be advised to contact the appropriate law enforcement agency if the situation warrants a report
- Referrals to counseling will be made for all parties if deemed necessary
- The administration will follow up to be sure the offending conduct has stopped
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary action.

DISCIPLINARY ACTION MAY INVOLVE PROBATION, SUSPENSION OR EXPULSION AS DETERMINED BY THE ADMINISTRATION.

Internet Acceptable Use Policy

Our Lady of Fatima School realizes the value of access to the Internet as well as the potential for abuse. In an effort to prevent such abuse, all students and parents are required to read and sign this Handbook at the beginning of each school year. This includes Our Lady of Fatima's Acceptable Use Policy. Access to all forms of technology is a privilege which entails responsibility on the part of the user.

The purpose of the Internet at Our Lady of Fatima School is to support education by providing access to a wide range of resources. Student access to, and use of the Internet as well as all other computer-related technology, will be supervised at all times.

Our Lady of Fatima uses a proxy server to filter/block unsuitable Internet sites. No filtering method is perfect, however, and on a global network it is impossible to filter all material and guarantee that no questionable material can be accessed. Some legitimate sites might be blocked by the rules invoked by the filtering system.

Not Permitted

- sending inappropriate, obscene, discriminatory, offensive or harassing e-mails, IMs, Instagrams, tweets, Facebook messages or posts, etc. (on or off school grounds)
- visiting chat rooms and/or inappropriate websites
- accessing or using web based e-mail accounts
- plagiarism or violation of copyrights
- downloading programs of any kind to the computer's hard drive or a floppy disk
- transmitting personal information about students or staff, including but not limited to names, addresses, pictures, and phone numbers on or off school grounds
- Students or parents becoming involved in (including 'friending') posting or forwarding information in any format related to the school, the staff, or another student, on any web site, social network, bulletin board, journal, Instagrams, chat room, e-mail, blog, or other messaging system that is deemed inappropriate, degrading, harassing, threatening, etc. (on or off school grounds)

Consequences:

- suspension or loss of Internet privileges,
- suspension or expulsion from school, based on students' or parents' actions as determined by the administration, based on the infraction.

ACCIDENTS

Any student who has an accident or witnesses an accident in the school building, on school grounds, or during a school sponsored activity away from school, should immediately notify the teacher in charge.

STUDENTS' PROTECTION

All students attending our school are covered under the Accident Protection Plan provided for the schools in the Diocese of Brooklyn. This plan protects children at school, traveling to and from school, on school sponsored and supervised trips, and while engaged in sports (with the exception of football, hockey and/or lacrosse).

PARENT COMMITTEES

During the year we ask parents to volunteer to work on committees to plan events for our children and their families.

MASS ATTENDANCE

Our obligation to "keep holy the Lord's day" is taken very seriously by the staff. All Catholic students who attend the school are expected to attend Mass weekly on Saturday evening or on Sunday. Parents are asked to cooperate with us for the fulfillment of their child's obligation. OLF Church has a 9:15 AM Family Mass on Sundays.

As part of our school program the students often attend Mass together.

Grades 3-8 attend daily Mass on a rotating basis. Grades 1-8 attend Mass on the First Friday of each month, as well as during Advent, Lent, and on special occasions.

SACRAMENTS

At OLF Catholic children receive the Sacraments of First Penance and First Communion in the second grade, and the Sacrament of Confirmation in the eighth grade (after 2 years of preparation). We advise that the children receive their sacraments in the parish where they and their families worship on Sundays.

GROWTH IN THE FAITH

Religion is taught in every class of our school. Family Living and Guidance are integral components of our Religion Program. Students are also given opportunities during the year to receive the Sacrament of Reconciliation.

Prayers are recited daily in each class, students visit the Church for the Stations of the Cross, "practice" sacraments, etc. at the discretion of the teachers. Prayer Services are planned for various feast days.

Each classroom has a Bible displayed and students have the opportunity for spontaneous prayer. During Lent and Advent our school community takes part in daily prayer services, and during October and May participates in Rosary events and a May Crowning. Additional spiritual activities are planned each year to celebrate major feasts.

Non-Catholics should consider their Religion class an academic subject. Assignments, testing, etc. are required, as is attendance in Church during school sponsored liturgies.

