

Our Lady of Fatima Catholic School

Student & Parent Handbook 2024-2025

Challenging Minds, Inspiring Hearts.



1600 Ninth Avenue North
Texas City, TX 77590
409-945-3326

Cheryl Aucoin, M. Ed.
Principal

The mission of Our Lady of Fatima Catholic School, an integral part of St. Mary of the Miraculous Medal Parish Community, is to educate the whole child in the Catholic tradition—spiritually, intellectually, culturally, and physically—in Christ's name.



Student / Parent Handbook 2024-2025

Dear Parents and Students,

Welcome to Our Lady of Fatima Catholic School. Our school operates under the auspices of the Roman Catholic Archdiocese of Galveston-Houston, Office of Catholic Schools. We are accredited through the Texas Catholic Conference Education Department, TCCB ED. We also hold membership in the National Catholic Educational Association, NCEA.

Parents and guardians, as the first teachers of their children, lay the foundation for learning and faith. We join as partners, reinforcing and integrating our Christian values and educational experiences into the daily life of each student.

We are looking forward to this year with anticipation and wish to extend a warm welcome to everyone!

Thank you for being a part of the Our Lady of Fatima family. This handbook is meant to be used as a guide. If questions arise regarding policy and procedures, we will discuss them and work out a solution that best suits the situation. Although it may not address all situations, I have confidence that our team of faculty and staff will work together to address each situation in a thoughtful manner based on Christian Catholic principles.

Our tagline, *Challenging Minds, Inspiring Hearts*, embodies our dedication as Christ's disciples. Our mission first and foremost is creating Disciples of Christ. Everything else we do, whether it be academically, physically, or mentally, falls under this spiritual umbrella.

Our campus theme this year is OPEN WIDE THE DOORS TO CHRIST. This theme follows the Archdiocesan theme. At Fatima, we strive to raise SAINTS and SCHOLARS, and by Opening Wide the Doors to Christ, we invite Him into our School, Lives, and Hearts!

The purpose of this School Student/Parent Handbook is to provide parents and students with information that will help them understand school procedures and policies. Parents' and students' knowledge of the information in this handbook along with their cooperation will help make for a successful and productive year for all.

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families abide by the policies, procedures, and regulations set forth in this handbook. Parents and students are expected to sign the Handbook Acknowledgement Form.

Please feel free to contact me via phone 409-945-3326 or email caucoin@fatimatc.org. The school office is open Monday-Friday from 7:45 A.M.-3:45 P.M. during normal school days.

Blessings,

Mrs. Cheryl Aucoin, M. Ed.
Principal



The policies and regulations contained herein are for informational purposes only. The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Parents and guardians will be notified of updates.

Preface

The Catholic Schools of the Archdiocese of Galveston-Houston

In the Archdiocese of Galveston-Houston, Catholic schools may be a part of a parochial structure, regional, or private. All are approved by the Archbishop and the Texas Catholic Conference of Bishops Education Department and the Texas Catholic Conference Accreditation Commission.

Each school in the Archdiocese must come to an awareness of its own reason for existence and of its purpose within the context of the mission of the Church. The Church has a threefold mission:

- (1) Imparting the message of Jesus, the Christ
- (2) Advancing the building of Christian community, and
- (3) Showing what the Good News is by the quality and character of service to the community. Those in Catholic schools draw their purpose and meaning from this context and function as one effective element in the Church's ministry of furthering these goals.

"Christian education is intended to make one's faith become living, conscious and active through the light of instruction. The Catholic School is the unique setting within which this ideal can be realized in the lives of Catholic children and young people" (*To Teach as Jesus Did*, #102). This integration is present in the Catholic School not only through its unique curriculum but, more importantly, through the presence of teachers who express an integrated approach to learning and living in their private and professional lives. It is further reinforced through free interaction among the students themselves within their own community of youth.

Universal Right to an Education

"All humankind of every race, condition and age, since they enjoy the dignity of a human being, have an inalienable right to an education that is in keeping with their ultimate goal, their ability, their sex and the culture and tradition of their country, and also in harmony with their fraternal association with other peoples in the fostering of true unity and peace on earth. For a true education aims at the formation of the human person in the pursuit of their ultimate end and of the good of the societies of which they are a member, and in whose obligations, as an adult, they will share."(#1)

Declaration on Christian Education

SECOND VATICAN COUNCIL

CODE OF CANON LAW

BOOK III. THE TEACHING FUNCTION OF THE CHURCH

TITLE III. CATHOLIC EDUCATION

CHAPTER I. SCHOOLS (Cann. 793 – 806)

Canon 793 §1. Parents and those who take their place are bound by the obligation and possess the right to educate their offspring. Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children, according to local circumstances.

§2. Parents also have the right to that assistance, to be furnished by civil society, which they need to secure the Catholic education of their children.



- Canon 794** §1. The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life.
- §2. Pastors of souls have the duty of arranging everything so that all the faithful have a Catholic education.
- Canon 795** Since true education must strive for complete formation of the human person that looks to his or her end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.
- Canon 796** §1. Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education.
- §2. Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.
- Canon 797** Parents must possess a true freedom in choosing schools; therefore, the Christian faithful must be concerned that civil society recognizes this freedom for parents and even supports it with subsidies; distributive justice is to be observed.
- Canon 798** Parents are to entrust their children to those schools which provide a Catholic education. If they are unable to do this, they are obliged to take care that suitable Catholic education is provided for their children outside the schools.
- Canon 799** The Christian faithful are to strive so that in civil society the laws which regulate the formation of youth also provide for their religious and moral education in the schools themselves, according to the conscience of the parents.
- Canon 800** §1. The Church has the right to establish and direct schools of any discipline, type and level.
- §2. The Christian faithful are to foster Catholic Schools, assisting in their establishment and maintenance according to their means.
- Canon 801** Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop.
- Canon 802** §1. If schools which offer an education imbued with a Christian spirit are not available, it is for the diocesan bishop to take care that they are established.
- §2. Where it is expedient, the diocesan bishop is to make provision for the establishment of professional schools, technical schools, and other schools required by special needs.
- Canon 803** §1. A Catholic school is understood as one which a competent ecclesiastical authority or a public ecclesiastical juridic person directs or which ecclesiastical authority recognizes as such through a written document.
- §2. The instruction and education in a Catholic school must be grounded in the principles of Catholic doctrine; teachers are to be outstanding in correct doctrine and integrity of life.
- §3. Even if it is in fact Catholic, no school is to bear the name Catholic school without the consent of competent ecclesiastical authority.
- Canon 804** §1. The Catholic religious instruction and education which are imparted in any schools whatsoever or are provided through the various instruments of social communication are subject to the authority of the Church. It is for the conference of bishops to issue general norms about this field of action and for the diocesan bishop to regulate and watch over it.
- §2. The local ordinary is to be concerned that those who are designated teachers of religious instruction in schools, even in non-Catholic ones, are outstanding in correct doctrine, the witness of a Christian life and teaching skill.



Canon 805 For his own diocese, the local ordinary has the right to appoint or approve teachers of religion and even to remove them or demand that they be removed if a reason of religion or morals requires it.

Canon 806 §1. The diocesan bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their schools.

§2. Directors of Catholic Schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.

Mission of Catholic Schools

In the light of her mission of salvation, the Church considers that the Catholic school provides a privileged environment for the complete formation of her members, and that it also provides a highly important service to mankind.” (The Catholic School, 1977).

The Catholic school operates by and with the expressed authority of the Archbishop of the Archdiocese of Galveston-Houston. The Catholic school has a formal and defined relationship with the Archbishop guided by a spirituality of ecclesial communion and will work to respect the Archbishop’s legitimate authority (Canon 803 §1 and §3).

Catholic schools promote the integral formation of the human person with a curriculum and learning environment that fosters wisdom, truth, formation in ethics and social justice. The Catholic school will avoid the error that its distinctiveness rests solely on its religious education program. The whole person, mental, physical, and spiritual, in every area is the recipient of the Catholic school’s mission to enrich the world with the Gospel.

The curriculum and policies of Catholic schools are centered in the person of Jesus Christ to contribute to the mission of the Church. All members of administration, faculty, office staff, auxiliary aids, full and part-time, participate in the mission and values of the Catholic school. The ministry in the Catholic school is designed to uphold and advance the mission of the Roman Catholic Church and the Catholic school.

Code of Canon Law

The mission of Catholic schools is addressed in various Church documents, by numerous Popes, and explicitly in the Code of Canon Law. Canons 793 to 806 address Catholic schools. Canon 793 states that, "Parents and those who take their place are bound by the obligation and possess the right of educating their offspring." The Church teaches that parents are the primary educators of their children.

Furthermore, Canon 801 states that, "Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop." The Code of Canon Law addresses the proper authority held by the conference of bishops, diocesan bishops, and local ordinaries for Catholic schools under their jurisdiction. Furthermore, it states that, "The instruction and education in a Catholic school must be grounded in the principles of Catholic doctrine; teachers are to be outstanding in correct doctrine and integrity of life." It also addresses that, "The local ordinary is to be concerned that those who are designated teachers of religious instruction in schools, even in non-Catholic ones, are outstanding in correct doctrine, the witness of a Christian life, and teaching skill."

In 2022, the Holy See published the *Instruction of the Congregation for Catholic Education*, “*The identity of the Catholic school for a culture of dialogue*”. This document reaffirmed the responsibilities of the Local Ordinary expressed in Canon Law and, thus, the roles of the bishops in overseeing and governing Catholic schools, in addition to the role of the pastor who oversees his Catholic school.

Parental Responsibilities

In the recent publication from the Holy See, *Instruction of the Congregation for Catholic Education*, *The identity of the Catholic school for a culture of dialogue*” (2022), paragraph 12 affirms the responsibilities and role of parents in Catholic education, as expressed in Canon Law (Canon 796 – 798).



"Since education is a right for everyone, the Council called for the *responsibility of all*. The responsibility of *parents* and their priority right in educational choices rank first. School choice must be made freely and according to conscience; hence the duty of civil authorities to make different options available in compliance with the law. The *State* is responsible for supporting families in their right to choose a school and an educational project."

Catholic schools support parents as the primary educators and collaborate with them in the formation of the child. Archbishop Michael Miller stated, "In a real sense schools are extensions of the home. Parents, not schools, not the State, and not the Church, have the primary moral responsibility of educating children to adulthood." In addition, he reiterates the Gospel message from Matthew when he reminds us, "The Church has the right and obligation to proclaim the Gospel to all nations."

Our Lady of Fatima Catholic School Mission Statement

The mission of Our Lady of Fatima, an integral part of St. Mary of the Miraculous Medal Parish Community, is to educate the whole child in the Catholic tradition—spiritually, intellectually, culturally, and physically—in Christ's name.

Our Lady of Fatima Catholic School Education Philosophy

Our Lady of Fatima Catholic School (Our Lady of Fatima or OLOF) is an extension of the ministry of St. Mary of the Miraculous Medal Church. Our Lady of Fatima seeks to foster productive members of society who are living examples of Christ through their leadership, servanthood, and discipleship. It is the goal of Our Lady of Fatima to educate the whole student—mind, body, and spirit—through the lens of our Christian values and beliefs. Our Lady of Fatima prepares students to be leaders, life-long learners, to be able to respond to the needs of the community, to be disciples of Christ through our actions and Corporal Works of Mercy, and to maintain a global perspective in loving and serving others.

Our Lady of Fatima Catholic School Vision Statement

Our Lady of Fatima, in partnership with our families and school community, is committed to offering academic excellence grounded in the values of the Catholic faith. We believe all students are unique and capable of learning and developing to their fullest potential. In a nurturing, Christ-centered environment, we seek to educate the whole child in mind, heart, and spirit.

Our Lady of Fatima Catholic School Goals 2024-2025

- Educate and form the total person spiritually, intellectually, personally, socially, and physically while recognizing the dignity of each student as a member of the Catholic educational community.
- Identify each child's spiritual, moral, social, academic, and physical needs.
- Celebrate Catholic traditions through daily prayer, regular liturgical and sacramental experiences, a solid program of Catholic religious studies, and the teaching of Catholic moral standards.
- Promote traditional Catholic educational values by emphasizing high academic standards and achievement.
- Support each child to understand the needs of the community and his/her role as a caretaker of God's creation.
- Create a safe, healthy learning environment where students are regularly challenged and taught to be critical, life-longer thinkers and learners.

Our Lady of Fatima Catholic School Objectives 2024-2025

- Each student will demonstrate age-appropriate understanding of Catholic Church's teachings.
- Each student will demonstrate age-appropriate incorporation of moral values, in actions toward one another, and the community through learning and serving in parish, local and global capacities.
- Each student will demonstrate respect, dignity, and Christ's love to one another and the community.
- Each student will be able to respond, using Christian truths and values, to the needs of their local and global communities through educational and service opportunities.
- Each student will grow approximately one grade level from where they begin the 2024-2025 school year.

Accreditation

Our Lady of Fatima is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED),



which is recognized and approved by the Texas Education Agency (TEA) as the official accreditation agency for Catholic schools in the State of Texas. The Texas Catholic Conference of Bishops Accreditation Commission (TCC AC) was established to assist and give direction to the TCCB ED. Membership consists of the TCCB ED Director of Education, 6 Superintendents of the present 15 Archdioceses/Dioceses, 6 commissioners-at-large and two bishops who serves as Episcopal liaisons. Standing committees of this Accreditation Commission have been formed to ensure smooth operation and ongoing planning of the accreditation process. The commission is responsible for the accreditation process, school compliance, and accreditation status.

Accreditation is the act of granting credit or recognition, especially to an educational institution that maintains suitable standards. Accreditation is necessary to any person or institution that needs to prove that they meet a general standard of quality. Accreditation takes place every seven years. It includes an all-encompassing self-study process that reviews, Catholic identity, academics (curriculum, instruction and assessment), student services and activities, governance administration and management, and plant and facilities. Every year all Catholic schools are required to submit a shortened version of the self-study document to TCCB ED to maintain accreditation and update school data.

The accreditation took place in Fall, 2017. Our Lady of Fatima Catholic School will be participating in the accreditation process during the FY 2024-2025 school year.

Accreditation has five major objectives:

- To assess strengths and weaknesses of the school's total instructional process;
- To examine the effectiveness of various program components in meeting student needs;
- To offer suggestions for development and strengthening of school processes, systems, and services;
- To ascertain the level of accreditation that the school meets;
- To provide assurance and accountability to the TCCB ED of the school's measure of effectiveness and quality under the Domains, Standards, and Benchmarks.

The OLOF staff was happy to show our strengths and plan for improvement in areas that we continue to strengthen. It was noted that we had improved and made significant adjustments between the 2012 accreditation visit. OLOF was commended in all domains:

- Domain I: Catholic Identity
- Domain II: Governance, Administration and Management
- Domain III: Curriculum, Instruction and Assessment
- Domain IV: Student Services and Activities
- Domain V: Plant and Facilities

We will continue to work on integrating more technology into lessons, update, maintain and improve safety procedures within the school and continue to review, improve and implement the OLOF Strategic Plan.



Faculty and Staff Roster

Father Clint Ressler	Pastor	
Cheryl Aucoin	Principal	caucoin@fatimatc.org
Dorothy McCullin	Administrative Assistant FACTS Tuition Registrar Safe Environment Coordinator Campus Health Coordinator	dmccullin1@fatimatc.org
Ashely Estrada	CHRISTUS Nurse	
PreK-3		
Natalie Koenning	PreK3 Teacher	nkoenning@fatimatc.org
Monica Orewiler	PreK3 Aide	morewiler@fatimatc.org
PreK-4		
Cindy DelBosque	PreK4 Teacher	cdelbosque@fatimatc.org
Mary Guillory	PreK4 Aide	mguillory@fatimatc.org
Kindergarten		
Katie Gray	Kindergarten	kgray@fatimatc.org
Carol Grullon	Kindergarten Aide	cgrullon@fatimatc.org
Grades 1 - 8		
Darlene Schlitzberger	Grades 1-2 Homeroom Grades K-8 Mathematics Grades 1-8 Social Studies	dschlitzberger@fatimatc.org
Mary Cooke	Grade 3-4 Homeroom All Grades Religion and Guidance Grades 1-8 Art and Music	mcooke@fatimatc.org
Ann Zamora	Grades 5-8 Homeroom Grades K-8 English Language Arts	azamora@fatimatc.org
Luis Herrera	All Grades Science and STREAM	lherrera@fatimatc.org
Raechel DeMars	All Grades P.E. PreK3 -Kindergarten Art and Music	rdemars@fatimatc.org

Our Lady of Fatima School Phone Numbers

Our Lady of Fatima School Office	409-945-3326
St. Mary of the Miraculous Medal Church Office	409-948-8848
Maritzza Maldonado - Director of Religious Education	409-948-8848 ext. 308 mfuchs@stmarycctc.org
Jessica Chambers – Early Childhood Center (ages 6 weeks-age 2)	409-621-6003 jchambers@stmarycctc.org



Admissions

Nondiscriminatory Policy Regarding Student Admissions

OLOF admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. OLOF does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Admissions Policy

OLOF is an equal opportunity, fully accredited school, educating grades pre-kindergarten through eighth grade. OLOF admits all students to the rights, privileges, programs and activities made available to the student body. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston. The following policies have been formulated in relation to student admissions:

- Children must meet the age requirements as outlined by the Archdiocese and explained below.
- Students must be in financial good standing. The Principal will make every effort to collect all tuition, fees, and any other financial obligation prior to re-enrollment. The Principal will also contact the student's previous Catholic School to ensure there are no outstanding financial obligations at the school.
- Students entering OLOF must be qualified by their previous studies. Student placement will be verified by OLOF upon receipt of records from the student's prior school. If a student is applying from another Catholic School, the student's previous principal will be contacted in advance of admission. .
- Discipline records and/or report cards should have no conduct grades lower than an N. Students must not have excessive absences and/or attendance issues.
- All students, rather new or returning, are admitted on a 9-week conditional acceptance. Students with conditional acceptance are subject to administrative withdrawal if they fail to meet the expectation of OLOF or to follow OLOF policies and procedures pursuant to those outlined herein.
- There is no expectation that a current student will be automatically re-admitted to or re-enrolled at OLOF. Each year, students will be invited to re-enroll at the discretion of the Principal. Students who are not invited to re-enroll may not grieve this decision.
- Admissions will be based on the following priorities:
 1. Students presently attending OLOF
 2. Siblings of students presently attending OLOF
 3. Members of St. Mary of the Miraculous Medal Parish
 4. Students transferring from another Catholic School
 5. Catholic students living outside the boundaries of OLOF
 6. Other students

Re-enrollment of current students each subsequent year is contingent upon the successful completion of academic courses and the demonstration of appropriate behavior on the part of both the student and the parent(s). Students that do not meet the conduct and grade level academic requirements will be notified by letter every term they have not met academic, conduct or attendance standards. Families receiving letters for the first semester will meet with the Principal to discuss enrollment for the following academic year. Families receiving letters for the second semester will meet with the Principal in May to discuss enrollment for the following year. Students must show progress, deemed by the Principal, to be accepted for registration for the following year.

Re-enrollment for current students is not automatic. **Families with outstanding financial obligations will not be able to access online registration within their FACTS/SIS Account until all fees are paid and/or they have met with the**



Principal AND pastor to discuss payment options.

Families who consistently violate policies or who do not promote the campus in positive communications will not be permitted to re-enroll. Student with parents who consistently disregard or question the Our Lady of Fatima Code of Conduct and campus expectations will be prohibited from re-enrollment.