SCHOOL - COMMUNITY SERVICE

We are all called to a life of service to others. To enable our students to develop a sense of religious commitment and social awareness, those who expect to graduate from our school, are obliged to complete 30 hours of service in the community during both their 7th & 8th grades. Opportunities for community service are provided at school.

SOCIAL JUSTICE

To heighten the students' awareness of the world and the community, there are opportunities during the year to take part in various activities. These activities include, but are not limited to the Propagation of the Faith and Holy Childhood Collections, Thanksgiving and Christmas Drives, Advent and Lenten activities for the homeless & environmental causes, etc.

CUSTODIAL / LEGAL ISSUES

Our school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child.

If there is a court order specifying that there is to be no information given to a non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If there are current orders of protection in place for students attending our school, the office must be provided with copies. If a divorce decree states that a child may not be released to a non-custodial parent, it is the parent's obligation to furnish the school with a copy.

FOOD SERVICES

BREAKFAST is available each morning, on a walk-in basis, from 7:20 AM - 7:50 A.M. It is provided to the students free of charge. The daily cost for supervision during that time is \$1.00 and the children must enter the north (playground) side door and meet in the auditorium.

LUNCH SUPERVISION

Each grade is monitored by a lunch supervisor. All students who remain in school for lunch are expected to act appropriately. If a student misbehaves, a warning letter is sent home to advise the parents. The second infraction of the rules results in the child being excluded from the program.

No student registered to eat lunch in school may leave the grounds at any time without being SIGNED OUT by his/her parent.

LUNCH

Children who attend school full time can apply for the government food program. Applications are available at the beginning of school.

If a student chooses to do so, s/he may bring lunch from home at any time.

No lunches can/will be accepted at the school office

FAMILY STATUS

In order to receive 'family status' for multiple children, the children must have at least one common parent (indicated on their birth certificates), or must be part of a blended family with a valid marriage license.

CONTRIBUTING PARISHIONER STATUS

You may apply for this status (-\$250 on tuition) by providing the school with a statement of your OLF church donations of \$500+ (for 2017). That statement can be obtained from the Parish Rectory during business hours.

DISCOUNT POLICY

Any family that pays the year's tuition in full by September 11th, will receive a \$250 discount (excludes full Angel Scholarship recipients). You must come to the school office to make these arrangements by Sept. 11th.

LATE FEE

There is a \$25.00 late charge for tuition payments not received by 8:30 A.M. on the 11th of any month or on the last school day before the 11th if the 11th falls on a weekend, holiday, or during a vacation period. Children will not be admitted to class on the 12th if tuition is not paid (dates noted on monthly calendar). **NO EXCEPTIONS!!!**

RETURNED CHECK FEE

There is a \$25.00 charge for any check not accepted by the bank. When this happens, a late fee (\$25) is also usually assessed.

OVERDUE PAYMENTS

In the event a payment for tuition, After School Program, lunch library, etc. is overdue at Report card time, the student's report card will not be available to parents. If payments are overdue the children will not be permitted to attend class trips.

JUNE PAYMENTS

In June, tuition is due and the late fee is assessed early, BEFORE Final Exams & graduations (by June 5th)

Children may not graduate (Nursery, Pre-K, Kgn., Grade 8) or take Final Exams or receive Report Cards (Nursery-Gr.8) unless all payments are up-to-date.

It is only with the cooperation of ALL our parents that we can continue to avoid fundraising!

FINANCIAL OBLIGATIONS

At Our Lady of Fatima School parents are billed one monthly fee from September to June each year. This fee covers all costs for school except the After School Program (if needed). School trips and the Eighth Grade Confirmation and Graduation Fees are billed separately.

RESPONSIBILITIES

All school payments should be submitted to FACTS Management Company with whom we have partnered for tuition collection and financial aid distribution. Payments WILL NOT be accepted in the school office.. You can either mail a check or have automatic withdrawals made from your checking or savings account. Enrollment is completed on line.

- all Catholic families should be registered in their parishes
- **we do not do fundraising** at this time; mandatory fund raising at our school will be determined by need
- there are no non-worker fees, computer fees, book fees, security or fund raising fees
- we ask you to please support our activities and pay the monthly fee in a timely manner

The **MONTHLY FEE** is due by the **11th** of every month or on the last school day before the 11th if the 11th falls on a weekend, a holiday, or during a vacation.