Vacancies must exist within the established teacher/pupil ratio. Once this limit has been reached, students will be placed on a waiting list until a new class can be formed.

All required forms must be entered on-line through the FACTS/SIS System and fees paid before placement is assured.

For admission of all students, parents are required to present the following information prior to the first day of attendance:

- a. application for admission into the school,
- b. official copy of the child's birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside of the state of Texas,
- c. evidence of compliance with immunization requirements. ***All immunization records must be received in the school office before the first day of school. A student may not begin school until the records are received,***
- d. baptismal certificate, if applicable,
- e. previous testing and/or evaluations, if applicable,
- f. entire copy of the most recent legal custody agreement if parents are separated or divorced, signed by the judge, and stamped as the official court copy,
- g. legal documents from the court related to CPS placement, if applicable,
- h. previous school records, if applicable,
- i. Income Eligibility Form,
- j. Student Emergency Contact Information, and
- k. I-20, for international students, if applicable.

Health documents for students with a diagnosed medical condition must be received in the school before the first day of school. Health documents included Individualized Health Care Plan and Medication Permission Form.

Students asked to withdraw or those removed from Our Lady of Fatima for disciplinary reasons may reapply for the upcoming school year under the following conditions:

1. Student must be in good standing and have remained free of disciplinary actions at current school.
2. Student must have completed the academic grade level the student was in while at Fatima and been recommended to the next grade level by the current school.
3. Student's most recent report card must accompany re-admittance application. Applications will be considered no earlier than February 1st before the upcoming school year.
4. Space must be available in the student's grade level.

The OLOF Principal and admissions committee will review the application and report card. Upon review the Principal and committee must agree that the student should be re-admitted to OLOF. Re-admittance shall be probationary with 9-week periods set up for review. The review shall be performed by the school administrator every nine (9) weeks for the school year of re-admittance.

Age Requirements

All admissions and re-admissions are at the discretion of the administration.



Prekindergarten (3-year-old room)

PreK3 students must be three years of age on or before September 1st of the current school year. The date of birth will be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside of the state of Texas.

The child must be able to use the restroom independently. This includes the following:

- be able to tell the teacher they need to go to the restroom in sufficient time to avoid accidents,
- be able to pull their underwear and pants down and up without assistance,
- be able to get on and off the toilet by themselves,
- be able to wipe themselves after using the toilet,
- be able to wash and dry hands, and
- be able to postpone going if they must wait for someone who is in the bathroom or if they are outside, or away from the classroom.

The child's social, emotional, and physical development can be affected by a child who is not independent in the restroom and who has regular accidents in the classroom in front of other children. Some children will have accidents at the beginning of the school year until they know where the bathroom is located, but most of these problems stop by the end of the first week. **No faculty or staff is allowed to help a child clean up after an accident, as per our Safe Environment guidelines.** Two staff members will be present with the child needing help, and they will verbally assist the child through the clean-up process, but no staff member is allowed to physically help the child clean-up. Parents will be notified of all accidents, and if a child is unable to properly clean him/herself, parents will be asked to come to the school to pick their child up. Students may return to school once they have been properly cleaned.

Prekindergarten (4-year-old room)/Kindergarten/First Grade

PK-4 students must be four years of age on or before September 1st of the current school year. Kindergarten students must be five years of age on or before September 1st of the current school year. First grade students must be six years of age on or before September 1st of the current school year. The date of birth will be verified by an official copy of a birth certificate from the Bureau of Vital Statistics or appropriate governmental agency if born outside of the state of Texas.

After First Grade

Age of admission after 1st grade will be based on successful completion and achievement in an accredited school. The birth certificate, baptismal/sacramental certificates, current report card, transfer notice, completed teacher recommendation form, and the standardized test results are required for enrollment. A copy of the cumulative record will be requested from the previous school for every transfer student. Additional testing may be required before the student is officially accepted into OLOF.

Legal Surname Used for Official Admission Records

A student must be identified by the student's legal surname, as it appears on the student's birth certificate or other document suitable as proof of the student's identity, or in a court order changing the student's name (Education Code 25.0011). Parents may issue a special request for the child to be called by a nickname or be known as another surname. However, our responsibility is to teach the child his/her legal surname and given birth name.

Tuition

Please refer to the tuition schedule for information concerning tuition rates, and sibling tuition plans available at Our Lady of Fatima. Payment of tuition is handled in two different ways:

1. Monthly payments are collected by Automatic Pre-Authorized Debits (ACH Debits) August (July) through May by automatic deduction from your bank account. Please refer to the Authorization Agreement for Automatic Pre-Authorized Debits enrollment form for the terms and conditions of tuition payments payable on a monthly basis. FACTS may assess a fee for the Automatic Pre-Authorized Debits services.



2. Payment of tuition in two installments is due by the Friday preceding the first day of school and January 15. Personal checks are not accepted. Payment must be made via FACTS, debit card, or a cashier's check.

Delinquent tuition beyond the terms of a prearranged plan or 60 days may result in the dismissal of the student from Our Lady of Fatima for the remainder of the semester. Re-admission for the following semester will not be allowed for families who have neither paid all tuition due, nor made acceptable arrangements. Our Lady of Fatima reserves the right to limit participation in extra-curricular activities of students with delinquent tuition and fees. For prospective graduates, all fees and tuition must be paid on or before May 5th in order to participate in any trips, activities, or ceremonies.

Tuition payments must be made using the FACTS/SIS System, unless special provisions are discussed and approved. All families will be set up with a FACTS account regardless of how payments are made. Parents may pick their date of payment and may change it up to three times a year. All credits will be applied to your account prior to your payment schedule. Families needing special payments arrangements can only get approval for arrangement through the PRINCIPAL. No arrangements, agreements, or understandings made with any person other than the PRINCIPAL are guaranteed.

Financial Aid

Applications for tuition assistance for students in grades K-8 are available online and must be submitted by the yearly deadline. All applications must be submitted in FACTS for any consideration.

Fatima may offer additional financial assistance through funds raised from grants and other sources. Interested families must first apply for tuition assistance through FACTS. Qualifying students must maintain satisfactory academic progress and a record of good conduct. Participants are expected to keep the school apprised of changing financial needs following acceptance of assistance.

Receiving financial assistance is a year-by-year process and it should not be assumed that families will receive it every year, or the same amount every year. Families needing yearly assistance are expected to reapply as per all the guidelines each year.

Families receiving any type of financial assistance are required to commit to an additional 10 hours of service per family in addition to the 10 required per child for all enrolled students.

Religion

Instructional Program for Religion

Regular religious instruction shall be an integral part of the entire educational program for all students at all grade levels and given priority each day.

The Catholic faith is evident in every content area taught, including ancillaries. Every content area includes a reference to Sacred Scripture and the Catechism of the Catholic Church.

Each classroom has a designated sacred space where students and faculty gather for prayer and reflection. The items on the prayer table are carefully selected to create an environment conducive to prayer, reflection, and spiritual growth. Their presence reminds those in the Catholic school community of the school's faith-based mission and fosters a sense of reverence and devotion. The items in a sacred space or on a prayer table are chosen to create a sacred and reverent atmosphere and typically include the following:

- Crucifix - A prominent crucifix is usually placed on the prayer table to represent the central symbol of Christianity and to remind those present of the sacrifice of Jesus on the cross.
- Sacred Scripture –The Holy Bible, the sacred text of Christianity, is placed on the prayer table to provide inspiration and guidance for prayer and reflection. It is essential to verify that you have a Catholic Bible.



- Rosary - A rosary may be placed on the table to encourage devotion to the Virgin Mary and the recitation of the rosary.
- Images or Statues, including the school's patron saint - statues or images of saints, the Virgin Mary, or other religious figures may be included on the table. These images serve as reminders of the communion of saints and provide role models for living a virtuous life.
- Holy Water - A small container of holy water is sometimes placed on the prayer table. It is used for blessings, making the sign of the cross, and as a reminder of baptism.
- Prayer Cards - Prayer cards featuring prayers, saints, or other devotional content may be available for those who wish to use them during their time at the prayer table.
- Flower- Fresh flowers or other greenery may be added to the table as a symbol of beauty, growth, and the natural world, which reflects God's creation.
- Small Chalice and Paten - In some Catholic schools, a small chalice and paten may be placed on the prayer table to emphasize the connection to the Eucharist, the central sacrament of the Catholic faith.
- Tablecloth or fabric - Use fabric that matches the liturgical color of the current season or feast.
- Photos of clergy – The Pope, Cardinal, Bishop, and Priest/Deacons of the Parish.

Religion Curriculum Guide 2018

The Religion Curriculum Guide 2018 includes the curriculum for Prekindergarten through eighth grade and is aligned to the Archdiocese of Galveston-Houston Catechetical Curriculum Framework for Lifelong Faith Formation. Benchmarks are included at the beginning of each grade level. These primary formation targets provide the essential topics and skills in the Religion Curriculum Guide 2018 that students should know, comprehend, and be able to articulate or perform.

Purpose

The Religion Curriculum Guide 2018 supports the Canon 795 in the Code of Canon Law, which says, "Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life."

The "Fundamental tasks of catechesis: helping to know, to celebrate and to contemplate the mystery of Christ," *General Directory for Catechesis*, paragraph 85, (1997). Catholic schools in the Archdiocese of Galveston-Houston are blessed with an array of nationalities, cultures, and languages among the faithful. "The ministry of the Word can be carried out in Catholic schools in various forms, taking into account the different geographical areas, cultural identity, and participants. Particular importance belongs to the *teaching of the Catholic religion and catechesis.*" *Directory for Catechesis*, paragraph 311, (2020).

The Religion Curriculum:

- Promotes knowledge of the faith at each developmental level.
- Through the proclamation of the Gospel, students are led to understanding of the life of Christ and his message, his revelation through Sacred Scripture and Apostolic Tradition, as articulated in the Creed and Church doctrine.
- Promotes moral formation in Jesus Christ which will lead the student to personal transformation and conversion.
- Teaches the student how to pray with Christ. At each level, the student is led to pray as Jesus did, always directed to the Father and permeating daily living.
- Promotes an understanding of the meaning of the Liturgy and the sacraments through active, prayerful participation in the liturgical life of the Church.



- Prepares the student to live in community and to participate actively in the life and mission of the Church. “Catechesis encourages the disciples of Jesus to make their daily conduct a shining and convincing testimony to the Gospel.” This preparation encourages service and social justice as it promotes unity and ecumenical Spirit.
- Promotes a missionary spirit that prepares the students to be present as Christians in society. This catechesis prepares the student to live as witnesses of their Christian faith; it provides the Christian model of the Beatitudes; and it encourages the student to understand the other world religions.

Religion Curriculum Guide 2018: Human Sexuality Catechesis

The Religion Curriculum Guide 2018 also includes Human Sexuality Catechesis that is taught in Prekindergarten-3 through eighth grade every year.

This section includes, *Formed in the Image of God: Archdiocesan Norms, Guidelines, and Resources for Lifelong Human Sexuality Catechesis*, 2016 and is based on the *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication*, 2007, which was developed by the Committee on Evangelization and Catechesis of the United States Conference of Catholic Bishops as well as other Church documents which provide a renewed emphasis on adult faith formation while utilizing a framework of lifelong faith formation.

- A context of respect for the body must be built from the earliest years, so that children, can accept Church teachings on sexual morality without any doubt.
- Human Sexuality is best taught when integrated into the daily Religion curriculum.
- Each lesson is correlated with Catholic teachings.
- Teachers must communicate accurately only those teachings consistent with the teachings of the Church.
- To better understand Human Sexuality Catechesis, professionals must complete Human Sexuality Catechesis, a three-hour course, which is part of the catechist requirements within the first year of hire. A course on morality is also required in the first year of hiring to provide the best support instruction in human sexuality.

Religion Curriculum Guide 2018: Circle of Grace

The Religion Curriculum Guide 2018 also includes Circle of Grace.

In compliance with the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People, Catholic schools must provide a safe environment for all students. This involves not only the approval and training of employees via the Archdiocese Safe Environment Program but also to equip students with strategies to protect themselves from predators.

Circle of Grace is a complete, faith-focused set of lesson plans designed to teach students strategies to protect themselves while incorporating the Catholic view of respect and reverence for the human body. It is not a program on Catholic sexual morality and should not be used as a replacement for the Human Sexuality component of the Religion curriculum guide. Furthermore, the most appropriate place for these objectives to be taught is in the Religion classroom, during units of study that discuss reverence for the body, which would be in the early childhood and elementary grades, and during lessons on sexual morality in the middle school grades.

Catholic schools in the Archdiocese are required to use the Circle of Grace lessons, through incorporation at all grade levels.

Religion Assessments

In the Archdiocese of Galveston-Houston, all elementary Catholic schools are required to administer the Assessment of Religious Knowledge (ARK) for students in grades 2, 3, 5, and 8, in the 2024-2025 academic year. Additional grades will be added each year until all grades, from second through eighth are assessed with the ARK. Each following year, grade levels will be added to be assessed as follows:

2024-2025 Grades 2,3,5,8 (fourth, sixth, and seventh grades are optional)

2025-2026 Grades 2,3,4,5,8 (sixth and seventh grades are optional)



2026-2027 Grades 2,3,4,5,6,8 (seventh grade is optional)

2027-2028 Grades 2,3,4,5,6,7,8

Reconciliation

Our Religion Curriculum prepares scholars for the Sacrament of Reconciliation (officially called the Sacrament of Penance, and also known as Confession) is a Sacrament instituted by Jesus Christ in his love and mercy to offer us forgiveness for the times we have sinned and turned away from God. Jesus entrusted the ministry of reconciliation to the Church. The Sacrament of Penance is God's gift to us so that any sin committed after Baptism can be forgiven. In confession we have the opportunity to repent and recover the grace of friendship with God. Every time we sin, we hurt ourselves, other people and God. In Reconciliation, we acknowledge our sins before God and the Church. We express our sorrow in a meaningful way, receive the forgiveness of Christ and his Church, make reparation for what we have done, and resolve to do better in the future. With absolution, we are reconciled to God and the Church. The Sacrament helps us stay close to the truth that we cannot live without God.

Holy Eucharist

Our Religion Curriculum prepares scholars for the Sacrament of the Eucharist. The Eucharist is the sacrament by which Catholics receive the Body and Blood of Jesus Christ. For Catholics, this is the most treasured gift given to the Church by the Lord at the Last Supper. In receiving the Eucharist, we are nourished by the Lord. The bread and wine used in the Mass are transformed in all but appearance into the Body and Blood of Christ.

All-School Mass

All students and staff will attend Mass at least once a week. If a Holy Day occurs during a week, students will attend the Holy Day Mass. In addition, students will be given opportunities during the year to participate in other types of worship in keeping with our Catholic faith and traditions.

All parents are invited to worship with us, however, parents attending Mass with their scholar will be asked to sit with the general public and follow all Church Mass guidelines.

Students in grades 4-8 serve as role models for our younger students and may be asked to sit and model appropriate Mass behavior and support younger students in Mass. Older students also are expected to take on leadership roles during Mass, such as serving in the choir, acting as ushers, or serving as altar servers or readers, when appropriate. Participation in Mass in grades 4-8 is part of their Religion Grade. The campus Religion Coordinator will work with each child to prepare them for Mass. Your child's homeroom teacher will let you know when your child(ren) will be participating in Mass. If your child is scheduled to participate in Mass and they arrive late or out of uniform, another student will take their place.

All students must wear full dress uniforms when attending Mass. Please note the dress code asks for NO ATHLETIC SHOES or HOODIES during Mass. Students may change into different shoes after Mass. During Mass, black or brown dress shoes are acceptable.

It is important for all students to be at Mass on time. Our offices will close at 8:05 A.M. on Mass Days so that the whole school can participate. If you arrive after 8:05 A.M., you are asked to bring your child to mass and STAY with your child until mass is over. Please do not disrupt Mass by attempting to bring your child to his/her homeroom teacher.

The guidelines, procedures, and day for Mass may change depending on the needs of the campus. Families will be properly notified.

Prayer

Prayer is an intricate part of our faith. Students will begin their day with school-wide prayer each morning over the intercom. Classes will also pray before each meal or snack. Classes and teachers are encouraged to integrate prayer often into their curriculum. Students and families are always encouraged to submit prayer requests to homeroom for morning prayers.

Prayers will be taught in all classes, especially Religion. Families are encouraged to practice these prayers at home. A Family Book of Prayers can be provided to any family requesting one.



We are a campus of Faith and Prayer, and prayer will be a norm in our everyday life.

Works of Mercy

Works of Mercy are an essential part of our religion program. The Catechism of the Catholic Church, in paragraph 2447, states, "The works of mercy are charitable actions by which we come to the aid of our neighbor in his spiritual and bodily necessities." Students are required to perform works of mercy and are guided by their teachers in these charitable acts. Works of mercy hours will be monitored by each class and grade level and reported annually to the Catholic Schools Office.

In the calculation of hours for works of mercy, all hours are counted per student and employee. For example, if an all-school Mass is celebrated for the intention of the infirmed, the school may count every student and school employee who was present for the hour. In addition, if a student served at a homeless shelter with his or her family over a weekend, that time may be counted for the student within the homeroom total. An individual student's works of mercy hours should be reported to the respective homeroom teacher or designee.

Vocation Awareness

Catholic schools foster and promote vocations to the priesthood and religious life as well as other states of life, including marriage.

The purposes for vocation awareness are:

- To raise the level of consciousness of Catholics regarding the call from God and our invitation to respond;
- To educate minds and hearts about the priesthood, religious life, and additional states of life;
- To assist young people in recognizing and utilizing their unique gifts so all vocations or "states in life" are viewed as service/ministry to the Church.

Attendance and Absences

The State of Texas provides by law for compulsory school attendance by all children from the age of six until their nineteenth birthday unless subject to a stated exemption. Compulsory attendance also applies to students below the age of 6 during any period that the student is voluntarily enrolled in pre-kindergarten or kindergarten. Texas Catholic Conference of Bishops Education Department, TCCB ED, has adopted the State of Texas compulsory attendance policy. Each school will be in session according to the number of days or minutes required by TCCB ED standards.

In compliance with the TCCB ED, schools are in session 180 days each year or 75,600 minutes per year. Our Lady of Fatima has chosen to follow a calendar based on minutes not days for the 2024-2025 school year. Parents/Legal guardians are expected to honor the established calendar. It is strongly recommended to schedule medical appointments and vacations outside of school hours. If it is absolutely necessary for parents to remove a student from classes for reasons other than family emergencies or illness, a written request should be submitted to the Principal indicating the reason for the absence and the number of days the student will be absent. Parents will be contacted to schedule a meeting with the Principal if there are excessive absences.

Daily school attendance is an effective way to assure continued academic progress. Students are to attend school unless there are valid reasons for absence. Excessive absences, as well as habitual tardiness, seriously affect school performance. If a student is excessively absent, they may not be allowed to move forward to the next grade level.

Tardiness has a direct impact on self-discipline and the overall discipline of the school. To ensure an orderly, disciplined environment, school begins promptly at 7:45 A.M. on Monday through Friday. The student is tardy if he/she is not dropped off by this time. Tardy data is logged electronically beginning at 7:50 A.M. A student is tardy if he/she arrives after the designated time set by the school schedule. A student who is late is required to report to the school office before being admitted to class. Habitual tardiness seriously affects school performance. Parents/students who are habitually late will



require a conference and action plan to ensure students get to school on time.