The Monthly Fee covers: student insurance, Religion books, workbooks, and textbooks not covered by the government, Reading workbooks, Art, Science, Computer and Music materials, standardized testing fees, Diocesan student tax, Daily Planner, office materials, salaries, medical benefits, utilities, maintenance/repairs, capital improvements, heating, electric, classroom materials, etc.

MONTHLY FEES :

EARLY CHILDHOOD

NURSERY & PRE-KINDERGARTEN (5 HALF DAYS)

\$440 monthly

NURSERY & PRE-KINDERGARTEN (5 FULL DAYS)

\$535 monthly

KINDERGARTEN

\$535 monthly

* \$400 monthly

(* if another child attends Gr. 1-8)

UPPER GARDES

GRADES 1-8

\$535 - one child

\$695 - two children

\$855 - three children

\$170 each additional child

STUDENTS OF THE WEEK (Grades 1-2)

Each week a student in each first and second grade class is recognized for various qualities. This encourages a sense of pride, confidence, and self-esteem.

STUDENTS OF THE MONTH (Grades 1-8)

Each month awards are presented to two deserving students from each class chosen by the teacher for an outstanding quality. These students must be approved by all their teachers. The Students of the Month receive a certificate, ribbon, bumper sticker, and are recognized at our First Friday Masses.

PARENT/GUARDIAN MEETINGS

Orientation meetings are held each September to acquaint parents and guardians with our policies, expectations, curriculum, etc. for the year. Parents/guardians have the opportunity to meet the teachers and are expected to attend. The dates can be found on the September calendar.

CONFERENCES

Conferences with teachers are held by appointment. All requests for meetings should be put in writing.

School policy dictates that if a parent or guardian is experiencing a difficulty related to a particular student, class, or teacher, the initial contact should be made with the child's teacher. The principal will be available to meet with the parent and teacher if further discussion is necessary.

Staff members who must meet with parents or guardians will contact them directly. Reports of all meetings with parents will be noted in our Anecdotal Records Book.

SCHOOL RECORDS

It is the parent's right to view school records. Requests to view records should be put into writing and twenty-four hours notice must be given to the school.

USE OF STUDENT PICTURES

The school reserves the right to use student pictures in publications, on TV and/or on our website. Any parent who does not wish to have his or her child's picture used must notify the principal in writing at the beginning of the school year.

PREPARATION FOR CLASS

Each student must have a backpack (for safety reasons, no wheels). All textbooks must be covered and either returned at the end of the year in good condition or paid for before final exams can be taken.

No books are permitted to leave the building unless they are protected in a bag. Students should come to class each day with the necessary supplies, including a pencil case with sharpened pencils, pens, erasers, ruler, etc. White-out is not permitted. Forgotten schoolwork will not be accepted in the office.

DISTRACTIONS

Items which interfere with learning should NEVER be brought to school, and are not allowed in class. Trading cards, DSs, iPods, headphones, hand-held games, cartridges, etc. are not permitted on school property. They will be confiscated and returned to parents in June. Small toys brought by students in Grades 1-4 for use at lunchtime MUST stay away in a bag until recess or they will also be confiscated. Smart watches & Apple watches are not permitted in school and will be confiscated until June.

For safety reasons cell phones MUST be **off and out of sight** during the school day which includes all time on school property including but not limited to arrival, lunch, and dismissal times. This includes during the After School Program and during club meetings. **Cell phones that are on, used, ringing, visible or vibrating will be confiscated for two weeks and then returned to a parent.** Owners are responsible for anyone using/having their phones (including parent's phones).

We can never be responsible for lost articles , toys, or money.

HOMEWORK ASSIGNMENTS

In Grades 1-3 students receive a **Homework Sheet** each week. All homework should be signed by parents.

DAILY PLANNER

A Daily Planner will be provided for all students in Grades 4-8. All homework must be written in the Planner for those grades. The Planner must be signed each day by a parent.

Parents should not accept sloppy work, but should check all homework against the Planner and should insist that the child do sloppy homework over.

Parents should be aware that assignments are given from Monday to Thursday in most subjects. Homework is not given on Fridays.

Homework is also be posted on line for parents & students at:

www.ourladyoffatimaschool.org—follow the link on the homepage for **'individual classes'**.

All written work done on loose-leaf paper MUST have our school heading on top:

STUDENT NAME	CLASS
SCHOOL	DATE

Approximate homework time (excluding research, book reports, projects and other special assignments):

Grades 1 & 2 - 20-45 minutes
Grades 3,4,5 - 30-60 minutes
Grades 6, 7, 8 - 60-120 minutes.

If a child is absent, a parent must call before 11:30 A.M.(by 8:30AM for Grades 6-8) if they want to request that books and homework be left at the office for pickup after 3:00PM.

In Grades 6-8 one (1) point is deducted from the trimester average for **each** incomplete homework assignment (maximum of 10 points per term).

LIBRARY RESOURCES

Our Library is completely automated and all students have been issued library cards. Students use computers to locate books and to do research. Books are scanned when borrowed and when returned, and parents can check their child's account on-line.

AFTER SCHOOL LATE PAYMENT POLICY

In the event a child's After School Fee payment is two (2) weeks late, a \$25 late fee will be assessed on the Monday of the third week. If payment is not received **in full during the third week** (for all three weeks), a second fee will be assessed and the child will not be permitted to attend the Program for **one month**. In addition, the overdue fee will be deducted from the tuition and a tuition late fee will be assessed.

In the event a child's After School Payment is more than two (2) weeks late on three (3) occasions, that child will no longer be permitted to attend the After School Program for **the year**.

After School Program / Schedule / Dress

Students in the After School Program must bring a change of clothes, sneakers, and a snack. For safety reasons the students cannot play in the playground without sneakers. The activities each day include homework (excluding study, reports and projects), snack time, indoor and outdoor play.

Cell phones are not permitted to be used during the ASP (see page 14)

In order to remain in the After School Program, students must abide by the rules of conduct established for safety purposes. If a child continually ignores the regulations, or the payments are consistently late, that child will be asked to leave the program.

PESTICIDES

Our schedule for the use of pesticides is such that the school remains unoccupied for a continuous 72 hours following an application. In the event of a need for an emergency application, all parents will be notified 48 hours in advance.

SUMMER SCHOOL

Each summer, for three weeks during June/July, our Summer School is in session. Classes include Remedial Courses in Reading/Language Arts (with Science and Social Studies content) and Math for students who experienced difficulties during the school year in Grades 1-8, as well as a Readiness and Enrichment Program for children in Kindergarten preparing to enter first grade.

TEST FOR ADMISSION TO CATHOLIC HIGH SCHOOLS (TACHS)

Preparation classes for students scheduled to take the TACHS exam for Catholic High Schools in the fall of the 8th grade, are held during September, October, and November on Mondays from 3:00-5:00 PM. The Fee is \$125.

HANDBOOK/AMENDMENTS

This Handbook is considered the contract between the school and the student and parent. The Handbook should be reviewed by all parties. The Contract, which includes the Internet Agreement and Anti-Bullying Policy, must be signed by both students and parents, and returned to the school during September, according to the due date listed on the calendar.

The school administration retains the right to amend the Handbook for just cause. In such a case, parents and students will be given prompt notification of any change.

*

the school from liability. Phone calls can never be accepted.

A parent has the right to not allow his/her child to attend a school trip. In that event, it is expected that the child attends school on the scheduled trip day or he/she will be marked with an illegal absence.

Related activities before & after each trip will be planned for the class. Students who fail to submit a proper permission form, signed by a parent, may not participate in the field trip

We are always in need of parent chaperones for the trips. Each class will take part in a minimum of three educational trips during the school year provided we have the correct number of chaperones.

VIRTUS CERTIFICATION

For the safety of our children, all chaperones must be Virtus Certified by the Diocese. We will attempt to give all parents who are qualified to chaperone, a chance to do so.

STAFF MEETINGS

Staff Meetings are usually held on the First Friday of each month. On those days Grades 1-8 attend the 9:00 A.M. Mass. Full day classes are dismissed at 12 Noon after morning classes. The monthly calendar indicates these meeting days. Our After School Program is always available on these days for parents who need it.

AFTER SCHOOL PROGRAM

This program is available each school day from dismissal until 6:00 P.M. This includes all half days.