In addition, accreditation depends on adhering to a "Bell to Bell" schedule and requires a specific number of minutes per day for instruction. **Please be supportive of the 7:45 A.M. daily start of school so that we may provide your child with an exemplary education.**

Tardiness is neither excused nor unexcused. Students must be in their classrooms by 7:45 A.M. for morning prayer. If a student is not in their class by 7:45 A.M. he/she is considered tardy.

Consistent tardiness adversely affects the learning environment. Students who consistently come to school late lose valuable learning minutes and cause the class to have to stop for their arrival. For this reason, every five (5) tardies in a semester will count as 1 absence and count towards a student's overall absences.

Parents will be contacted when this situation arises, and consequences discussed. If there is chronic absenteeism and/or tardiness, a contract between OLOF and parents will be created to ensure attendance.

Medical Absences

Verification of medical and dental appointments is required from the medical or dental office on letterhead with physician's signature. Medical absences that require extended time off campus require a physician treatment letter for a home study or remote learning plan to be put in place.

Excused Absences

In addition to medical absence, students may be absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's family. In such cases of short-term absence, the school staff will assist the student to make up the schoolwork missed. Requests for homework are honored for a 3:20 P.M. pickup only if the request is received before 9:00 A.M. on the day of an absence. Teachers must have time to assimilate the necessary papers due to variances in their daily schedules.

Absence for Other Reasons

When parents wish to take their child out of school for three or more consecutive days for unexcused personal reasons, they must notify the Principal in advance in writing. The Principal or designee will keep on file a record of the recommendation made to the parents at the time the request was submitted. The final decision, however, is the responsibility of the parents. The school is not under obligation to provide tutoring, make-up work, or special testing schedules for this period of absence.

Student Attendance

Unless there are extenuating circumstances, each student will attend classes for a minimum of 90% of the attendance days or minutes in a given school year in order to be promoted to the following grade level. The 90% rule applies to all absences, including excused absences. A student who does not attend 90% of the attendance days or minutes of a given school year may be required to repeat the grade or may not receive credit. Students who do not attend classes for a minimum of 90% of the attendance days or minutes in a semester are subject to administrative withdrawal. The Principal will make the final decision.

Additionally, please note:

- Students not in attendance at 10:00 A.M. or leaving the school prior to 10:00 A.M. for the remainder of the day, will be counted as absent for the day.
- **When a student is absent, the parent/guardian is expected to call the school office before 10:00 A.M. and send a written note or email, to the student's teacher, upon the student's return to school.**
- **EMAIL THE OFFICE AND TEACHER TO COMMUNICATE ABSENCES, OR TARDIES,**
- Upon return from school absence, students will have TWO days to complete make-up work and other assignments.
- A student who checks out during the day and does not return by the last class of the day may not return to campus for any reason— for example: clubs, athletics practice or game, or tutoring.



- The school staff is not obligated to provide special assignments to a student when a parent opts to schedule activities that warrant student absences on compulsory attendance days as indicated on the school's calendar. Missed work will be assigned upon return.
- A valid reason for absence does not mean a student will not be marked absent.
- Long term projects and tests will be made up the day the student returns to school if they were absent on the due date, unless provisions have been made by the teacher or administration.
- Family vacations are discouraged during school time because it disrupts the student's learning process. If your family takes a vacation during school time, they will receive make-up work upon return from the trip.
- Leaving school during the day is discouraged in order to maximize instructional time. Please make every effort to schedule routine medical and dental appointments after school hours. **Parents/legal guardians or designated person must come to the office to sign the child out of school.**

Academics

Curriculum & Instruction

Curriculum at Fatima is an Archdiocesan curriculum (founded on Christian values and authentic Catholic doctrine) based on the Texas Education Agency (TEA) essential elements as part of the Texas Essential Knowledge and Skills (TEKS). Our campus curricula program is accredited by TCCB ED and Master teachers from the Archdiocese of Galveston-Houston Catholic schools develop, review TEKS and make recommendations as needed to utilize TEKS as the basis for our teaching coupled with Catholic doctrine and enhanced learning opportunities. It is our philosophy and belief that our curriculum demonstrates excellence in academics, rather than merely the essentials of academics, since our curriculum is based on national standards. Our curriculum includes English/language arts (reading, grammar, phonics, spelling, creative expression, and writing), mathematics, science, social studies (history and geography), fine arts, P.E., and religion. OLOF also offers technology and a library for all classes.

The school year is divided into four nine-week quarters. Students earn both academic and conduct grades. Student performance grades will be the result of an honest, careful evaluation of all phases of the student's work and effort. Education at Our Lady of Fatima involves the emotional, social, intellectual and spiritual development of children. Evaluation procedures reflect the consideration of each of these aspects. Grades are based on discussions, participation, written work, quizzes, portfolios, projects and tests. The teacher determines the weight of each grade. Teachers will share their individual grade breakdowns as appropriate. The grading weights are also visible on RenWeb, the online grading system. **Parents are encouraged to check their child's grades weekly using our online Parent's RenWeb program. Parents needing help setting this up are encouraged to contact the office for assistance.**

An outline of specific skills, TEKS, curriculum, programs, and sources used by various grade-levels and teachers can be provided at parent requests by teachers. A comprehensive list of the campus program can be found below:

Testing/Project or Demonstration of Understanding

Testing, written, oral or project based, will be done at the end of a section or unit of learning.

Teachers may occasionally need to retest a student or the class. Retesting a class may be done when it becomes obvious that the class has not mastered the skills needed to proceed. If the class average is below 70, then reteaching and retesting is required. Mastered skill requirements are considered mastered when 80% of the class scores an 80% or better. Ongoing assessments both formal and informal are utilized to ensure that students are progressing.

Retesting a student may be carried out on a limited basis and only when extreme circumstances call for it. If a student retests the highest grade they can earn is a 70%. Retests for work other than testing are up to the discretion of each teacher.



Graded Academic Areas: Grades 1-8

Grade Levels	Scale	Required for...
1 st – 3 rd	A-F	Religion, Reading, English, Spelling, Writing, Mathematics,
	E-U	Science, Social Studies, Ancillary, Conduct
4 th – 5 th	A-F	Religion, Reading, English, Writing, Mathematics, Science, Social Studies
	E-U	Ancillary, Conduct
6 th – 8 th	A-F	Religion, Reading, English, Writing, Mathematics, Science, Social Studies, Ancillary
	E-U	Conduct

Grading Scales

The following grades and conduct codes will be utilized:

Academic Grades:

PK3 and PK4

NY Not Yet

S Sometimes

C Consistently

NA Not Assessed

Kindergarten

NY Not Yet

S Sometimes

C Consistently



Grades 1-8

Outstanding	Above Average	Average	Below Average	Failing	Letter Grades (Conduct)
A+ 99-100	B+ 91-92	C+ 83-84	D+ 75-76	F 69 or Below	E 93-100 Exceeds Expectations
A 95-98	B 87-90	C 78-82	D 72-74		S 77-92 Satisfies Expectations
A- 93-94	B- 85-86	C- 77-78	D- 70-71		N 70-76 Needs Improvement
					U 69 or Below Unsatisfactory

Recorded Grades

Recorded grades are found online using the RenWeb System. Parents and students are responsible for accessing recorded grades online using their RenWeb Account. If a parent would like to schedule a conference regarding the recorded grades, they may call the office or send the teacher an email to set up an appointment. Teachers may also contact parents to discuss issues regarding academic progress and/or conduct. Teachers will contact parents if their child's behavior or academic achievement has changed significantly since the previous reporting period.

Periodically, the administration may request a conference with a parent to discuss various concerns or needs.

Regardless if it is a teacher or administration requesting a conference, parents must assume partnership with the school and honor all conference requests. Failure to honor conference requests may result in a child being removed from the school due to parents' lack of cooperation and partnership with the school.

Report Cards

Report cards will be EMAILED every 9-weeks. Report cards will ONLY be emailed. Hard copies requests cannot be accommodated at this time. Parents will be notified if their child's grade(s) drops a letter grade since the last reporting period. Parents will be notified by email if a child's grade drops below an 80 at any time during the grading period. If a parent would like to schedule a conference regarding the report card, they may call the office or send the teacher an email to set up an appointment adhering to all conference guidelines as outlined above. Teachers may also contact parents to discuss issues regarding academic progress and/or conduct.

Report cards will not be required to be signed or returned. For this reason, it is even more important that communication between parents and staff remain constant.

Fourth quarter report cards will be issued on May 30th via email. Families with any outstanding balance or financial obligation will not be issued end-of-year report cards until all accounts are reconciled.

NWEA/MAP Growth Testing

NWEA/MAP Growth tests are meant to give the teacher and the administrator a certain amount of information regarding the native endowments and the educational growth of the student as he/she advances in age. Achievement testing is one of several means of assessing pupil performance. All students in the Archdiocese participate in the testing program. Special consideration may be given to students who have been diagnosed as having a learning impairment/condition. **A student**



must have written documentation of prior accommodations having been provided in such areas as grading and delivery of instruction as well as having been implemented throughout the school year.

Those students with exceptional learning needs not identified through The Individuals with Disabilities Education Act (IDEA) do not require special scoring. They may be tested in a special environment so that distractions are reduced for them, as well as for the other students in the regular classroom.

Any adjustment made in achievement testing must be requested from the Catholic School Office. Our Lady of Fatima participates in the Archdiocesan Testing Program. The NWEA/MAP Growth is utilized in this program. NWEA is administered yearly to students in grades first through eight.

Testing dates are clearly indicated on the school calendar each year. **Attendance during the week of testing is extremely important.** Students that miss school during the week of testing for any reason other than illness or a family emergency will not be allowed to make up any section of the test that is missed. Only test sections that are completed will be scored. Test results of each student are recorded on the Permanent Record Card. Parents will receive their child's test scores with their fourth quarter report card.

A standardized religion assessment is administered to students in grades 2, 3, 5 and 8. Students take the test anonymously. The data is used by the Archdiocese of Galveston Houston and OLOF to evaluate student religious education. It is based on the Catechism of the Catholic Church.

NWEA/MAP Growth testing will be conducted at minimum THREE times a year: within the first 3 weeks of school, immediately before or after Christmas Break, and at the end of the year in April or May. Benchmark testing will be conducted through MAP. NWEA/MAP Growth testing is primarily for the staff (teachers and administration) to periodically evaluate the levels and skills of students. Teachers may use this data to drive-instruction, create special lesson plans or guided stations, or conduct small group pull outs. The testing scores will not be provided unless a specific concern needs to be addressed. Our Lady of Fatima will be cautious in creating pressure or any stressful stigmas associated with NWEA/MAP Growth testing. Parents are encouraged to guide their child during testing times; parents will be notified when we conduct testing. However, special prepping, extra homework, etc. is not necessary or desired. The purpose of testing is to evaluate the needs and levels of our students so we can make data driven decisions about instruction and lessons to best meet the needs of all our students.

Textbooks/School Materials

Proper care is expected of all textbooks and school materials (including technology). Lost or damaged textbooks or school materials are to be paid in full. Students are responsible for the books, textbooks and school materials issued to them or being used by them. All school materials must be treated respectfully, appropriate fines/consequences will be issued.

Animals in the Classroom as Teaching Tools

Animals have been part of the learning experience for students for many years. The use of animals in the classroom proves to be effective at teaching the positive benefits of bonding and caring. Animals may be incorporated into the classroom environment with the goal of enhancing a variety of learning experiences. Prior to bringing an animal or animals into the classroom, the following must occur:

- Development of a long-range curriculum plan to assure the animals are responsibly cared for;
- Approval from the Principal for animal incorporation into the classroom;
- Inquiries of the parents of involved students regarding allergies, etc.;
- Parent notification of animals being housed in the classroom.

Library

Our Lady of Fatima is fortunate to have an excellent library and media center. Our collection of books is steadily growing, and a large variety of magazines and journals are available to students. Classes have a designated library period. Parents are urged to encourage reading, research and proper care of borrowed materials.

Take Home Folders



Usually, student work is sent home for review weekly, and in some grades, daily. It is a communication tool used to inform parents of their student's weekly progress. A note may be written in the agenda or weekly report indicating missing or incomplete assignments, behavior problems, detention, missing supplies, grades, averages, handouts or to see an attached note. Review all work in the folder and contact the teacher if you have any questions or concerns. **Grades may also be monitored on RebWeb for Parents.**

Homework

If a student is unable to attend school due to illness, the parent/legal guardian is expected to notify the school office and request homework assignments in the morning. The office staff will work with you to determine a time that work may be picked up.

Our Lady of Fatima policy requires homework that includes both written assignments and review/study of material presented in class. Not all classes give home, but when they do, students are expected to have homework completed and turned in on time.

If your student is having difficulty and/or taking an exceptionally long time to complete homework, contact the classroom teacher to schedule a conference. It is very important that teachers know if students are experiencing difficulty with homework completion.

Teachers will monitor homework times at the beginning of each quarter, by giving students the opportunity to complete homework in class to review time taken. If your child is taking more time to complete homework, contact the teacher.

The guidelines below reflect the average daily time frame for homework at each grade level. Times are based on average students – many students will finish faster, and some students may require additional time to complete homework assignments. If your child is taking an excessive amount of time to complete their homework, please contact the teacher.

Classroom teachers will inform parents of upcoming tests and projects via the Friday Letter and/or emails. They will also update parents and students of project requirements and changes made to the project/test due date schedules when they are changed.

Homework Time Guidelines (Total Time Needed)

Kindergarten: 15 minutes

Grades 1-2: 10-20 minutes

Grades 3-4: 40-60 minutes

Grades 5-6: 50-60 minutes

Grades 7-8: 60-90 minutes

***The guidelines above are a general guideline and should represent the time it takes the average student to complete work. Homework supports classwork and is meant to be purposeful for student learning and skill acquisition.**

Late Work

Students will not be allowed to call home for a parent to bring them late work.

Elementary students that do not complete assigned homework will be required to complete it during recess or other breaks. Students may not be dismissed from ancillary classes to complete work (late or make up) unless it has been approved by the principal.

Junior high students that do not turn in homework will not receive credit for the assignment. Late graded work will be completed during lunch. Late assignments (graded) will receive a 10 point per day deduction. If work is not completed by the third day, the student will receive a teacher-assigned detention to complete the work. The highest possible grade to be received on a completed assignment at that time will be a 50. Any work turned in on the fourth day and thereafter will be recorded as a zero.



Frequent failure to complete homework assignments will seriously affect the student's grade and a parent-teacher-student conference will be requested. The student is responsible for completing and turning in his or her assignments. Completed work must arrive at school in the student's backpack. Work is considered late if it is not turned in at the directed teacher time. Assignments should be turned in on the date and time it is due. Any work brought in by parent or emailed by parent is considered late work. If it is turned in during class because the student forgot it or was working on it, then it is late. Please stress with your child their responsibility of putting completed homework in backpack the night before, so that it is not forgotten.

If your child has difficulty completing homework in a timely manner or they do not understand what the work entails, email the teacher. Junior high students will email their teachers with any questions pertaining to homework and projects before the project due date. It is important to inform teachers as soon as there is an issue with completion or understanding; so, they can address the situation.

Tutoring

Tutoring may be offered for students that need extra help with current lessons. It is not meant to be a substitute for intensive tutoring. Teachers will contact parents if they believe tutoring is needed. Drop-ins are not acceptable. Tutoring may be offered for students in kindergarten through eighth grade.

Promotion and Retention

A student is promoted to the next grade pending satisfactory completion of the work of the current grade. Promotion shall be based upon the student accomplishing the required essential curriculum elements. Just as the principal reserves the right to place a student, the principal also reserves the right to recommend retaining a student who does not show developmentally appropriate social skills for promotion to the next grade. While grades and test scores will be considered, the ultimate factor will be the individual child's next grade level readiness.

If a student receives a grade of below 70 for the year, the student fails the subject. If two core subjects are failed, the child is recommended for retention. The major subjects are Religion, Reading, English/Language Arts, Mathematics, Science, and Social Studies. If a returning student fails one academic subject for the year, he/she must attend summer school or tutoring in the area failed and complete the remediation/summer school with a passing grade. If parents of a child, recommended for retention, do not agree with the recommendation of the teacher(s) and administrator(s), they have the option of withdrawing their child and placing him/her in another educational environment.

Promotion --A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade. Promotion from Early Childhood shall be based upon accomplishing the required essential curriculum elements as well as progress made in social and emotional growth.

Retention --A student may not be retained more than twice from grades K-8 and no more than once in the same grade. Failing final grades may result in a student not being promoted to the next grade level. Parents will be notified by the student's classroom teacher if there is a concern about progress early in the year, so interventions can begin to support student success.

If all possibilities have been explored and the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, the principal has the right to request withdrawal of the student (if currently enrolled) or deny re-enrollment.

8th Grade Graduation

8th grade graduation will be marked by a simple and dignified exercise/ceremony which gives recognition to the unique value of the Catholic education completed. 8th grade students may be released and participate in a graduation ceremony after completing 175 days or 73,500 minutes.

Administration

Administrator on Duty/Second in Command

Each Catholic School must have a designated person responsible for immediate decisions/actions that must be made or



taken if the Principal is off campus. When the Principal is on duty, he/she will be the Administrator on Duty. The Principal will designate a person to serve as the Administrator on Duty whenever he/she is off-campus. This person, known as the Second-in-Command, will be designated by the Principal. He/she does not have the authority to make campus decisions regarding discipline or any other campus policies or procedures. This designation will be known by the pastor, faculty and staff. For the 2024-2025 school year, the Second-in-Command for Our Lady of Fatima is Luis Herrera.

Advisory School Council

The Principal and Pastor work together with the Advisory School Council (ASC) to support the work of forming, researching, and fulfilling the needs of the strategic plan for the school community. The ASC advises the Principal and Pastor to recommend policy, identify and articulate the educational needs and aspirations of the school and community, achieve enrollment goals, maintain financial stability and engage in long-range strategic planning. These goals become the basis for program objectives, policies, and action plans for the educational program and the continued vitality of the school.

The Principal acts as a member of the executive committee, which includes the Pastor, Principal, and Council President of the Advisory School Council. The Pastor and Principal are ex-officio members of the Advisory School Council. The Advisory School Council supports the work of the Principal and is advisory only. It does not direct the work of the Principal.

Policies are developed when needs arise within the school community. The need for policy is usually initiated by the principal but can be initiated by anyone within the school community. Parents and parishioners are elected as members.

The OLOF Advisory School Council Members for the 2024-2025 school are:

- Father Clint Ressler
- Cheryl Aucoin
- Lucy Amato
- Georgia Barzilay
- Scott Bauer
- Ana Jaramillo
- Yvette Jimenez
- Kirby Leufroy
- Representative from Sisters of Charity of the Incarnate Word

Asbestos

All schools were inspected for asbestos in 1988. No further action needs to be taken if an asbestos report states that there is no asbestos in the school. The asbestos report is kept for 30 years. The last inspection was completed in May 2015. There is no asbestos on the OLOF campus.

Before and After School Program/Extended Day

Our Lady of Fatima partners with the SMMM ECC to provide before and after school care. Any child NOT PICKED UP PROMPTLY AT 3:45 WILL BE CHECKED IN TO AFTER SCHOOL CARE AND BILLED ACCORDINGLY FROM THE ECC. For questions regarding Before and After Care contact Jessica Chambers, jchambers@stmarycctc.org, for more information.