There is a yearly per-child registration fee of \$15.

Weekly Fee must be paid on the Monday beginning the week the child will be staying:

	(by 6:00PM)	(before 4PM pick-up)*
1 child	\$60	\$30
2 children	\$70	\$40
3 +children	\$80	\$50

***(only applicable for 5 day week)**

Daily Fee:

2:45 - 6:00 P.M. (or 3 hours on half days)	1 child 2 children 3 children	\$15 \$20 \$25
12 Noon - 6:00 P.M. (full afternoon on half days)	1 child 2 children 3 children	\$20 \$25 \$30

**note: the \$7 fee for a before 4PM pick-up does not apply on half days.
On half days the \$7 fee covers the ASP until 1:00PM**

Students must be picked up & signed out at the security desk .
Daily Late Fee: \$10 per child every 15 minutes, payable at pick-up

***Please note: Weekly fees cannot include 5 individual days from different weeks or combinations of early and late pick-ups. In those cases, daily fees apply.**

The students can now access and search our library resources using any computer. In an effort to educate children about the resources available at the library, books read for the monthly reports should be from our library or from the PUBLIC LIBRARY when possible. Children are expected to have a public library card.

BOOK REPORTS

New York State requires the children to read books during the course of the school year. Students entering Grades 1-8 are required to read 3 books during the summer and submit related book charts. In September, teachers assess them on their required summer reading.

All children must read an assigned book during each month from October to May and are tested on the book. The dates are indicated on the monthly calendar. The test must be completed in school according to the teacher's directions. These assessments will take a variety of forms depending on grade level, will be graded by the teacher, and will be returned to the students. Various subject teachers will require additional books and pieces of literature, particularly non-fiction, to be read and students are expected to read other books on their own during the year.

TESTING/ASSESSMENT

Students are assessed in ALL subjects during each trimester. Children will be required to demonstrate their knowledge and skills in a variety of ways. Written tests are returned to the students who are instructed to bring them home to their parents for a signature. In this way parents are kept informed of their child's progress. In Grades 1-5 the tests are sent home in the weekly folder. In Grades 6-8, tests scored at 75% or less must be signed.

Children receive at least 4 marks in each subject every trimester. These may include tests, class assessments, projects, oral presentations, research assignments, book reports, etc. Specific requirements for particular grades will be explained at the Parent Meetings in September. In special content areas, homework assignments may count as assessments.

In an effort to avoid an excessive amount of study work being assigned to the students, they will not be scheduled for more than 2 tests on any given day.

Depending on the grade level, Report Card marks may be based on test scores, and independent assignments and projects.

MAKE-UP TESTS will not be given except for extenuating circumstances (teacher discretion), nor will extra credit assignments for the purpose of improving particular students' grades.

TESTING PROGRAMS

In October students in Grades 3-8 participate in the Terra Nova Standardized Testing Program. Results of these tests are distributed to parents in December with the first trimester Report Card.

NEW YORK STATE TESTING

Grade 4 - English/Language Arts, Math, Science

Grade 6 - ELA & Math

Grade 8 - English/Language Arts, Math, Science

The results of all tests are used by the teachers to evaluate, improve, and enhance their programs.

PUPIL PROGRESS

Grades 1-5 (weekly folders)

Children in Grades 1-5 bring folders home each week with results of written assessments as well as conduct marks for that period. Parents are requested to sign the folders, as well as the tests, and return them to school the next day.

PROGRESS REPORTS (Grades 1-8)

Progress Reports will be provided to parents once each trimester (dates are indicated on monthly calendar) to keep them informed of 1) grades received in all subjects 2) behavior, 3) assignments that are incomplete or missing. Parents are asked to sign and return the Progress Reports to school immediately.

STUDENT PROGRESS/REPORT CARDS/CONFERENCES

Nursery - Grade 8: Reports of progress are distributed at the conclusion of each trimester. In December and in March it is necessary for the parents/guardians to confer with the child's teacher at the time of Report Cards.

All payments must be up-to-date in order for Report Cards to be available to parents. Cash payments (only) are accepted on Report Card day.

Afternoon and evening hours are available for all conferences (1-3PM & 5-7PM).