Confidentiality

Please do not call the school to request any phone numbers or addresses for any Fatima family or employee. It is a violation of Family Educational Rights and Privacy Act, FERPA, for us to divulge confidential information.

Teachers are not permitted to discuss other students' progress and/or behavior with anyone other than the parents. School events, such as Open House, Meet the Teacher and/or other special occasions are not conference times including day to day interactions (car line and hallway interactions), Teachers cannot discuss student progress at special events. Please refrain from discussing items meant for personal conference times at school events and schedule conferences at appropriate times in order to maintain confidentiality for students and families.

Our focus when we are meeting with you is your child. We are not permitted to discuss other student behaviors or



academic information.

Volunteers that serve as substitute teachers, room moms or in other school capacities will be asked to sign the Our Lady of Fatima Confidentiality Agreement in order to maintain confidentiality of our families.

Daily Schedule

- 6:30 A.M. Before School Care begins (ECC)
- 7:30 A.M., Students may begin arriving for drop off at Kukral. NO STUDENT will be admitted before 7:30 A.M. UNLESS they are an EMPLOYEES child arriving with the EMPLOYEE.
- 7:45 A.M., Morning Prayer and Announcements
- 3:30 P.M., Dismissal in the front of Kukral
- 3:45 P.M. After School Care begins (ECC)
- 6:00 P.M. After School Care ends (ECC)

****Students not picked up by 3:45 P.M. will be sent to After School Care (ECC). Applicable charges will be billed by the ECC to the applicable Brightwheel Account. ****

Fundraising

Our Lady of Fatima relies on funding through the support of our governing parish, St. Mary of the Miraculous Medal, student tuition and fees, and fundraising. Each year parents are asked to participate in the school fundraisers through the donation of time, talent, or funding. **For the 2024-2025 school year, families are expected to support all fundraisers through volunteering and participation in fundraising events.** All families are REQUIRED to meet the minimum requirements that will be outlined by each fundraising committee. Funds raised by families enable the school to become financially stable while offering students an education based in strong Catholic principles coupled with a rigorous academic schedule.

***Please Note:* The total annual tuition does not currently cover the cost of educating a child at Our Lady of Fatima, which averages approximately \$9,500 per child. Therefore, all students that attend Our Lady of Fatima are already receiving tuition assistance. When enrolling your child in Our Lady of Fatima, parents are expected to support the school in all of its fundraising efforts, volunteer functions, and other related activities. Our Lady of Fatima bans any kind of door-to-door solicitation by parents or students. All fundraising efforts must be approved by the Principal PRIOR to implementation, and all fundraising events must follow campus protocol.**

Guidance Program

The Catholic school offers many guidance opportunities to all students. These include value-oriented lessons, individual attention, meaningful liturgical celebrations, the Sacrament of Reconciliation, frequent affirmation, and the consistent application of Catholic principles of social justice. The guidance process is continuing and developmental and helps all students develop wholesome self-concepts, self-discipline and skills to choose safe and healthy lifestyles. Guidance curricula assist the classroom teacher in integrating guidance with other subject areas. Our Lady of Fatima uses our Archdiocesan Guidance Curriculum as provided by CSO. Guidance lessons are integrated within classroom lessons, particularly in homeroom time. Specific guidance lessons are planned by teachers using the curriculum. They also work together to bring in speakers, programs and other opportunities that support the guidance curriculum.

Food Service

Food service will be available to students after the Labor Day Holiday. It is the responsibility of the parents/guardians to provide an appropriate packed lunch container where food items can be stored securely and appropriately in the student's locker until the lunchtime period when lunch service is not being utilized. Food products prepared and stored in ambient temperatures after a period of time can have increased levels of bacteria in them. Parents are encouraged to use an ice pack to keep home brought lunches cool. The school cannot provide cooled storage areas and therefore cannot take legal responsibility for foods prepared at home and then brought into school.



Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school-related information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

School Calendar

A copy of the current school year calendar may be found at the school's website: www.fatimatc.org.

School Donations

Our Lady of Fatima is blessed to have such generous families! **If you are making a monetary or item donation to the school, it must come through the office, so we are able to inventory new items and write out a receipt for tax purposes.** If you would like to donate an item to the school, please speak to the Principal, so we can ensure that the item, specifically technology, matches what we currently have in the classrooms. Communications regarding the items ensures that it will be allocated and utilized appropriately for the benefit of the entire school.

Many corporations match donations made to the school. Please check with your company to see if a donation program is in place. Any person or company wishing to sponsor a student, or any school program, including athletics, please contact the front office for a sponsorship form. Thank you for your continued support!

Separated and Divorced Parents

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate court orders governing rights and duties of parents regarding their child(ren). Divorced and/or separated parents are required to file with Our Lady of Fatima certified copies of the most recent court orders together with all amendments, modification and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When parents choose to litigate their disputes in court, both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel. School administrators inform the legal department immediately in the event the school, or any of its employees are served with subpoenas. Ordinarily the school will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.

Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity, and they will display a spirit of forgiveness.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases, it is appropriate that the Principal contact the superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

Safety

Carline Procedures

In order to provide safety for the students and to improve traffic flow, Our Lady of Fatima expects to limit pedestrian crossing in the parking lot during the time of arrival and dismissal. It is imperative that the school has the cooperation of all parents and students.

For the safety of our students, drivers and staff; cell phone usage during car line is prohibited. Additionally, students or parents walking across ANY PART of the drop off area is prohibited and will be strictly enforced.



Teachers and parents help students get out of their cars and monitor them as they enter Kukral. Parents wishing to walk their child in and participate in morning assembly are asked to park in front of the school (NOT KUKRAL) and walk their child up the sidewalk around to the front of Kukral. Please do not enter the front of the school unless you have official school office business. **NO PARENT WILL BE ALLOWED TO WALK THROUGH THE SCHOOL FROM KUKRAL TO THE OFFICE.** You will be asked to walk around to the front.

Parents and caregivers must use the car line for morning drop-off and afternoon pick-up, unless your child(ren) attends before or after care. **PARENTS ARE NOT ALLOWED TO WALK UP AND GET THEIR CHILD DURING PICK UP. THEY WILL BE ASKED TO RETURN TO THEIR CAR AND GO THROUGH THE CAR LINE LIKE EVERYONE ELSE.** Additionally, pick-up through the office is prohibited after 2:30 P.M. unless there is an emergency.

Teachers will only dismiss students to parents or other authorized individuals.

The school day begins Monday-Friday with Morning Prayer at 7:45 A.M. Students may enter Kukral at 7:30 A.M. Students that arrive earlier than 7:30 A.M. will be sent to morning extended day and their parents will be billed through the ECC.

Morning drop off begins at 7:30 A.M. Teachers will be on duty to assist your student out of the car. All backpacks, lunch kits, projects etc. must be easily accessible to teachers so they can help get the supplies out in an organized and safe manner.

Once students exit the car line, they are prompted to enter Kukral from the front entrance. Older students will walk with younger students and teachers will be on duty to ensure safety for all students.

Students enter Kukral and report to homeroom teacher. Students who arrive after 7:45 A.M. will be prompted to enter through the front office.

Dismissal begins at 3:30 P.M. All students will be dismissed in the front of the school under the awning.

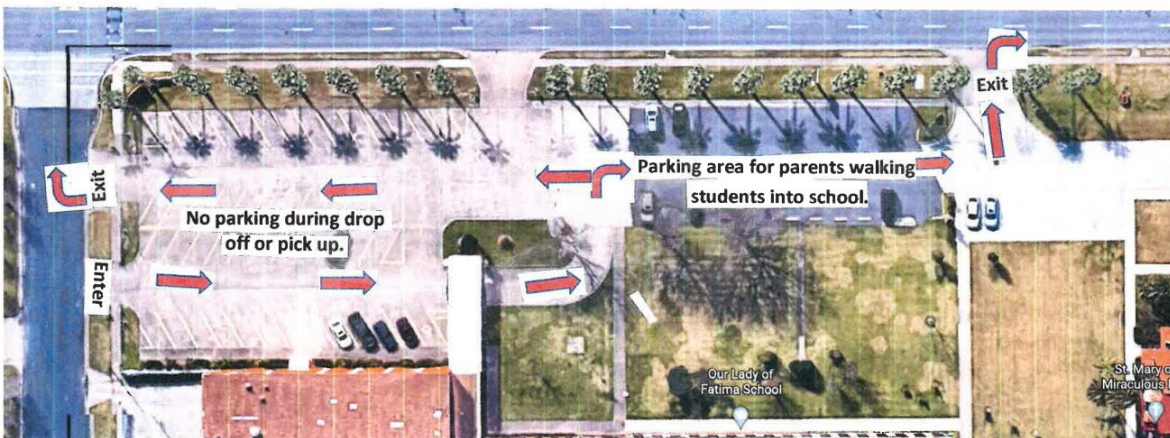
Parents are asked NOT to exit their vehicle while in the car line to assist a student or allow a student to enter a vehicle from the driver's side. Doing this endangers the safety of the children and slows the loading process. The car line must move quickly as there are many waiting. Please do not use this time to conference with teachers. If you need to talk with a teacher, call the office or email the teacher and request a phone or face to face conference.

Students must be dismissed using the car line. Parents are prohibited from walking up to pick up their child. If you need to check out your student early; stop by the office, no later than 2:30 P.M. to make arrangements. Once the car line is started, parents and students are prohibited from crossing the car line. Parents that enter the school after car line has started will be asked to wait to leave until after car line is completed. No exceptions will be made. It is important to all of us to keep our children safe.

Teachers will not assist students in vehicles without the proper safety seats and or belts, nor will we place younger students in the front seat.



(Drop-off)
Traffic Map



Traffic may enter only from the ECC side of 16th Street. Traffic may not turn into the parking lot from the Palmer Hwy side of 16th Street.

Traffic Map
(pick-up)



Traffic may enter only from the ECC side of 16th Street. Traffic may not turn into the parking lot from the Palmer Hwy side of 16th Street.



Emergency School Closing

In case of severe inclement weather or other generalized emergencies that may necessitate closing schools, Our Lady of Fatima will follow the decision of Texas City ISD (TCISD). Our Lady of Fatima will close if TCISD announces that they will be closed due to some such emergency. However, if TCISD is delayed in making a decision, Our Lady of Fatima will broadcast the campus weather-related decision on local media outlets, including social media.

If there is a need for school closure while school is in session, parents will be contacted via email and Parent Alert.

Please be certain that all e-mail addresses, work phone numbers, home phone numbers, and cell phone numbers are always up-to-date, so we can contact you in case of emergency.

Emergency Drills: Crisis Management

Catholic Schools within the Archdiocese are required to have a written comprehensive Crisis Management Plan (CMP) on file. It is updated annually. Each faculty and staff member receive a copy of the CMP and should be familiar with it. Evacuation drills and lock-down procedures should be practiced at least twice per semester. Drills are recorded in the Emergency Logs located in the office.

When an emergency occurs, and the teacher/faculty member is the only adult present, he/she should call 9-1-1 as soon as possible. Health emergencies should be handled quickly and calmly. Should an emergency necessitate the closing of school, the school day will need to be "made up." Notification of this make-up day will be provided to staff and students prior to the day.

In the event of a major disaster, (chemical leak or hazardous material situation, SWAT team presence, weapons on campus, etc.) school will not be dismissed and children will remain under the supervision of school authorities until the campus is deemed ready to release students. Students are to be released only according to a predetermined plan and only to persons authorized by parents.

Teachers will work with students to practice safety drills on a regular basis.

Emergency Drills: Fire/Disaster/Severe Weather

Emergency procedures are reviewed and updated each year.

Fire drills - Fire drills are held in accordance with the Texas City Fire Department regulations. These drills are worked out with the faculty and the Fire Department to ensure safe and orderly evacuation and precautionary measures. We are required to conduct fire drills monthly. Each teacher must have posted in his/her room the planned evacuation route. In the case that the classroom exit is obstructed, classes must leave by an alternate exit. Students are instructed in the proper procedures for fire and all drills, including leaving in an orderly manner, silence, and speediness.

Lock Down Drills - We have periodic lock down drills or other crisis management drills to ensure safe and orderly procedures in case of a crisis.

Posted Emergency Routes - Every classroom and office area used by staff or students should have a visible floor plan indicating the exit route to be used for emergencies.

Severe/Inclement Weather – Drills for severe/inclement weather are also held periodically.

If a tornado warning is in effect in the locality of our school, students will be moved to a safe place, preferably away from exterior doors and windows. Students will be kept inside, away from windows/glass and in an interior hallway on the lowest floor. Students will be directed to sit on the floor facing a wall, in a "duck and cover" position – head between raised knees, clasped hands covering the head and neck area.

Use of School Campus and Facilities

The grounds and buildings of Our Lady of Fatima are private property. Use of any part of the facilities needs to be reserved through the school office. To ensure the safety and security of all, the school playgrounds are off-limits to students and parents before and after school hours. The playgrounds are also off-limits during the school day unless a staff member is



present for supervision. Parents and/or students are not allowed to enter an empty classroom or building unless accompanied by a staff member.

Special Services for Students with Exceptional Learning Needs

Child Find

The Individuals with Disabilities Education Act (IDEA) requires that local school districts (where the Catholic school is located) locate, identify, and evaluate all private school students suspected of having a disability. This "Child Find" process must be conducted in consultation with private school representatives to ensure equitable access for private school students. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, we will offer services to children with special needs, when possible.

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with exceptional learning needs in our schools **to the extent that the need of such students can be met within the scope of the programs and resources**. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Our Lady of Fatima, and the other Catholic Schools are cognizant of the fact that admission of students with exceptional learning needs must be considered and reviewed on an individual basis. We work with our local district, Texas City ISD, when necessary to accommodate needs within the scope of our abilities.

Legal References to Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Our Lady of Fatima TCISD is our local district). This "Child Find" process must be conducted in consultation with private school's representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Our Lady of Fatima and other Catholic schools will offer services to eligible students with special needs, when possible.

Private schools are not required to significantly alter their programs, lower/ substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Special Services Records

All psycho-educational evaluations/reports regarding special needs testing of students received from local public schools and/or private agencies are forwarded to Our Lady of Fatima, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept separate from the student's cumulative records. They are kept in a secure file and in an area accessible only to the Principal the appropriate personnel working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency. The Catholic Schools Office reserves the right to access these records as appropriate.

Criteria for Acceptance

In making a decision regarding the admittance of a particular applicant, the school will review the child's ability to meet the school's academic, behavioral, social and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:



- Student's demonstrated ability to meet grade level requirements;
- Record of student's ability to follow school rules and regulations;
- Student's ability to meet socially acceptable behaviors; and
- Student's ability to meet the physical requirements of attendance.

Our Lady of Fatima's Services

New Students – Parents must complete a Special Needs Information Disclosure Form and an Authorization for Release of Confidential Information/Records Form. Principal and other appropriate school staff review current academic, social, medical, and psycho-educational evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the Principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If eligibility for admission is determined, the school will begin the procedures with parents to discuss a *Catholic Schools Accommodation Plan*.

Any parent seeking enrollment for a new student MUST disclose all documentation for their child, including any and all special needs documentation, ARDS, 504s, etc. Failure to do so may result in dismissal.

Currently Enrolled Students

If a student is identified by the teacher (or parent) as having difficulty with school tasks, academics, behaviors, and/or emotions he/she will discuss concerns with the parent/family and the Principal, as soon as possible.

The principal appoints an educational team to review the child's classroom observations and academic progress to determine if additional interventions are required or a psycho-educational evaluation referral is recommended. The team may include the principal, classroom teacher, designated intervention specialist and any other school personnel that work with the student.

If a psycho-educational evaluation is recommended, then the principal and educational team will provide parents with referral information to the local school district and/or private agency.

Documentation for all referrals must be kept in the student's file.

The principal and the educational team will be responsible for gathering the following data and documentation:

- a. the student's current educational status including attendance records, grades, assessment data, and classroom observations,
- b. previous educational interventions and strategies provided for the student and results,
- c. documentation of recent vision and hearing screening,
- d. updated general health history inventory, and
- e. such other relevant information provided by the parents or teachers.

After a psycho-educational evaluation is completed by the local school district and/or private agency parents will be expected to disclose any pertinent information that may assist the Catholic School in determining the appropriate educational program for the child.

Principals and other appropriate school personnel will review the psycho-educational evaluation and determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The Principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The Principal will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations, the school will begin the procedures with parents to



discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted on the report card and in the child's permanent folder.

Accommodations

The purpose of an accommodation is to provide the appropriate instruction according to the individual student's special needs. Accommodations are changes that enable a student to fully access the subject matter. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods and/or a student's response to instruction. When using accommodations, students are expected to meet the grade level standards set for all students. Accommodations do not alter grading of student progress and work.

As a result of a psycho-educational evaluation, a student may meet certain criteria to qualify for accommodations to his/her educational program. Any student diagnosed with a disability and who has received a current, thorough psycho-educational evaluation from the local school district and/or a private agency may be eligible for an accommodated educational program. A current psycho-educational evaluation is defined as one completed within the last three years.

However, private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with exceptional learning needs. Catholic Schools are only required to make minor adjustments to accommodate the delivery of instruction for success in the classroom. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan. The Catholic School Accommodation Plan must be on file at the school and updated annually. The school will contact parents to schedule annual Catholic Accommodation Plan meetings. The Catholic Schools Office reserves the right to access any student file as appropriate.

Accommodations for a student may be noted on the progress report, report card, the cumulative student achievement record, and a student's transcript.

Modifications

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student with the opportunity to participate meaningfully and productively, along with other students, in classroom and school learning experiences. Modifications include changes in instructional level, content, and performance criteria.

Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with exceptional learning needs, when possible. However, private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with special needs. Catholic schools are only required to make minor adjustments to accommodate eligible students. Modifications to a student's educational program are documented on the report card, progress report, the cumulative student achievement record, and the student's transcript.

Any modifications made to a student's educational program must be requested from the Catholic Schools Office and approved by the Superintendent of Catholic Schools.

Modified Grading

When the curriculum expectations are modified and a Catholic School Accommodation Plan specifies modifications, then the student's progress is transitioned to an individualized standard-based report. Through the standard-based reporting, there are three (3) progress levels recorded using a letter indicator system (E, IP, and M). A descriptor for each progress level indicator is provided below:



LETTER INDICATOR	DESCRIPTION
E Emergent	“E” indicates the student is developing an understanding of the grade level learning standard. The student’s current level of performance requires teacher support to make progress.
IP In-Progress	“IP” indicates the student comprehends and implements the learning standard and requires intermittent support and assistance to meet the specified grade level learning standard.
M Mastered	“M” indicates the student has demonstrated an independent and secure understanding of the standard. This student requires little if any additional support or assistance in successfully demonstrating concepts learned and has met the specified grade level learning standard

Re-Evaluation for Students with Accommodations

It is required that a psycho-educational evaluation be updated at least every three years by the local school district and/or private agency. It may be conducted more often if the parent or school requests a more thorough comprehensive evaluation. The three-year period is an Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student’s needs. If the child is not meeting the academic objectives and/or exhibiting new challenging behaviors in their educational setting, then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate for the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student. In order to have formal accommodations continued, a current psycho-educational evaluation is required. A current psycho-educational evaluation is defined as one completed within the last three years. A re-evaluation may be in areas of demonstrated need or concern.

Waiver of Accommodations

If a student is exhibiting success in their educational program and the parents, principal, and educational team decide that accommodations are no longer necessary this must be documented on a Waiver of Accommodations form.

After the waiver is signed, the student will then continue his/her educational program without any accommodations. Documentation of the release must be on file at the school and parents, principals, and educational team will meet after each grading period to determine the student’s academic, behavioral, emotional, and social progress without accommodations.

If the student is successful without accommodations after two full school years, then no further waiver reviews are required.

If the student is not successful without accommodations, then the Catholic School will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

Standardized Assessment for Students with Exceptional Learning Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the



Archdiocesan standardized assessment. Accommodations are provided to students who are diagnosed with a disability and have provided the school with a psycho-educational evaluation. A student must have a Catholic School Accommodation Plan on file with documented testing recommendations from the local school district or private agency to receive testing accommodations. Students identified through a language proficiency assessment as an English Language Learner qualify for a two- year exemption from the Archdiocesan standardized assessment. A Principal will make the final decision if a school administers the Standardized Assessment for an identified English Language Learner during the two-year exemption. Any adjustments made on the standardized assessment must be requested and approved from the Catholic Schools Office via special request on the appropriate form.

English Language Learners

English language learners (ELL) refer to students who have a primary language other than English and are in the process of acquiring the English language. ELLs may come from non-English-speaking homes and backgrounds and typically require specialized instruction in both the English language and academic courses. Students requiring this specialized instruction must be identified through a specific process. Following identification, students will be given programming to address their needs and progress monitoring. Students will no longer need specialized instruction when progress monitoring indicates or determines proficiency in the English language.

Communication and Conferences

Communication

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas through weekly website updates, conferences, and report cards. Student success can only be attained through cooperation between parents and educators. Concerns about a student will be addressed initially by the classroom teacher and parent. In the event concerns continue, referrals for additional assistance and resources may be pursued through the principal. Teachers must be contacted first in order to resolve an issue. If you do not feel that the issue has been resolved to your satisfaction, contact the principal.

Parents wishing to inquire about the school community's attitudes regarding specific teachers, qualifications, programs, curricula, schedules, etc. should schedule an appointment with the principal. Parents who seek to promote or advocate personal causes, or question school policy and rules, with other parent groups via the calling of "special meetings," sending out personal electronic communications or surveys, etc. will be asked to withdraw their children and relocate to another campus. The appropriate means to gather information is to schedule a meeting with the principal and request information. Seeking to disrupt the school community by promoting a personal agenda is disruptive to the school and, ultimately, impacts your child. Our campus is not a public school and is not suited for all families.

Families and school staff are partners within the educational process. If parents need to be informed about an occurrence, a written record of the communication will be kept on file. Written records include copies of notes and reports sent home, a log of phone calls, and accounts of parental conferences. Teachers will contact parents regarding behavior and academic issues. If the issue is not resolved, there will be a meeting scheduled with the classroom teacher, family and principal to formulate a plan for success.

If parents would like to schedule a conference with the principal, they are invited to contact the school office. Walk-ins will not be seen unless it is extenuating circumstances. If parents wish to discuss their child's progress, the conference should first be scheduled with the teacher. Parents wishing to log a complaint against their child's teacher should FIRST address the issue with the teacher. To voice a concern against a staff member who does not teach their child, parents should contact the principal.

Parent conferences should not interfere with the supervision or instruction of students. Parent conferences may not be held while a teacher is "on duty". All email communication between parents and teachers will be carbon copied to the Principal. Please copy all emails you send to faculty to the Principal, caucoin@fatimatc.org.

Appointments with the administration and/or with teachers must be scheduled in advance. A teacher attempts to return



phone calls and emails within 24 hours during the school week. Please note that messages left for teachers may not be retrieved until the close of the school day. Teachers are not required to check or send email during the weekends or in the evening. Please be mindful of their family time and email during school hours.

Our Lady of Fatima works hard to set up numerous medias of communications with parents: our Falcon Flyer, our website, our Facebook page, teacher newsletters, and announcements made during morning assembly.

IT IS THE PARENT'S RESPONSIBILITY TO ACCESS THESE SOURCES OF COMMUNICATION TO KEEP UP WITH THE HAPPENINGS OF THE SCHOOL.

RenWeb Student Information System

Parents and students can access grades, performance, attendance, conduct, teacher comments and up-coming assignments online. Grades are updated weekly. It is important that parents review grades with their children using the online system. Automatic Grade Monitoring sends parents automatic email alerts about their child's current progress.

If you forget your login information, contact the office for assistance.

Conferences

Conferences are scheduled twice per year—once in the Fall and once in the Spring. PreK classes will only conduct spring conferences. Parents may request additional conferences to discuss concerns with their child(ren)'s teacher(s). Teachers may also call to schedule a meeting to discuss progress. Parents wanting to speak with teachers concerning their children's progress may request an appointment by calling or emailing the teacher at school. Although the teacher may not be called from class for a telephone call, he/she will return your call at his/her earliest convenience. Parents are encouraged to communicate with teachers through e-mail. Teachers will return phone calls and /or emails within 24 hours during the work week. Teachers will not return phone calls or emails during school breaks and weekends.

Record Viewing

Parents/Legal guardians wishing to view student records must make the request in writing twenty-four hours in advance.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school 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, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree to be filed in the student record's file.

Parents/Guardians

Parental Responsibility

Our Lady of Fatima believes that parents are important partners in the education of their children. The leadership, role-modeling, and training given by parents strongly influence the behavior and performance of the child. **In enrolling your child in this Catholic school, you agree to these important responsibilities:**

- Understand and support the religious nature of the school.
- Read all communications from the school, including letters, emails and online grading programs.
- Discuss in a sincere and respectful manner any parental concerns with the person most directly involved.
- Monitor the child's progress by reviewing homework assignments, class work assignments, tests, and agenda daily.
- Ensure that the child arrives at school in proper attire and on time.
- Meet your financial obligations in a timely manner.
- Support school policies and the authority of the administration and teachers.
- Monitor the child's use of social-networking sites, such as Facebook and Instagram as well as all internet activity.
- Support and foster positive interactions with all families, staff, and parishioners associated with the school in all ways, medias, and social interactions.

Disruptive, threatening, or illegal behavior of a parent/guardian may result in the expulsion of that student. Parents



are expected to follow the Code of Conduct for Parents and Students, and all students, faculty, and families will be held accountable for the Handbook and Code of Conduct regardless if they sign the agreement form.

Parent Teacher League (PTL)

The Parent Teacher League (PTL) is a parent group who, under the direction and supervision of the school Principal, provides parents and educators a vehicle to foster collaboration in educational and social endeavors. The PTL is integral in fostering positive promotion for the school, building relationships with staff and families, and building community within families.

As a parent, EVERYONE is a member. Now more than ever, it is imperative that our families volunteer their time and resources for our campus and parish community. We may ask you to select a project to lead or participate in through the PTL. Remember, every family is required to volunteer 10 service hours per scholar. If you cannot commit to a PTL sponsored event, please consider being placed on the PTL email/call list so that we can contact to see if you are available when we need extra help on a project.

Below is a list of projects that PTL sponsors or volunteers help with (in addition to other needed activities throughout the year):

- Room Mom Coordinators
 - Organizes classes parties
 - Organizes in-class events at teacher's request
 - Organizes and facilitates communication with class parents
- Mother's Day Tea
- Steps for Students Fundraiser
- Halloween Trunk-or-Treat Fundraiser
- Friend's Giving
- Christmas Activities
- Discover Catholic Schools Week Activities
- Catholic Schools 'Week Activities
- Holy Week Activities
- Field Day
- Teacher Appreciation Week

Volunteer and Visiting Procedures

Chaperones of field trips, school volunteers, and others who have regular contact, which includes eating lunch with the students or visiting the classroom, are required to participate in the SAFE HAVEN/SAFE ENVIRONMENT program. More information about this program and registration for it can be found online at <https://galvestonhouston.cmgconnect.org/>. SAFE HAVEN/SAFE ENVIRONMENT is considered active for five years from the date of the class and then a refresher course must be taken to renew for another five years.

For the protection of every student in attendance at Our Lady of Fatima, no one is allowed on the school premises without first receiving clearance from the school office. All visitors must check in through the Front Office and sign in using our RAPTOR system.

All visitors must go to the office and sign in. They will be required to provide their license to enter into the Raptor System which will print a visitor badge for the person to wear while they remain on school grounds. If the Raptor System rejects the license information, the visitor will not be allowed visitation to any part of the school premises and will be asked to leave the school grounds. **Visitors are required to check out in the office before leaving campus.**

Student visitors to Our Lady of Fatima, such as family members and graduates, are expected to make arrangements in advance with the principal. These visits are ordinarily limited to the lunch period. Our expectations are that all visitors will remain well-mannered and be well-dressed while on campus. All visitors are expected to check in and out of the school office. Volunteers are asked to sign in and designate where they are assisting. This will enable the office staff to locate them if they receive an emergency call at school or need to be reached.

SAFE HAVEN/SAFE ENVIRONMENT (Required for all Volunteers)



All volunteers are required to follow specific guidelines. The Archdiocese of Galveston-Houston requires that volunteers in the Catholic school system complete the Application for Volunteer Service, Volunteer Code of Conduct, Criminal Background Check, and attend a SAFE HAVEN/SAFE ENVIRONMENT training class. A criminal background check will be conducted on each volunteer.

SAFE HAVEN/SAFE ENVIRONMENT is a child sexual abuse awareness program adopted by the National Council of Catholic Bishops. Everyone who takes the training will be registered with the archdiocesan database.

Parents and/or family members are prohibited from volunteering unless they have completed SAFE HAVEN/SAFE ENVIRONMENT training. Parents wishing to visit for lunch and class parties (including the Halloween Trunk or Treat), must also be SAFE HAVEN/SAFE ENVIRONMENT trained.

Go to <https://galvestonhouston.cmgconnect.org/> to register for a SAFE HAVEN/SAFE ENVIRONMENT class.

Volunteer Dress Code

Volunteers should dress appropriately for a Catholic school campus. Overly casual attire, exercise clothing, sports attire, or shorts/skirts of an inappropriate length should not be worn.

Volunteer Responsibilities:

As a volunteer, you are responsible for:

- Arriving on time and staying for the agreed upon time.
- Notifying the appropriate persons if you are going to be absent or tardy.
- Performing your tasks to the best of your ability.
- Understanding that the administrator values your service but may not always be able to honor your preferences for days, times and places of service.
- Supporting the authority of staff and administrators.
- Upholding parish and program rules.
- Keeping confidential information that you have gained during your volunteer service that is private to young people and/or their families.
- Promptly making known the confidences of young persons that involve issues of health, life and/or safety.
- Keeping young people under your supervision safe and appropriately occupied.
- Notifying your supervisor or the administration about unsafe conditions or issues causing you concern.
- Supporting the teachings of the Catholic Church and living in accordance with those teachings.
- Enjoying being part of our ministry team.
- Praying for our community and the youth we serve.

Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN (NCEA, 2007)

Transfer/Withdrawals

The Principal is to be given sufficient notification of transfers or withdrawals, so teachers have ample time to complete records. Parents are required to complete a transfer/withdrawal form and complete an exit interview prior to withdrawal if requested. Families will not be reimbursed for any fee relating to the education of the child before withdrawal.

Fees must be paid in full before the transfer paperwork is completed. Records will not be released until all financial obligations have been met.

Release of Final Report Card/School Records



Parents and students need to reconcile all obligations before the end of the school year, i.e., financial obligations, make-up-work, library fines, return of all library books, textbooks and equipment.

The report card will not be issued to the student or parent, nor will it be forwarded to another school, until all financial obligations are met and/or materials are returned to the school office.

Parent/Guardian Grievance Procedures

Purpose

The purpose of this process is to provide parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

Scope

The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by legal counsel during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and Archdiocesan levels.

Exclusions

Parents who currently have students in our schools, may utilize the grievance process. A parent who has withdrawn their student from the school may not avail themselves of this grievance process.

During an investigation by local, state, or federal officials, a student will be placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent/guardian may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

Procedural Issue

While the grievance process is designed to accommodate all parent disputes that may arise within the Archdiocese, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two of the grievance process as listed below, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

Level One- Informal Resolution/Conciliation (Campus)

It is the intent of this policy to resolve parent/guardian complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute.

If the concern is not resolved, he/she should move to the person's direct supervisor in an effort to find resolution.

If the matter is not satisfactorily resolved with the person's direct supervisor, the parent/guardian should request a meeting with the principal within five (5) working days. If the matter is not satisfactorily resolved with the principal, the parent/guardian should request a meeting with the pastor within five (5) working days. If the pastor agrees with the principal's decision, the pastor may decline to meet and parent may then proceed to Level Two. If the pastor agrees to meet, but the matter is not then settled satisfactorily, the parent/guardian may appeal the decision within seven (7) working days to Level Two Grievance Committee.

Level Two - Grievance Committee (Catholic Schools Office)

The Catholic Schools Office for the Archdiocese of Galveston-Houston has established a Parent/Guardian Grievance Committee for the purpose of hearing complaint appeals from Level One of the Parent/Guardian Grievance Process. The committee reviewing the complaint will consist of an assistant Superintendent from the Catholic Schools Office and two Archdiocesan principals by the Superintendent of Catholic Schools or their designee.

The following procedure shall then be utilized:



1. The parent/guardian shall contact the Catholic Schools Office at 713-741-8704 to request the Level Two Appeal/Grievance Form within seven (7) days of the Level One decision.
2. The written appeal shall be submitted to the Level Two Grievance Committee within seven (7) working days following the parent/guardian's receipt of the Level Two Appeal/Grievance Form. The grievance is submitted in writing (using the form provided) to the Catholic Schools Office via an email addressed to csogeneral@archgh.org along with any additional materials or documentation the parent/guardian would like reviewed by the committee.
3. The principal and pastor will receive a copy of the Level Two Appeal/Grievance Form and other attachments filed with the Catholic Schools Office. The principal and pastor will forward their response to the Level Two Grievance Committee within seven (7) working days of their receipt of the Level Two Appeal/Grievance Form submitted by the parent/guardian.
4. The record for the Level Two Grievance Committee's consideration shall consist of all materials submitted by the parent/guardian and the written response provided by the pastor and principal. The committee has the discretion to accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered at Level One of the Parent Grievance Process will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.
5. If the appeal is accepted for review, the Level Two Grievance Committee shall then schedule a conference with the parent/guardian and/or school administration, if necessary, within fifteen (15) working days from the date the written appeal is received. The committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the committee shall hear the appeal and review the materials presented, as well as any other information the committee deems relevant.
6. In an Archdiocesan parish school, the Level Two Grievance Committee shall make a recommendation for decision to the pastor within seven (7) days after the scheduled conference has been held and a copy of the recommendation will be sent to the Archdiocesan Superintendent. The pastor may accept, reject or
7. modify the Level Two Grievance Committee's recommendation. The pastor's decision will be communicated to the principal, parent/guardian and Superintendent within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation.
8. If the Pastor does not issue a written decision within the seven (7) working day limit, that will be deemed as acceptance of the committee's recommendation who will then communicate the decision to the parent/guardian, principal, pastor and Superintendent.
9. In an Archdiocesan regional school, the Level Two Grievance Committee shall make a recommendation to the Archdiocesan Superintendent. The Archdiocesan Superintendent may accept, reject or modify the committee's recommendation. The Archdiocesan Superintendent's decision will be communicated to the principal and parent/guardian within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation. If the Archdiocesan Superintendent does not issue a written decision within the seven (7) working days limit, that will be deemed an acceptance of the committee's recommendation. The Level Two Grievance Committee will then communicate the decision to parent/guardian and principal.
10. Decisions at Level Two reached by the pastor (parish schools) and Superintendent of Catholic Schools (regional schools) are final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

Expulsion or Administrative Withdrawal for Disciplinary Reasons

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Every member of the school community is expected to uphold the standards of behavior to which all community members agree. Thus, while in many cases an administrative withdrawal or expulsion is reserved for profoundly serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. *All student expulsions and administrative withdrawals lasting more than five (5) consecutive days must be approved by the CSO Liaison/Assistant Superintendent and the Episcopal Vicar for Clergy.*

General Grounds for Expulsion

The grounds for expulsion listed below need not be applied without consideration of individual mitigating factors. Certain



actions are so severe that expulsion is appropriate to deter future misconduct and maintain orderly school administration. Examples of such severe misconduct include but are not limited to:

- actions gravely detrimental to the moral and spiritual welfare to self or other students,
- assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities,
- habitual or persistent violation of school regulations,
- use, sale, distribution or possession of narcotics, controlled substances, tobacco or nicotine delivery systems, alcoholic beverages,
- on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage, tobacco, or nicotine delivery systems,
- use or possession of firearms or other potentially harmful objects or weapons,
- gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs,
- theft, extortion, arson,
- habitual truancy (See 2057),
- malicious damage or destruction of real or personal property at school,
- hazing (5030),
- bullying and/or harassment, including sexual harassment,
- conduct which may damage the reputation of the school or its employees or parish,
- threats to transmit or the actual transmittal of nude or otherwise inappropriate images of any person,
- use of social media in such a manner as constitutes bullying or online harassment, blackmail, or extortion, or which causes another student or member of the school community to fear for the safety of any member of the school community,
- risk taking or other inappropriate behaviors associated with the use of digital devices, social media, and the internet, and
- incorrigible or disruptive behavior which impedes the progress of the rest of the class.

Grounds for Expulsion Related to Alcohol and Drug Abuse

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse. Therefore, possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.

Procedures for Expulsion or Administrative Withdrawal

- In parish elementary schools, the Principal should consult with the Pastor in matters regarding expulsion or administrative withdrawal of a student. If the Pastor agrees that it is in the best interest of the student and the school to expel or administratively withdraw the student, the Principal will make the recommendation for expulsion or administrative withdrawal to the Catholic Schools Office Liaison/Assistant Superintendent. Pending review of the expulsion/administrative withdrawal, a Principal may suspend the student.



- The Principal provides the Catholic Schools Office Liaison/Assistant Superintendent with supporting disciplinary documentation for review as follows:
 - a) Summary of the facts leading to the recommendation for expulsion or administrative withdrawal,
 - b) Disciplinary records of the student including records pertaining to previous suspensions,
 - c) Emails between school and parent(s)/guardian(s) pertaining to the student's behavior,
 - d) A written statement from the student regarding the incident,
 - e) Written statements from teachers or students who have firsthand knowledge of the incident,
 - f) Any other pertinent information that will assist the Catholic Schools Office Liaison/Assistant Superintendent in supporting a recommendation for expulsion.
- The Catholic Schools Office Liaison/Assistant Superintendent reviews documentation and communicates with the Vicar for Clergy; a decision is reached to accept, deny, or amend the Principal's recommendation for expulsion.
- The school and the student's parent(s)/guardian(s) will be notified of the Catholic Schools Office Liaison/Assistant Superintendent's support of the school's recommendation.
- The Principal should invite the student's parent(s)/guardian(s) to a conference along with the student to be notified of the decision. In parish schools, the Pastor should be advised of the scheduled conference and attend, if possible.
- The student's cumulative achievement record shall be marked with "Expulsion" or "Administrative Withdrawal."
- The school will keep on file all documents related to expulsions or administrative withdrawals.