Students in grades 6, 7, and 8 **MUST** attend Report Card conferences with their parents. In June the Report Cards are distributed to the students on the last day of school if payments are up-to-date.

ACADEMIC CODE:		DIOCESAN GRADING SYSTEM	
		PROGRESS CODE	
97-100	A+	4	Meets Standard with Distinction (Excellent / Above Average)
93-96	A	3	Meets Standard (Satisfactory/ on-level)
92-89	B+	2	Approaching Standard (Needs Improvement)
88-85	B	1	Does Not Meet Standard (Unsatisfactory)
84-81	C+		
80-77	C		
76-74	D+		
73-70	D		
-70	Failure		

STUDENT RECOGNITION/TRIMESTER AWARDS

We attempt to celebrate the varying abilities of our students each trimester. We advise parents not to put undue pressure on students. Expectations should be in accordance with the child's ability and children should not be compared to siblings or friends.

All honors/awards for Grades 1-8 (including Graduation awards) are contingent upon students' five (Gr. 1-5) or six (Gr.6-8) major subjects as well as Special on-tent grades, and all areas of Personal Progress.

If a student continues to disregard his/her responsibilities, serious intervention will be necessary and may result in the student separating from the school.

Additional unacceptable conduct includes, but is not limited to: boisterous, disruptive or discourteous behavior, disregard for school assignments, etc.

More serious infractions of the school rules include, but are not limited to: bullying, smoking (regular or e-cigs), vaping, using profanity, cheating, inappropriate touching/kissing, fighting, destroying property, carrying weapons, possessing , using , and/or distributing alcohol or drugs, stealing, playing hooky, sexual harassment or misconduct, bias comments or incidents, threats (on or offline), forgery, being arrested, etc. (see Internet Policy pg. 25). The school reserves the right to search students', their bags, desks, etc. if there is a suspicion of inappropriate materials.

Decisions about probation, suspension and separation from the school for any of the above infractions of rules or other inappropriate behaviors not listed here are left to the discretion of the administration.

DETENTION

Grades 1-8- every Thursday from 3:00 PM to 3:45 P.M.

If a student is in school on his/her scheduled day of detention and does not attend, the student will receive another and more lengthy detention (until 6:00PM).

SCHOOL AND PERSONAL PROPERTY

All school books must be covered (no contact paper) and remain covered for the entire year. Lost or damaged books must be paid for.

The students in our school are expected to respect their own property as well as the property of other students and of the school. Students found destroying property will be severely disciplined.

MONTHLY CALENDAR

A calendar, noting all important school events, is sent home during the last week of each month for the following month. Parents are advised to keep it handy so they are aware of all school activities/schedules. All important school notices as well as the tuition envelope are attached to the calendar. If a divorced or separated parent would like a copy of the monthly calendar packet sent to him/her, s/he should call the school office to be added to our list.

CATHOLIC SCHOOLS WEEK

Each year we celebrate the existence of Catholic Schools in the United States and, particularly, Our Lady of Fatima School in East Elmhurst.. All parents and parishioners are invited to visit the school, attend classes in session, and celebrate with us at Mass.

During Catholic Schools Week we celebrate parents, students, and staff. We also take part in a yearly activity to help the poor. Our Annual 'Soup-er' Bowl makes cans of soup available to those less fortunate than us.

FIELD TRIPS

Field trips enhance the school curriculum. They are an integral and essential part of the learning experience and are privileges afforded the students. No student has an absolute right to a field trip and may be excluded if s/he fails to meet behavioral or academic requirements or if tuition or other fees are not up-to-date.

We can never accept forms other than the official school permission form to allow a child to participate in a trip. The form indicates that a parent releases

DRESS DOWN DAYS

These days are sometimes given to classes as a reward for good behavior or to the entire school for taking part in a good cause. On Dress Down Days students are expected to wear clothing appropriate for a Catholic School. Students who do not cooperate with the policy will be deprived of future Dress Down Days. Shorts are NEVER permitted for Grades 6-8.

DISCIPLINE

It is our desire to see students grow in wisdom, age and grace before God and the community. It is important for them to know that they are loved but also to understand that they are responsible for their actions. They must be willing to accept the consequences of their behavior. It is expected that parents/guardians share similar views and will cooperate with the disciplinary measures of the administration and staff as explained in this Handbook.