Procedure for Appeal and Review of Expulsion, Administrative Withdrawal, and Extended Suspension

A parent(s) or guardian(s) may appeal directly to the Secretariat Director and Superintendent of Catholic Schools when the issue is concerning an expulsion, administrative withdrawal, or a discipline issue involving suspension (in or out of school) of a student from classes lasting five (5) or more consecutive school days. In such cases, the following procedure shall be utilized:

1. A written appeal shall be submitted to the Secretariat Director and Superintendent of Catholic Schools within five (5) working days following the parent notification of expulsion, administrative withdrawal, or suspension lasting five (5) or more consecutive school days.
2. The record for the appeal to the Secretariat Director and Superintendent of Catholic Schools shall consist of a written statement setting forth with specificity the reason(s) for the parent's dissatisfaction with the decision to expel or suspend the student lasting five (5) or more consecutive school days. It will also consist of information provided by the Principal including, but not limited to, the student's probationary status, disciplinary record, and/or behavior plan.
3. In consultation with the Chancellor/Moderator of the Curia for the Archdiocese of Galveston-Houston, the Secretariat Director and Superintendent of Catholic Schools has the discretion to accept or deny any appeal based on the evidence presented. If the appeal is denied, the decision rendered by the Principal and Pastor will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.
4. If the Secretariat Director and Superintendent of Catholic Schools accepts the appeal for review, he/she shall then schedule a conference with the parent within ten (10) working days from the date the written appeal is received. The Secretariat Director and Superintendent of Catholic Schools will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Secretariat Director and Superintendent of Catholic Schools will hear the appeal and review the materials provided as a matter of record.
5. The Secretariat Director and Superintendent of Catholic Schools shall make a recommendation for decision to the Chancellor/ Moderator of the Curia within five (5) working days after the scheduled conference has been held, and a copy of the recommendation shall be forwarded to the parent(s)/guardian(s).
6. The Chancellor/Moderator of the Curia may accept, reject, or modify the Secretariat Director and Superintendent of



Catholic School's recommendation, or take any other action he deems appropriate. The Chancellor/Moderator of the Curia's decision will be communicated in writing to the parent(s)/guardian(s) within fifteen (15) working days of receipt of the Secretariat Director and Superintendent of Catholic School's recommendation and shall be final for all purposes.

7. No provision of this process shall be understood to limit the ecclesial authority of the Chancellor/Moderator of the Curia and/or Archbishop. The Chancellor/Moderator of the Curia and/or Archbishop may, in their sole discretion, choose to intervene in this process at any stage if they deem it necessary.

Definitions

Suspension- A student is temporarily prohibited from attending classes and/or school for up to four (4) days. The student may not attend any school functions or be on the school campus while he/she is suspended. The number of days can vary from one to four (1 - 4) depending on the severity of the behavior, whether or not the student has served previous suspensions, or other factors. A student should be afforded the opportunity to complete make-up work, including exams.

Extended Suspension- A student is prohibited from attending classes and/or school for five (5) or more days. The student may not attend any school functions or be on the school campus while he/she is suspended. He/she should be afforded the opportunity to complete make-up work, including exams while serving a suspension. If the extended suspension results in an expulsion, the student should be given credit for all prior work. All suspensions lasting five (5) or more days must be approved by the Secretariat Director and Superintendent of Catholic Schools.

In-School Suspension- A student is temporarily prohibited from attending classes for up to four (4) days. The student is to report to an alternate setting on campus, other than the student's regular classroom, where he/she will complete assignments under the supervision of school personnel. The student is to be given credit for all work completed while serving in-school suspension and afforded the opportunity to complete make-up work, including exams. The student may not attend any school functions while he/she is assigned in-school suspension.

Expulsion- The student is permanently prohibited from attending classes and/or school. He/she is no longer enrolled as a student and is indefinitely forbidden to attend any school functions. The student should be given credit for all work prior to expulsion.

Administrative Withdrawal- The parent(s)/guardian(s) withdraw(s) the student from the school in lieu of the student being expelled. Therefore, he/she is no longer enrolled as a student and is indefinitely forbidden to attend any classes or school functions. The student should be given credit for all prior work.

Field Trips and Classroom Parties

Field Trips

Field trips are a Privilege, not a Right.

Educational field trips may be appropriate at each grade level and taken after proper planning, which includes: the assessment of their educational value, correlation with the subject, assurance that the objectives are appropriate for the grade level of the students, pre-trip teaching and preparation and appropriate follow-up activities. Please be aware that field trips are not family outings. Please follow all guidelines presented by the teacher for each individual field trip.

According to state law, students are not to take part in field trips without written permission from parent/guardian. No phone permissions are allowed.

Students must return the specific required form completely filled out; no other form will be accepted.

Permission slips include a statement of liability: I/we have given the instructions required above, and I/we release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip, and waive any claims against them that must be signed off on in order to attend the trip.

No siblings or other children may attend field trips. If a parent is chaperoning, they may not bring siblings or other children along. Chaperones must adhere to the schedule of the field trip. They may not make extra stops or purchase items for the



students that are assigned to them. Only chaperones are invited to attend field trips. Please do not stop by the field trip venues, including park lunches, in order to maintain organization and safety for all students.

Teachers will inform parents of the number of chaperones that are required for the field trip. Chaperones are responsible for paying the entrance fee for the field trip. It is the teacher's responsibility to organize carpool procedures for field trips before the trip.

Parents must notify the school office and homeroom teacher if the student will not attend a field trip. The student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the homeroom teacher. Families will not be reimbursed for missed field trips.

Classroom Parties

Our Lady of Fatima has an Events Calendar with all dates and times of parties outlined. Close observance of this calendar is expected, including arrival times. Room Parents should work with classroom parents and consult with the teacher(s) involved. Parties should be kept simple and at a minimum. Teachers must be involved in the planning of the parties and approve the party activities. Teachers are not allowed to have birthday parties for students during instruction.

Parties are a time to celebrate and enjoy fun and fellowship. Classroom teachers will work with parents to plan classroom parties.

Birthday Snacks

Please make sure to check with the classroom teacher regarding snacks for your child's class. Birthday snacks must be provided to all students if they are intended to be shared with the class.

Party Invitations

Invitations to parties outside of school are to be given to **all** students in the class if they are handed out on school grounds. Permission to hand out invitations is to be given by homeroom teachers. Staff members are prohibited from giving out contact information to parents for invitations. **No limousines, helicopters or other distractions are permitted on the school premises.**

Uniforms

Uniforms

Students must be in complete uniform at all times. Students are expected to wear the required daily school uniform except on Mass Days. Students are expected to wear the required Mass Day uniform on Mass Day.

When in doubt, please contact the principal. The goal is to allow self-expression with each child, but also to maintain excellence in all we do, including our attire. The final say for ALL uniform questions is at the discretion of the principal.

Students are expected to maintain excellence in their attire and grooming. This includes tucked in shirts, groomed and clean uniforms, and belts when necessary. During cooler weather, students may wear a navy or red OLOF monogrammed jacket or cardigan with their uniform, but it **MUST** be Navy or Red (not black or white or any other color). Hoodies and jackets may also be worn on NON-MASS Days, but they also must be Navy, Red, or a spirit hoodie purchased from the uniform provider. No hoodies may be worn to MASS. Navy or Red clean-cut jackets and cardigans only may be worn to Mass.

Our Lady of Fatima partners with Embroidered Expressions to provide quality and precise school uniforms. Our school uniforms can be purchased at: <https://www.embroideredexpressions.com>. Outside garments (such as Old Navy, Target, etc.) must reflect the exact color, quality, and excellence as the uniforms purchased from Embroidered Expressions. Purchasing from other sources outside of Embroidered Expressions is not recommended or encouraged. All final decisions regarding quality and excellence of uniforms are SOLELY at the discretion of the Principal.

Additionally, jackets or hoodies, and other spirit wear may be purchased through Embroidered Expressions.



On Spirit Day Fridays, students may wear regular uniform bottoms, or nice jeans, and a school issued Spirit Shirt from previous years or from our Embroidered Expressions. Spirit shirts MUST be school issued. Students are not allowed to wear homemade spirit shirts.

Uniform Guidelines

Required Daily Uniform PreK-8th Grade Boys • Navy blue pants or navy shorts • Red polo with school logo.

Required Daily Uniform PreK-8th Grade Girls • Navy blue pants or shorts • Red polo with school logo • Pleated Hem jumper or navy blue dress with logo may be worn on regular school days.

Mass Uniform PreK-1st Grade Girls • Short or long sleeved ribbon bow blouse • Pleated Hem Jumper with logo • Dress shoes **GIRLS MAY NOT WEAR PANTS OR SHORTS FOR MASS.**

Mass Uniform 2nd-8th Grade Girls • Short or long-sleeved Peter Pan/white blouse • V-neck Sweater Vest with logo • Plaid Two-Tab Scooter Skirt • Plaid ascot tie Dress shoes. **GIRLS MAY NOT WEAR PANTS OR SHORTS FOR MASS.**

Mass Uniform PreK-1st Grade Boys • Short or long-sleeved Oxford Shirt • V-neck Sweater Vest with logo • Navy blue pants • Dress shoes. **SHORTS MAY NOT BE WORN AT MASS.**

Mass Uniform 2nd-8th Grade Boys • Short or long-sleeved Oxford Shirt • V-neck Sweater Vest with logo • Navy Blue pants • Plaid tie • Dress shoes. **SHORTS MAY NOT BE WORN AT MASS.**

Friday Spirit Days: School approved spirit shirt with jeans (no holes or frays). Spirit shirts may also be worn with regular uniform bottoms. **NO JEAN SHORTS.**

Shoes

Closed toe/Closed heel tennis shoes may be worn to school on regular school days. Dress shoes must be worn on mass days. Wheelie shoes or other shoes that may be deemed a distraction are prohibited.

Non-Uniform Days (Free Dress Days)

During the school year, special days may be designated as non-uniform or PTL “free dress” days. Students are instructed as to what constitutes appropriate attire for these occasions. Failure to dress appropriately will result in a student being given a school uniform from lost and found, sent home, or exclusion from the special activity/event. Students with repeated uniform violations will be denied the privilege of participating in “free dress” days as determined by the administration.

Certain types of apparel are inappropriate for school even on non-uniform free dress days. Parents will be called to bring appropriate clothing for students who report to school in such attire and could be sent home.

Expectations for “Free Dress Day” are as follows:

- Not Permitted: Tank tops, t-shirts with distasteful slogan/pictures, see-through tops, crop tops, and halter tops, leggings as slacks, yoga pants, high heels, flip flops, and mini skirts.
- Shoes and socks must be worn.
- Sandals are acceptable only on “free dress” days but must not be flip-flops and must have a back strap.
- Clothes are to be in good taste and free of rips and tears. This includes no tight or see-through blouses, tight-fitting pants or skinny jeans, spandex, spaghetti straps, short shorts, etc.
- Leggings may be worn on casual dress days but must also be accompanied with an appropriate-length skirt or dress. Leggings may not be worn as slacks for a long t-shirt.
- For students in PK3-4th grades, “wedges” and heels are not appropriate or safe – these shoes are not permitted.
- Jeans cannot have holes, frays, or be cut off.

Personal Grooming



Boys: Hair must be neatly cut. It cannot be below the collar, below the eyebrows, or below the earlobes. None of the extreme, trendy, or exaggerated haircuts (including lines, designs sculpting or shaving of the head) or unnatural hair colors will be allowed. Boys are not allowed to wear hair accessories, such as bandanas. Earrings are not allowed during school or any school function, and excessive jewelry is not allowed. No body piercing (including magnetic rings) or tattoos (including temporary or henna tattoos) are allowed. Jewelry is not permitted during P.E. or any sports activity. Facial hair is not permitted. Boys should be clean-shaven at all times. Boys may not have any body piercings or hair color other than natural.

Girls: Hair should not interfere with vision. None of the extreme or exaggerated haircuts, hairdos, fake hairpieces, or unnatural hair colors will be allowed. No bandanas or kerchiefs may be worn. Jewelry should not distract the student or others from learning. Jewelry may be worn during P.E. or sports activities, only at the discretion of the teacher or coach. No body piercing (including magnetic rings) or temporary/henna tattoos are allowed. Nail polish for grades PreK-2nd must be clear or pastel colors. Nail polish or groomed nails for grades 3rd-8th must be clean, appropriate, and groomed. All nails must be an appropriate "sports" length. Girls may not have any body piercing other than ears, tattoos or hair color other than natural colors.

Girls may not wear extra-large headbands with ears, unicorn horns, top hats or other accessories that are not part of the uniform.

Make Up

The use of make-up in grades 5 - 8 is a parental decision. If a parent allows it, natural, shiny lip-gloss (clear or pale/light pink), black or brown mascara, and very light blush may be allowed at school for middle school girls. School staff may ask a student to remove make up if it is distracting. Make up may not be applied at school.

Jewelry

Boys: Boys may not wear heavy chains. Only one thin necklace worn inside the shirt is permitted.

Girls: Girls may wear stud earrings and a thin necklace. Jewelry must not be distracting to themselves or other students.

Student Behavior and Discipline

Christian Code of Conduct

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community (including parents and staff). The following actions will be termed in violation of Christian charity and may result in dismissal from the school:

- Public criticism of school personnel, policies or procedures or ANY behavior which does not promote the school in a positive manner (this includes social media sites).
- Threats, implied or actual, of any nature toward personnel or families.
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures or ANY behavior which does not promote the school in a positive manner.
- Consistent and persistent disagreement with the administration or teacher policies. Rules are established to maintain order, provide a faith-based religious education, and teach strong academics.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

Parents, Students, and Staff will all be REQUIRED to adhere to and sign a Christian Code of Conduct form each year.

Students Rights – Safe Environment

OLOF endeavors that all students enjoy a safe and healthy school environment. As a matter of both school policy and religious moral teaching, students engaging in bullying, harassment, and other such behavior, seriously or in jest, whether verbal, written, or online, may be subject to disciplinary action up to and including suspension and/or expulsion.



All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and addressed in a timely manner.

1. Bullying

Bullying occurs when a student or group of students engages in a single, significant act or pattern of acts that exploits an imbalance of power and involves physical conduct or engaging in written or verbal expression in person or through electronic means that:

- Has the effect or is likely to have the effect of physically or emotionally harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property,
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student,
- Disrupts the educational process or the orderly operation of a classroom or the School or
- Infringes on the rights of a student at School or elsewhere.

Examples: Bullying of a student may include, but is not limited to, hazing, threats, repeated taunting, repeated teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

2. Harassment

Harassment is conduct:

- based on one's race, color, religion, sex, national and ethnic origin, age, or disability when the conduct is so severe, persistent, or pervasive that the conduct affects one's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with one's academic performance; or otherwise adversely affects one's educational opportunities.
- that threatens to cause harm or bodily injury; is sexually intimidating; causes physical damage to the property of a student; subjects a student to physical confinement or restraint; or maliciously and substantially harms a student's physical or emotional health or safety.
- that is punishable as the crime of harassment under Penal Code 42.07.

The types of harassment include conduct as follows:

- Verbal Harassment includes, but is not limited to, inappropriate, derogatory, threatening, obscene, or sexually suggestive comments, letters, notes, invitation, or jokes, communicated verbally or in written form, including those sent or shared through electronic means.
- Physical Harassment includes, but is not limited to, unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual Harassment includes, but is not limited to, derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, clothing, or suggestive looks, leering, gesturing, or staring at another's body.
- Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual advances or favors, or other verbal or physical conduct or communication of a sexual nature. Sexual harassment may require the school to notify local law enforcement authorities.

3. Reports of Bullying, Harassment, Sexual Harassment or other Threatening Behavior

Any member of the school community who witnesses, or becomes aware of, an instance of bullying behaviors directed against a member of the school community shall report such bullying behaviors to the Principal/designee. All reports



shall be kept confidential to the extent possible. Any questions regarding bullying behaviors or making complaints should be directed to the Principal/designee.

When reports of bullying, harassment, abuse, or other threatening behavior are made the principal/designee shall follow best practices in dealing with this type of behavior including:

- Communicating the expectation that every individual engaged in the school program should be mindful of the behavior between and among students taking corrective action, when necessary;
- Addressing allegations rather than brushing them off as “just teasing,”;
- Enforcing the school’s discipline policies and procedures justly and consistently;
- Reviewing discipline policies and procedures with school employees, and
- Complying with policies and procedures related to reports of bullying, harassment, or other threatening behavior in the Family Handbook to inform parents and students.

Failure to promptly report may impair the principal/designee’s ability to explore and address the prohibited conduct.

CPS and the police authorities may need to be notified as bullying, harassment, sexual harassment, and behaviors such as this can result or lead to a matter that needs to be reported. This is true even when the behavior is between students.

4. Search of Lockers and Search and Confiscation of Student Belongings

Our Lady of Fatima retains the authority to search student lockers and/or personal belongings, including cell phones and digital devices on school property or at school events. Personal belongings, including cell phones and digital devices on school property or at school events can be confiscated if they may have been used inappropriately and/or if the presence or use of the cell phones and digital devices are disruptive to the operation of the school. School officials have the right to protect the health, welfare, and safety of students against alcohol and drugs, weapons, and other contraband materials.

Behavior Expectations

The foundation of Our Lady of Fatima behavior expectations is that students are expected to model Christ-like behavior at all times.

1. **Demonstrate Self-Discipline**

- Remain seated and quiet during instructional time.
- Raise your hand to be recognized.
- Keep hands and feet to self.
- Keep comments to self (verbal, written, and social media).
- Remain quiet in line.
- Gum chewing is prohibited on school grounds, field trips and/or any event sponsored by Our Lady of Fatima.

2. **Respect Authority**

- Have respectful attitude towards others
- Remember that the teacher is in charge at all times.
- Use respectful language.

3. **Refrain from Excessive Talking and Inappropriate Noises and/or Language**

4. **Work and Play Well with Others**

- Be considerate of others’ safety as well as your own.



- Be polite and patient towards fellow classmates.
- Use respectful language when speaking to fellow classmates.
- Be respectful regarding personal space.

5. **Demonstrate Diligent Work Habits**

- Have all materials ready for class at appropriate times.
- Remain attentive and listen to instructions carefully.
- Stay on task.
- Turn in assignments on time.
- Keep homework assignments written in planner.

6. **Exercise Appropriate Lunchroom Behavior**

- Follow lunchroom rules.
- Demonstrate proper table etiquette.
- Clean-up table and floor when it's your turn.

7. **Practice Proper Playground Behavior**

- Follow rules on playground.
- Follow all instructions of teachers and monitors.
- Show respect to playground monitors.

8. **Dishonesty, Cheating and Plagiarism**

- Looking onto another's paper, asking for answers, obtaining, or seeking answers electronically (for example, by camera or phone), copying and/or presenting another's work or idea as one's own is considered cheating. Additionally, knowingly assisting another by giving or showing answers is considered cheating. Cheating of any sort, or copying someone else's work, on class assignments, homework assignments, quizzes, tests, projects and/or semester exams is contrary to the principles of Our Lady of Fatima.
- If a student is caught cheating, they will receive a 0 for the assignment, serve a detention during lunch, and will have to complete an alternate assignment. The highest grade they may earn is a 70% on the alternate assignment.

9. **Accept the Consequences If You Choose to Misbehave**

- Verbal warning/ Redirection
- Silent lunch for part or entire lunch period
- Isolation from recess activities
- Notify principal – conference with principal (parent notification) detention.
- Serious offense –principal's office – call to parents - detention and conference

Any student who breaks rules or regulations or displays other inappropriate conduct in the major offenses category, or who continually breaks orderly conduct rules, may be subject to immediate probation, suspension or expulsion at the principal's discretion. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

Our Lady of Fatima reserves the right to search desks and any personal property, including cell phones, when it is deemed necessary by the administration.



Firearms and Weapons Policy

Weapons such as handguns, firearms, or other similar devices are strictly prohibited from the Our Lady of Fatima campus. Any student with such an item found on his/her person or in his/her belongings will be subject to immediate expulsion from Our Lady of Fatima. In addition, information will be provided to Galveston County and/or the City of Texas City authorities who will determine if criminal charges will be pursued against the student and/or the parent or guardian.

Knives, razors, or any similar articles capable of inflicting serious bodily injury are also prohibited from being brought on campus. Doing so will result in immediate probation, suspension, or expulsion at the discretion of the principal and/or pastor.

No Smoking Policy

Our Lady of Fatima campus is a smoke-free environment. Smoking is not permitted anywhere on school property or at any school-related function off campus at any time.

Archdiocesan Policy Regarding Use of Controlled Substances

"The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution. This policy is in effect whether the student is on school property or attending a school sponsored or school-related activity on or off school property."

School Discipline

The Archdiocesan Policy Manual says, "The true goal of any disciplinary measure in the school is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with moral principles."

The primary goal of Our Lady of Fatima is the on-going formation of the Christian person. It is the privilege of faculty and parents, as Christian educators, to help the student form behavioral patterns consistent with Christian social standards. We are reminded that the Christian social principle "treat others the way you would have them treat you" (Matthew 8:12) should be the basis of our behavioral code. "Love one another as I have loved you."

Our focus is on children's positive behavior and finding and bringing out each child's greatness. Our management approach seeks to find the most Christ-like example of classroom management. Students will celebrate their accomplishments and work together to build a community that is centered on the whole child, spiritual, moral and intellectual growth and well-being in a Catholic environment.

Discipline of any action not covered by the behavior policy is at the discretion of the principal and behavior team.

At Our Lady of Fatima, we follow a positive discipline management program throughout the school. Specific expectations for appropriate attitudes, values and behaviors will be posted in each classroom.

In order to be effective, teachers have the right to establish routines and procedures that are conducive to learning.

1. Teachers have the right to request and expect appropriate behavior from the students.
2. Teachers have the right to ask for help from parents, the principal, and others when they need assistance with a student.
3. Students will be made aware of what is expected appropriate behavior.
4. Students will be told clearly and firmly what the natural consequences are for choosing not to follow the appropriate behavior guidelines.
5. Students will be positively reinforced for following appropriate behavior guidelines.
6. Students will receive a correction, verbal or written, for inappropriate behaviors.

Disciplinary actions vary depending on the severity of the behavior and may include, but are not limited to:

- Lunch detention or after-school detention
- Community service around the school
- Call to parents
- In house suspension with the principal or second-in-command



- Suspension
- Expulsion

Athletics/Extracurricular Activities

Participation in any extra-curricular activity will be dependent on grades and conduct.

Athletics/Extracurricular Activities Policies and Procedures

Students who are participating in, or attending, extra-curricular activities must have faculty and/or parent chaperones. It is important that students be picked up promptly when the activities are over. We cannot accept responsibility for students not being picked up promptly after an extra-curricular event. Students not picked up on time will be waiting in the After-School Care room and parents will be charged for this service, including a registration fee.

While at practices, games, pep rallies, or any other related activities, appropriate, respectful, and above all, Christian behavior, is expected at all times towards coaches, sponsors, other students, adults, officials/referees and individuals from other schools. Disrespectful, unsportsmanlike conduct will not be tolerated. Such behavior includes but is not limited to being late, demonstrating a negative attitude, rolling one's eyes, talking back, using a loud or inappropriate tone and taunting others. Such offenses will result in one or more of the following consequences as deemed appropriate by the coach/sponsor: a warning, not dressing out in free dress/uniform during the school day, not participating in some or all of the activity (i.e., game, practice) or another appropriate consequence as outlined in the code of conduct.

More severe offenses that are especially disrespectful or a continual violation of lesser offenses will warrant more severe consequences as deemed appropriate by the coach/sponsor, principal. Such behavior includes but is not limited to: any tampering and/or destruction of any physical property on school premises or other campuses, making gestures, using foul language, making racial/sexual slurs, spitting, pushing, kicking, hitting, tripping, throwing or kicking dirt into eyes/face, and pulling pants down. These behaviors will result in one or more of the following consequences: no participation in the activity(ies) for an extended period of time, removal from the team, suspension from school, and/or another appropriate consequence.

All athletes and parents are expected to read and sign the Athletics Handbook and follow all policies.

Academics/Behavior

Students must maintain a minimum grade of a "C" average (77 or above) in all classes and a behavior of "S" or better in all classes during both progress reports and report card. The athletic director will be notified if either a grade or conduct drops below the requirements.

A student who receives a grade of N or U in conduct and effort shall be deemed ineligible.

A student who receives a grade below 77 in any one subject shall be deemed ineligible.

Should a student become ineligible, he/she will be placed on a 10 school day probationary period. The probationary period shall begin on the day immediately following the reporting period. During this period, an ineligible student will not be allowed to participate in any practices, games, meets, or other school-sponsored athletic activities. It is expected that the student will use the two weeks to improve the grade(s) that resulted in ineligibility.

For those students who are deemed ineligible, a review of the subject area grades and/or conduct grades shall be made two weeks after the reporting period. If the grade(s) meet the requirements stated above, the student shall be deemed eligible to return to full participation in extra-curricular activities. Eligibility shall be resumed on the day immediately following the grade check.

Any student suspended or expelled for behavior will not be allowed to participate in the current sport and the next season's sport.



Health and Wellness

Suspected Child Abuse

Fatima abides by the Child Abuse Prevention, Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect are reported to Child Protective Services. Staff members are trained in CPS Procedures at the beginning of the school year. Procedures are reviewed as needed.

Clinic and Health Issues

As Christian parents, we are responsible for the health and welfare of our children. Please assist us in keeping a healthy environment by not sending children to school with any symptoms of illness.

Health Screenings

Vision, hearing, and spinal screenings are conducted each year on students per the State of Texas Health Department requirements. Students who do not pass the screenings are referred to their family doctor or specialist.

Illness/Contagious Disease

Parents will be notified when their child is too sick to attend class. Please pick up your child as soon as possible so they can rest and recover. It is paramount that you give us current telephone numbers as well as emergency contact names and telephone numbers. If the parents cannot be reached, then the emergency contacts will be called to pick up your child. Any child with a temperature of 100 or above or vomiting is sent home. A student should be fever free without the aid of medication for 24 hours before returning to school following an illness. Students are to be kept at home when they have a cold, sore throat, temperature, eye infection, skin eruptions, swollen glands, nausea, vomiting, or diarrhea. Any child exhibiting such symptoms is sent home. Students should not have vomited within 24 hours to return to school. Parents are required to notify the office if a student is ill. Please notify the school if your child has a communicable disease. When a child returns to school after having a communicable disease, he/she must present himself/herself to the office with a written note from a doctor saying he/she can be readmitted to class. Please see the guidelines below for keeping students home from school due to illness:

Guidelines for Excluding Students from School	
Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and nit free
Other symptoms suggestive of acute illness	Written physician release

Immunizations

Every child entering Our Lady of Fatima must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health, commonly known



as the *Minimum State Vaccine Requirements for Texas School Entrance/Attendance* (See Appendix E for the chart of the current immunization requirements or visit <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>). Each year, every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. The immunizations must be current. It is now acceptable to receive an immunization record from a pharmacy for a student; the record must come directly to the school from the pharmacy itself. OLOF cannot accept a copy from the parent it must come from the pharmacy. A student who fails to present the required evidence shall not be accepted for enrollment.

Exceptions

There are no exceptions to the foregoing requirement unless the student presents a written statement signed by the student's physician (M.D. or D.O.) who is authorized to practice in the State of Texas.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered. A Principal is not authorized to grant any exemptions for any reason without consultation with the Catholic Schools Office.

No Conscientious Objections

All Catholic schools within the boundaries of the Archdiocese of Galveston-Houston only accept students in compliance with Texas state immunization requirements and TCCB ED mandates.

Lice

Any child sent home with lice may not return until all signs of lice and nits are gone. The Archdiocese of Galveston-Houston follows the nit-free policy of many local, county health departments. **The school nurse aide must check the student before he/she is allowed to return to class. A student sent home with lice may not return to school until all signs of lice are gone, approximately 48 hours.**

Medications

If possible, all medication should be given outside of school hours. "Three times a day" medications should be given before school, after school, and at bedtime by parents. Only medication which is necessary for the child to remain in school will be given during school hours. Stock medications are not kept in the clinic. The parents are responsible for bringing all medications for their child to the clinic and for picking up unused medicines or they will be destroyed.

Prescription Medications

Law prohibits the school faculty from administering any kind of medication to the students without authorization. The student will need a Request for Medication Administration form signed by the physician and parent. Please obtain this form from the school office. The medication is to be brought to the school clinic in the original container. Prescription medication must be properly identified with the prescription label from a pharmacy. The school will not be held responsible for any medication that is taken by the child. The use of nebulizer treatments in schools for the treatment of asthma should be done with extreme caution. Non-medical personnel should not be responsible for the administration of the nebulizer treatment. The parent is ultimately responsible for the care of their asthmatic child.

Non-Prescription Medications

All fever reducers or over-the-counter pain relievers, cough drops, ointment, vitamins, and other over the counter



medications are considered medications and may not be given to your child unless a permission slip that has been signed by your physician and a note giving parental consent is on file. A parent's signature alone is not sufficient for the school to administer over-the-counter medications. Non-prescription medications must be labeled with the child's name.

Technology & Telecommunications

Internet Policy

Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has a firewall that prevents students from entering inappropriate sites and is continuously updated. The school believes that the benefits to students from access to the internet outweigh the disadvantages. Ultimately, however, parents/legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects each family's right to decide whether or not to allow access.

Expectations

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see. **ALL STUDENTS AND PARENTS ARE REQUIRED TO SIGN A TECHNOLOGY AGREEMENT BEFORE A CHILD WILL BE ALLOWED TO USE TECHNOLOGY.**

Blogging/Computer Use/Cyberbullying

A weblog, or blog, is a type of website where entries are made (such as in a journal or diary) and displayed in a reverse chronological order. Blogs offer commentary or news on a particular subject, some function as more personal online diaries. A typical blog combines text, images, and links to other blogs, web pages and other media related to its topic.

Blogging provides another venue for students to make threats and offers opportunities to post potentially defamatory statements about school personnel and other students. Deliberate defamation of others is not consistent with Christian values and students should be held accountable for intentional harm they cause others.

The school or parish owns the school or school's name and administrators have the right to restrict its use, in the same way student/parent handbook rules can prohibit unauthorized use of names and logos on 'blogs'.

A Catholic school administrator can impose consequences for conduct occurring outside school. What students do off-campus can detrimentally affect a school's reputation, so long as the parent/student handbook, which can and should be a contract, states that the administration reserves the right to discipline students for off-campus conduct. (Sr. Mary Angela Shaughnessy, SCN, JD; NCEA Notes/May 2006)

Social networking websites (for example, Facebook, Instagram, Twitter, Kik, etc.) should contain no pictures with the Our Lady of Fatima name or logo present in the background, on a uniform, or in any other way part of a picture.

Cyber-bullying is defined as the use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.



- Mean, repeated cell phone text messages, or Facebook postings, Twitter postings or any other social media outlets.
- Creating a website for the purpose of mocking certain students, or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
- Forwarding "private" photos or videos to other students/people.
- Pretending to be someone else by using someone's online screen.

Cyber-bullying is a form of harassment and will be treated as a severe infraction. Consequences up to and including expulsion may be taken against any person who engages in any type of harassment, including cyber-bullying.

Cell Phones, Electronic Devices and Personal Items

According to archdiocesan policy "Students are strictly forbidden to use cell phones during school hours." All cell phones must remain off and in a stored backpack, not in a purse or pocket, at all times during the day. A first offense of the cell phone policy results in the phone being turned over to the principal. The phone will be released only when the parent picks it up from the office. **If a student needs to use the phone, they must ask permission to come to the office and use the school phone. Under NO circumstances may cell phones be used during school hours, including texting parents for any reason.**

Digital cameras, smart watches, iPods, and other electronic devices may not be brought to school without specific permission. If such items are brought, the same policy concerning cell phones will apply.

Our Lady of Fatima reserves the right to check backpacks, purses, and pockets when there is suspicion of forbidden and/or controlled substances.

Technology Acceptable Use Policy (TAUP)

AGREEMENT AND PERMISSION FORM 2024-2025

For Parents and Students

Our Lady of Fatima is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on Technology Acceptable Use Policy (TAUP) Agreement and Permission Form.

What is expected?

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Internet and E-mail

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. **FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE.** While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should



follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

What are the Rules of Appropriate Use?

Electronic Communication – Student may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

Social Networking - Accessing social networking websites (e.g., Facebook, Snapchat, Instagram, Twitter, Kik, Tagged, etc.), except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal Copying - Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud-based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited.

This includes, but is not limited to copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate Materials or Language - No profane, abusive, slanderous, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, distribute, or access materials which the user would not want his/her teachers and parents to see. Use of any electronic device to transmit unacceptable language and/or photos that are harmful to self or others is prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at Our Lady of Fatima.

1. Do not use technology to harm other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive messages or images.
6. Do not share your password/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.



Handbook and Policies Conclusion

In as much as it is true that loopholes may be found in any code, it is the expectation of Our Lady of Fatima that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or school policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: If you are not sure that it is allowed, do not do it!

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations. It is expected that families abide by the policies, procedures, and regulations set forth in this handbook. The school and/or the principal retain the right to amend this handbook at any time. **Parents and students are expected to sign the Handbook Acknowledgement Form (at end of handbook). However, all handbook policies are in effect even without your signature.** If you have any questions about the contents of this handbook, please contact the school at 409-945-3326 or email Mrs. Aucoin at caucoin@fatimatc.org.



Appendices Index

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Appendix A



Our Lady of Fatima Catholic School Parent-Student Handbook Agreement 2024-2025

The school and/or the principal retain the right to amend this handbook for just cause. Parents/Guardians will be given prompt notification if changes are made.

Dear Parent/Guardian:

Please sign, date, and return this acknowledgement form to your child's teacher. Your signature and that of your child/children indicate that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook. Thank you for your support and cooperation.

Return to office or OLDEST Child's HOMEROOM Teacher (1 per family) by August 30, 2024.

We have ALL read and discussed the Our Lady of Fatima's Handbook 2024-2025. We agree to follow the school procedures, regulations, and policies covered in this handbook.

Date Signed: _____

Student Name (print): _____

Student Signature: _____

Student Name (print): _____

Student Signature: _____

Student Name (print): _____

Student Signature: _____

Student Name (print): _____

Student Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____



Appendix B



Signed forms must be returned to homeroom teacher no later than August 30, 2024

Archdiocese and Our Lady of Fatima 2024-2025 CAMPUS CODE OF CONDUCT

This form must be signed by ALL Campus Staff, Parents, Students, and Volunteers.

Christian Code of Conduct (as outlined in the Student and Parent Handbook)

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community **(including parents/guardians and staff)**. The following actions will be termed in violation of Christian charity and may result in dismissal from the school:

- Public criticism of school personnel, policies, procedures or ANY behavior which does not promote the school in a positive manner (this includes social media sites).
- Threats, implied or actual, of any nature toward personnel or families.
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures or ANY behavior which does not promote the school in a positive manner.
- Consistent and persistent disagreement with the administration or teacher policies. Rules are established to maintain order, provide a faith-based religious education, and teach strong academics.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

ALL Parents, Students, and Staff will all be REQUIRED to adhere to and sign a Christian Code of Conduct form each year.

Date Signed: _____

Student Name (print): _____

Student Signature: _____

Student Name (print): _____

Student Signature: _____

Student Name (print): _____

Student Signature: _____

Student Name (print): _____

Student Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____



Appendix C



2024-2025 Archdiocese of Galveston-Houston Volunteer's Code of Conduct

As a community of faith, we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and are a condition of volunteer ministry at Our Lady of Fatima Catholic School in Texas City, Texas.

Volunteers must complete SAFE HAVEN/SAFE ENVIRONMENT Training before volunteering at any school event.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- Refuse to accept expensive gifts from children or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Report suspected abuse or neglect to Child Protective Services (800-252-5400) or local police department. I understand that failure to report suspected child abuse is a violation of Texas law.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.
- Obey all traffic laws when driving children and youth.

As a volunteer, I will not:

- Espouse any view contrary to the teachings of the Catholic Church during my volunteer ministry.
- Smoke or use tobacco products on parish property and/or in the presence of children or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Spank, shake, or slap children, youth or any person.
- Humiliate, ridicule, threaten or degrade children, youth or any person.
- Strike or touch a child, youth or any person in a sexual or other inappropriate manner.
- Engage in any conduct that frightens or humiliates children, youth or any person.
- Commit an illegal or immoral act in the presence of children and/or youth.
- Use profanity in the presence of children and/or youth.
- Sexually harass any person, e.g., requests for sexual favors, sexually explicit statements, etc.
- Drive a vehicle not in compliance with regulations and/or inspection while driving children.

As a volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I agree to notify the Archdiocesan Safe Environment Coordinator within 30 days if I have been charged with, convicted of, granted deferred adjudication or plead nolo contendere to any felony or any misdemeanor involving moral turpitude. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

Volunteer's Printed Name: _____

Volunteer's Signature: _____ Date: _____



Appendix D



Dear Parents,

Your child has the opportunity to access technology resources at Our Lady of Fatima Catholic School. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Technology Acceptable Use Policy (TAUP) and Permission Form and discuss it together.

When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password! Please refer to your school's parent/student handbook for policies regarding cell phones/smart phones.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communication on the Internet that your child can access.

After you have read and discussed this with your child, please check the appropriate boxes, have both you and your child/children sign the agreement, and return it to the school office.

Sincerely,

Cheryl Aucoin, M. Ed.
Principal
Our Lady of Fatima Catholic School
Texas City, TX



Technology Acceptable Use Policy (TAUP)

AGREEMENT AND PERMISSION FORM 2024-2025

For Parents and Students

Our Lady of Fatima is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on Technology Acceptable Use Policy (TAUP) Agreement and Permission Form.

What is expected?

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Internet and E-mail

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

What are the Rules of Appropriate Use?

Electronic Communication – Student may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

Social Networking - Accessing social networking websites (e.g., Facebook, Snapchat, Instagram, Twitter, Kik, Tagged, etc.), except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal Copying - Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud-based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited.

This includes, but is not limited to copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate Materials or Language - No profane, abusive, slanderous, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Use of technology



resources for anything other than educational purposes is also prohibited. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, distribute, or access materials which the user would not want his/her teachers and parents to see. Use of any electronic device to transmit unacceptable language and/or photos that are harmful to self or others is prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at Our Lady of Fatima.

12. Do not use technology to harm other people or their work.
13. Do not damage the network or any technology resource in any way.
14. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
15. Do not violate copyright laws.
16. Do not view, send, distribute or display offensive messages or images.
17. Do not share your password/personal information or in any way obtain another person's password/personal information.
18. Do not waste technology resources such as storage space or printing supplies.
19. Do not trespass in another's folders, work, or files.
20. Do notify an adult immediately if by accident, you encounter materials, which violate the Rules of Appropriate Use.
21. Do not attempt to circumvent network filters or security in any way.
22. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.