In the event parents and/or students do not cooperate, the student will be asked to separate from the school. It is only with the cooperation of school and home that good behavior patterns can be developed.

DISCIPLINE POLICY

It is necessary for students to exhibit proper behavior at all times. It is expected that with guidance, students will be responsible for their behavior. Our students are Our Lady of Fatima students at all times.

A student who engages in conduct, whether inside or outside the school, that is detrimental to the students, school or reputation of the school, may be disciplined by the school administration. Inappropriate behavior will necessitate conferences with parents and the administration may become involved. Appropriate action will be taken by the administration and sometimes students will be asked to separate from the school.

GRADES 1-5: If a student exhibits improper conduct, he/she will receive a 1 (Unsatisfactory) in conduct on his/her weekly folder. If a second 1 (Unsatisfactory) is received within any given month, a conference with parent and teacher will be necessary. Parents will be notified of the need for a conference on the weekly folder. Should all measures fail, it may be necessary for the student to separate from the school. Decisions regarding separation are left to the administration, and meetings with students and parents are recorded in our Anecdotal Record Book.

GRADES 1-8: Students who are out of uniform, chew gum, are late twice in one month, exhibit unacceptable behavior or commit infractions of ordinary school rules (including 6th, 7th, 8th graders who are not called in when sick) will be issued a detention. It is our hope to instill in each student a sense of responsibility.

Detention cards must be signed and returned to school within two days of receipt or a second detention will be issued. Students are not permitted to call home for these. Students (Gr. 3-8) who accumulate two or more detentions in one trimester lose a chance at Honors. Those who receive three detentions may be put on probation.

PRINCIPAL'S LIST: At the conclusion of each trimester, recognition is given to students in Grades 3-5 who attain 95 or above in 3 of the 5 major subjects, in Grades 6-8, who attain 95 or higher in 3 of the 6 major subjects, have no grade lower than 90, whose Special Content grades, conduct, effort, and homework are acceptable (3 or 4) in all areas, and have no more than one detention for the term.

FIRST HONORS: At the conclusion of each trimester, recognition is given to students in Grades 3-5 who attain 90 or above in 3 of the 5 major subjects, in Grades 6-8 who attain 90 or above in 3 of the 6 major subjects, have no grades lower than 85, whose Special Content grades, conduct, effort, and homework are acceptable (3 or 4) in all areas, and have no more than one detention for the term.

SECOND HONORS : At the conclusion of each trimester, recognition is given to students in Grades 3-5 who attain 85 or above in all 5 major subjects, in Grades 6-8 who attain 85 or above in all 6 major subjects, whose Special Content grades, conduct, effort, and homework are acceptable (3 or 4) in all areas, and have no more than one detention for the term.

*Honors in June are based on the Third Trimester grades .

FINAL EXAMS (Grades 1-7)

Children are tested on the year's work at the end of the school term in June. All school payments must be up-to-date in order for the students to take Final Exams. These exams are cumulative in nature and cannot be prepared for at the last minute. Students are encouraged to review their work throughout the year. Final exams count as 25% of the third trimester grade.

Study guides are distributed for all subjects a few weeks before the final exams and we ask that parents assist their children in preparing for the Final Exams.

Children in Grades 1 & 2 will be assessed by their teachers in Reading, Writing, Spelling, and Math to determine if they are ready for promotion. There will be particular emphasis on Reading, Comprehension, writing sentences & Math.

SUMMER SCHOOL POLICY

The children are expected to do their very best at all times. Attendance at summer school is mandatory if a child 1) fails any of the 5 (Gr. 3-5) or 6 (G. 6-8) major subjects, 2) scores below level on the Standardized Testing in Reading, Math or Language Arts, (NP below 45) and does not have an 85% average in the subject, 3) is not fluent in English, 4) needs more preparation for promotion to Grade 1 from Kindergarten, 5) performs below level on periodic school assessments in Math, ELA, Soc. Studies, Science, in Grades 1 & 2 (D+ and below)

Parents will be notified of any possibility of the need for summer school at the Parent Conference in March.

Children may attend summer school at OLF or at any recognized educational institution. Individual tutoring is not acceptable.

If summer school is mandated and a child does not attend, that child will be retained in the same grade the following year.

PROMOTION/RETENTION POLICY

A student who fails three or more of the major subjects (in Grades 3-8) or who does poorly or is not prepared for the next grade based on Reading/Writing/Math Assessments with particular emphasis on Oral Reading, Comprehension, and Writing, (in Gr. K, 1 & 2) will be retained.

Parents of students who are in danger of having to repeat a grade will be notified during a conference at the end of the second trimester during Parent Conferences in March. Students who fail three subjects after having been retained, may be asked to separate from the school (determined by the administration) or to be tested by the Dept. of Education..

ANNUAL AWARDS - GRADES 3-8

LEADERSHIP/SERVICE AWARDS will be presented to those students who: distinguish themselves as outstanding leaders by providing outstanding service to school, parish or community, are approved by all their teachers, and exhibit acceptable conduct all year.

TALENT CERTIFICATES...will be presented to those students who:

- 1) exhibit outstanding performance in special areas:
Art, Spanish, Computer, Physical Education, and Music
- 2) have acceptable conduct, effort, and homework in all areas

PERFECT ATTENDANCE CERTIFICATES...will be presented to those students who are present and on time every day of the school year.

HONOR SOCIETY

Students in the 6th, 7th & 8th grades will be invited to join the Honor Society if they have attained above average grades in all subjects, above average standardized test scores, satisfactory or better in all areas of personal progress and special content subjects, and are recommended by their teachers. They will work on Literary and Historical projects throughout the year .

ALGEBRA & EARTH SCIENCE

Eighth graders who score well above average on the Math Terra Nova Standardized Testing and their class grades, are invited to attend high school Algebra AND Earth Science classes. They have the opportunity to take the Regents in June of eighth grade.

(This class will be taken at Msgr. McClancy High School)

HIGH SCHOOL ENTRANCE EXAMINATIONS

We will provide information to our eighth grade students who are interested in taking tests for admittance into both Catholic and Specialized NYC public high schools.

Meetings regarding high schools will be held for eighth grade parents in the Fall.

SCHOOL PROGRAMS

Special programs are held at various times throughout the year to give our children opportunities to share their talents before an audience. These programs may include a Thanksgiving Play, Christmas Pageant, Holy Week Performance, May Celebrations, Band and Choral Concerts, as well as other curriculum presentations.

SCHOOL PLAYGROUND

The children in our Nursery, Pre-Kindergarten and Kindergarten classes have playground time built into their daily schedule.

The students in Grades 1-8 use the playground regularly, on a rotating basis, during the recess session of their lunchtime. A schedule is distributed each September and the students may wear their gym uniform on 'playground days'.

Children attending our After School Program have use of the playground each day (weather and schedules permitting).

Students must wear sneakers in order to enter the playground and must observe the rules and regulations in order to remain in the designated area.

OUTDOOR DRESS

It is the school policy to recreate out-of-doors on any day when the temperature is above freezing and it is not raining or snowing. Therefore, it is most important for children to come to school dressed according to the demands of the season.

EXTRA-CURRICULAR ACTIVITIES

Some of our teachers volunteer their time and moderate after school activities for students. The activities vary from year to year. Appropriate academics and conduct must be maintained for participation.

BIRTHDAY CELEBRATIONS

Since we view each child as special and unique, students are encouraged to wear dress clothing on their birthday. If a child's birthday falls on a weekend, holiday, or during a vacation time, she/he may choose another day to celebrate. Each child's birthday is announced to the school over the public address system.

Students may bring one individually wrapped treat and/or an individual drink for each classmate (cakes, pizza, goody bags, ice cream, etc. are not permitted). Parents of 1st and 2nd graders are invited to celebrate in the classroom. Parents must advise the teacher in advance and the celebration usually lasts 15-20 minutes.

USE OF SCHOOL BUILDING/GROUNDS

Students are not permitted to remain in the school or on school grounds, or to use the facilities after school or when school is not in session, unless under the direct supervision of a member of the staff.

COMPLIMENT PYRAMID PROGRAM

Our focus is on positive behavior and positive reinforcement. In an effort to encourage our students to function as a Christian Community, our staff compliments classes that exhibit a cooperative spirit. A school-wide system of "Compliment Pyramids" has been established with appropriate rewards decided upon by our teaching staff.