Our Lady of Fatima Catholic School Parent-Student Technology Agreement 2024-2025

As a parent/guardian and student/s of Our Lady of Fatima Catholic School, we have read the above information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file. (Questions should be directed to the principal for clarification.)

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Parent/Guardian Name (print): _____

Parent/Guardian Signature _____ **Date:** _____

Student Name (print) _____ **Signature:** _____

Student Name (print) _____ **Signature:** _____

Student Name (print) _____ **Signature:** _____

Student Name (print) _____ **Signature:** _____

☐ My child may use the Internet and e-mail while at school according to the rules outlined.

☐ I would prefer that my child not use the Internet and e-mail while at school.

I understand that from time-to-time Our Lady of Fatima Catholic School may wish to publish examples of student projects, photographs of students, and other work on the internet.

☐ My child's work can be published on the school website/Internet.

☐ My child's work cannot be published on the school website/Internet.

☐ Photographs of my child can be used or published on the school website/Internet.

☐ Photographs of my child cannot be used or published on the school website/Internet.

Photographs of your child will still be used in the school yearbook.

School Copy Received By: _____ **Date:** _____



Our Lady of Fatima Catholic School iPad/Laptop Information, Policy, Procedures, and Agreement

The integration of the iPad/Laptop into the classroom and outside of the classroom is very exciting and, if utilized correctly, will create stimulating new opportunities for our students. This document serves as an agreement between the school, student, and parent to ensure a safe and productive technological atmosphere.

Receiving and Returning

- iPad/Laptop Check-out: Upon return of signed agreement, students will receive an iPad/Laptop with charging accessories.
- iPad/Laptop Check-in: iPad/Laptop and accessories will be returned prior to the end of the school year. If a student transfers out of the school, the iPad/Laptop and accessories will be returned at the time of student withdrawal. Students who withdraw, are suspended, expelled, or who terminate enrollment for any reason must return their iPad/Laptop and accessories immediately. If a student fails to return the iPad/Laptop and/or accessories, upon request, the student/parent will pay for the replacement costs associated with the replacement of the iPad/Laptop and accessories. Student records will not be released until the student account is clear of all charges.

iPad/Laptop Care

The iPad/Laptop is provided for the sole use of the student to which it is assigned. Do not loan out the iPad/Laptop or accessories to other individuals, including siblings and/or other family members. iPads/Laptops that are broken, damaged or fail to work properly must be taken to the principal for an evaluation. Lost devices must be reported to the principal as well. Students/Families are responsible for the full amount to repair and/or replace the broken/damaged/missing device.

Passcode: All students are required to use and keep the school's passcode of 1600 on their device. Changing the passcode is not allowed for any reason.

iPad Identification: Do not remove the iPad's identifying labels or markings.

iPads/Laptops Supervision: Devices should be always monitored by user.

Personal Apps: Personal apps may not be installed on iPads/Laptops without permission from a faculty or staff member. Devices with unauthorized apps installed will accrue charges that will be placed on the student's FACTS account. If storage becomes an issue on iPad's/Laptops, photos, videos and apps will need to be deleted. All apps must be in legal license agreements. Our Lady of Fatima is not responsible for any personal apps or other downloads that are purchased without permission from the school. If illegal software/apps or inappropriate content is discovered, devices will be restored to factory settings iPad Content

Parent/Guardian Name (print): _____

Parent/Guardian Signature _____ **Date:** _____

Student Name (print) _____ **Signature:** _____

Student Name (print) _____ **Signature:** _____



Appendix E



Immunization Requirements

A health form, complete with immunization record, showing dates and kinds of immunization received must be on file for each child. All immunizations must be completed and validated by the doctor or health clinic by the time of school's opening. The following page lists the Recommended Childhood and Adolescent Immunization Schedule.

Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

2024 - 2025 Texas Minimum State Vaccine Requirements for Childcare and Pre-k Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for childcare facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a childcare facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	Haemophilus influenzae type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps and Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
Zero through two months								
By three months	One dose	One dose	One dose	One dose	One dose			
By five months	Two doses	Two doses	Two doses	Two doses	Two doses			
By seven months	Three doses	Two doses	Two doses	Two doses	Three doses			
By 16 months	Three doses	Two doses	Two doses	Three doses	Four doses	One dose	One dose	
By 19 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	
By 25 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	One dose
By 43 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	Two doses

¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

² A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

³ If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

⁴ For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within four days before the first birthday will satisfy this requirement.

⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.



Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunizations/school>.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health. Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.dshs.texas.gov/immunizations/school/exemptions.

The original Exemption Affidavit must be completed and submitted to the school. For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



TEXAS
Health and Human
Services | Texas Department of State
Health Services

Texas Department of State Health Services • Immunizations • MC-1946 • P. O. Box 149347 • Austin, TX 78714-9347 • 800-252-9152



Requisitos mínimos de vacunación en el estado de Texas de 2024 a 2025 para centros de cuidado infantil y de prekínder

Esta gráfica resume los requisitos de vacunación incorporados en las secciones 97.61 a 97.72 del título 25 (Servicios de salud) del Código Administrativo de Texas (TAC). La gráfica no pretende sustituir la consulta del TAC, el cual contiene otras disposiciones y detalles. Según lo dispuesto en el capítulo 42 del Código de Recursos Humanos, se confiere al Departamento Estatal de Servicios de Salud (DSHS) la facultad de establecer los requisitos en materia de inmunización para los centros de cuidado infantil.

Los niños deberán presentar comprobantes de vacunación aceptables antes de inscribirse, asistir o ser transferidos a un centro de cuidado infantil en Texas.

Edad a la que el niño debe recibir las vacunas para cumplir con los requisitos:	Número mínimo de dosis necesarias de cada vacuna							
	Difteria / tétanos / tos ferina (DTaP)	Polio	Hepatitis B (HepB) ¹	Haemophilus influenzae tipo b (Hib) ²	Vacuna anti-neumocócica conjugada (PCV) ³	Sarampión, paperas y rubeola (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
De zero a dos meses								
Antes de los tres meses	Una dosis	Una dosis	Una dosis	Una dosis	Una dosis			
Antes de los cinco meses	Dos dosis	Dos dosis	Dos dosis	Dos dosis	Dos dosis			
Antes de los siete meses	Tres dosis	Dos dosis	Dos dosis	Dos dosis	Tres dosis			
Antes de los 16 meses	Tres dosis	Dos dosis	Dos dosis	Tres dosis	Quatro dosis	Una dosis	Una dosis	
Antes de los 19 meses	Quatro dosis	Tres dosis	Tres dosis	Tres dosis	Quatro dosis	Una dosis	Una dosis	
Antes de los 25 meses	Quatro dosis	Tres dosis	Tres dosis	Tres dosis	Quatro dosis	Una dosis	Una dosis	Una dosis
Antes de los 43 meses	Quatro dosis	Tres dosis	Tres dosis	Tres dosis	Quatro dosis	Una dosis	Una dosis	Dos dosis

¹ Una prueba serológica de infección o la confirmación serológica de inmunidad al sarampión, paperas, rubeola, hepatitis B, hepatitis A o varicela se aceptarán en lugar de la vacuna.

² Una serie completa de la vacuna Hib consta de dos dosis más una dosis de refuerzo a los 12 meses de edad o después (tres dosis en total). Si un niño recibe la primera dosis de la vacuna Hib entre los 12 y los 14 meses de edad, solo será necesaria una dosis adicional (dos dosis en total). Si un niño ha recibido una sola dosis de la vacuna Hib en o después de los 15 a 59 meses de edad, cumple con los requisitos de esta vacuna específica. Los niños mayores de 60 meses de edad no necesitan recibir la vacuna Hib.

³ Si la serie de vacunas PCV se empieza a administrar cuando el niño es mayor de siete meses de edad, o si el niño se atrasó al recibir alguna dosis de la serie, entonces puede que no sean necesarias las cuatro dosis. Para ayudarse a cumplir con los requisitos, refiérase a la información siguiente:

- Para los niños de siete a 11 meses de edad, se requieren dos dosis.
- Para los niños de 12 a 23 meses de edad: si han recibido tres dosis antes de los 12 meses de edad, entonces deberán recibir una dosis adicional (para un total de cuatro dosis) a los 12 meses de edad o después. Si han recibido una o dos dosis antes de los 12 meses de edad, entonces necesitan un total de tres dosis, una de las cuales al menos deben recibirla a los 12 meses de edad o después. Si no han recibido ninguna dosis, entonces necesitan recibir dos dosis y ambas deberán recibirlas a los 12 meses de edad o después.
- Los niños de 24 a 59 meses de edad cumplen con los requisitos si recibieron al menos tres dosis, una de las cuales la recibieron a los 12 meses de edad o después; o dos dosis, ambas recibidas a los 12 meses de edad o después; o una dosis recibida a los 24 meses de edad o después. De lo contrario, es necesaria una dosis adicional. Los niños mayores de 60 meses de edad no necesitan recibir la vacuna PCV.



⁴Para la vacuna MMR y las vacunas contra la varicela y la hepatitis A, la primera dosis debe administrarse en el primer cumpleaños o después. Las dosis de vacunas administradas en los 4 días anteriores al primer cumpleaños satisfacen los requisitos.

⁵Si se ha padecido anteriormente la enfermedad, esto puede documentarse con una declaración por escrito de un médico, del personal de enfermería de la escuela, o del padre o tutor del niño, y debe contener una afirmación como la siguiente: "Mediante este documento confirmo que (nombre del niño) tuvo varicela el día (fecha), o alrededor de esta fecha, y no necesita la vacuna contra la varicela".

Esta declaración por escrito será aceptable en lugar de cualquiera de las dosis requeridas de la vacuna contra la varicela.

La información sobre las exclusiones de los requisitos de inmunización, la inscripción provisional y la documentación aceptable de las inmunizaciones puede encontrarse en las secciones 97.62, 97.66 y 97.68, respectivamente, del Código Administrativo de Texas, y en línea en <https://www.dshs.texas.gov/immunizations/school> (en inglés).

Exenciones

La ley en Texas permite: (a) que los médicos declaren por escrito la exención médica, siempre que en ella se indique claramente que existe un motivo médico por el que la persona no puede recibir determinadas vacunas, y (b) que los padres o tutores opten por la exención de los requisitos de inmunización por motivos de conciencia, incluida una creencia religiosa.

La ley no autoriza, sin embargo, a que los padres o tutores elijan la exención simplemente para evitarse molestias (por ejemplo, que se hubiera extraviado un registro o este estuviera incompleto, y para ellos fuera demasiado difícil acudir con un médico o a una clínica para corregir el problema). Las escuelas deben mantener una lista actualizada de los estudiantes con exenciones, con el fin de que puedan ser excluidos en el caso de una emergencia o una epidemia declarada por el comisionado de salud pública.

Podrá encontrar las instrucciones para solicitar la declaración jurada de exención oficial, que debe ser firmada por los padres o tutores que opten por la exención por motivos de conciencia, incluida una creencia religiosa, en www.dshs.texas.gov/immunizations/school/exemption (en inglés).

La declaración jurada de exención debe llenarse y enviarse a la escuela en su versión original. En el caso de los niños sujetos a exenciones médicas, es necesario presentar a la escuela una declaración por escrito del médico. A menos que en la declaración conste por escrito que existe un padecimiento médico de por vida, la declaración de exención es válida por solo un año a partir de la fecha en que la firmó el médico.

Documentación

Dado que se utilizan distintos tipos de registros personales de vacunación, cualquier documento será aceptable siempre y cuando un médico o el personal de salud pública lo haya validado. La validación incluye una firma, las iniciales o el sello. Un registro de vacunación procedente de un registro de salud electrónico debe incluir la información de contacto de la clínica o centro médico y la firma o el sello del proveedor, junto con el nombre de la vacuna y la fecha de vacunación (mes, día y año). Se acepta un registro oficial que provenga de una autoridad de salud. También se acepta un registro oficial que se haya recibido de funcionarios de la escuela, incluido un registro de otro estado.



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2024 - 2025 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level												Notes			
	Grades K - sixth						Grade seventh		Grades eighth-12th							
	K	1	2	3	4	5	6	7		8	9	10		11	12	
Diphtheria/Tetanus/ Pertussis(DTaP/DTP/DT/ Td/Tdap)	five doses or four doses						three dose primary series and one booster dose of Tdap / Td within the last five years		three dose primary series and one booster dose of Tdap / Td within the last 10 years		For K – sixth grade: five doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the fourth birthday. However, four doses meet the requirement if the fourth dose was received on or after the fourth birthday. ¹ For students aged 7 years and older, three doses meet the requirement if one dose was received on or after the fourth birthday. ¹ For seventh grade: one dose of Tdap is required if at least five years have passed since the last dose of tetanus-containing vaccine.* For eighth – 12th grade: one dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. **Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.					
Polio	four doses or three doses												For K – 12th grade: four doses of polio; one dose must be received on or after the fourth birthday. ¹ However, three doses meet the requirement if the third dose was received on or after the fourth birthday. ¹			
Measles, Mumps, and Rubella ² (MMR)	two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹ Students vaccinated prior to 2009 with two doses of measles and one dose each of rubella and mumps satisfy this requirement.			
Hepatitis B ²	three doses												For students aged 11 – 15 years, two doses meet the requirement if adult hepatitis B vaccine (Recombivax®) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax®) must be clearly documented. If Recombivax® was not the vaccine received, a three dose series is required.			
Varicella ^{2,3}	two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹			
Meningococcal (MCV4)							one dose						For seventh – 12th grade, one dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11th birthday. NOTE: If a student received the vaccine at 10 years of age, this will satisfy the requirement.			
Hepatitis A ²	two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹			

NOTE: Shaded area indicates that the vaccine is not required for the respective grade.

↓ Notes on the back page, please turn over. ↓



¹Recibir la dosis hasta (e inclusive) cuatro días antes del cumpleaños satisfará el requisito de inmunización para inscribirse en la escuela.

²Son aceptables en lugar de la vacuna una prueba serológica de infección o la confirmación serológica de inmunidad al sarampión, las paperas, la rubeola, la hepatitis B, la hepatitis A o la varicela

³Si se ha tenido la enfermedad previamente, puede documentarse con una declaración escrita de un médico, un enfermero escolar o uno de los padres o tutor del niño, la cual diga algo como: "Esto es para comprobar que (nombre del estudiante) tuvo la enfermedad de la varicela (varicella o chickenpox) el (fecha) o alrededor de esa fecha y no necesita la vacuna contra la varicela". Dicha declaración escrita será aceptable en lugar de alguna o todas las dosis requeridas de la vacuna contra la varicela.

Podrá encontrar información sobre las exclusiones de requisitos de vacunas, la inscripción provisional y la documentación aceptada de las vacunas en las secciones 97.62, 97.66 y 97.68 del Código Administrativo de Texas, respectivamente, y en línea en www.dshs.texas.gov/immunize/school/default.shtm (en inglés).

Exenciones

La ley de Texas autoriza a que (a) los médicos redacten declaraciones de exención médica, las cuales deben indicar claramente que existe una razón médica que le impide a la persona recibir determinadas vacunas específicas, y (b) los padres o tutores opten por una exención de los requisitos de inmunización por razones de conciencia, incluidas las creencias religiosas. La ley no permite que los padres o tutores opten por una exención simplemente para evitarse inconvenientes (por ejemplo, cuando un registro se haya perdido o esté incompleto y sea mucha molestia ir con un médico o a una clínica para corregir el problema). Las escuelas deben mantener una lista actualizada de los estudiantes con exenciones, de forma que se les pueda excluir en casos de emergencias o epidemias declaradas por el comisionado de salud pública.

Encontrará las instrucciones para solicitar la declaración jurada de exención oficial, la cual debe ser firmada por los padres o tutores que elijan la exención por razones de conciencia, incluidas las creencias religiosas, en www.dshs.texas.gov/immunize/school/exemptions.aspx (en inglés). El original de la declaración jurada de exención debe llenarse y entregarse en la escuela.

En el caso de los niños para quienes se reclamen exenciones médicas, es necesario presentar a la escuela una declaración escrita del médico. A menos que en la declaración conste por escrito que existe una afección de por vida, la declaración de exención es válida solo por un año a partir de la fecha en que el médico la firmó.

Provisional Enrollment

Todas las inmunizaciones deben haberse completado antes del primer día de asistencia. La ley exige que los estudiantes estén completamente vacunados contra las enfermedades específicas. Un estudiante puede inscribirse de manera provisional si cuenta con un registro de inmunización que indique que el estudiante ha recibido al menos una dosis de cada vacuna específica apropiada para su edad según lo exige esta regla. Para que el estudiante se considere como inscrito de manera provisional, no debe estar atrasado en su calendario para recibir la siguiente dosis que le corresponda en la serie de dosis de la vacuna. Para seguir inscrito, el estudiante debe completar las dosis posteriores requeridas de cada serie de vacunas a tiempo según el calendario y tan rápidamente como sea médicamente posible, y debe proporcionar a la escuela un comprobante aceptable de que ha sido vacunado.

Un enfermero escolar o administrador escolar revisará cada 30 días el estado de inmunización de los estudiantes inscritos de manera provisional para garantizar el cumplimiento ininterrumpido de la aplicación de las dosis de vacunas requeridas. Si, al final del periodo de 30 días, un estudiante no ha recibido una dosis posterior de la vacuna, el estudiante no está cumpliendo con las normas, y la escuela excluirá al estudiante de su asistencia a la escuela hasta que se le administre la dosis requerida.

Las normas adicionales para la inscripción provisional de estudiantes transferidos de una escuela pública o privada de Texas a otra, estudiantes que dependen de militares en servicio activo, estudiantes que viven en hogar de acogida y estudiantes en situación sin hogar, se encuentran en el TAC, título 25, Servicios de salud, secciones 97.66 y 97.69.

Documentation

Dado que se usan muchos tipos de registros de inmunización personales, cualquier documento es aceptable si un médico o el personal de salud pública lo ha validado. La validación debe incluir una firma del responsable, sus iniciales o el sello. Un registro de vacunas generado a partir de un registro de salud electrónico debe incluir la información de contacto de la clínica y la firma o sello del proveedor, junto con el nombre de la vacuna y la fecha de vacunación (mes, día y año). Se acepta un registro oficial elaborado por una autoridad sanitaria. Se acepta un registro oficial recibido de parte de los funcionarios de la escuela, incluido un registro procedente de otro estado.



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Requisitos mínimos de vacunas en Texas de 2024 - 2025 para estudiantes de kínder a 12.o grado

Esta gráfica resume los requisitos de vacunación incorporados al Código Administrativo de Texas (TAC), título 25, Servicios de salud, secciones 97.61 a 97.72. Este documento no tiene como propósito sustituir al TAC, el cual contempla otras disposiciones y detalles. El Código de Educación de Texas, capítulo 38, confiere al Departamento Estatal de Servicios de Salud (DSHS) la autoridad para establecer los requisitos de inmunización.

REQUISITOS DE INMUNIZACIÓN

Los estudiantes deberán mostrar comprobantes de vacunación aceptables antes de inscribirse, asistir o ser transferidos a una guardería o una escuela primaria o secundaria pública o privada de Texas.

Vacuna requerida (Attention a notas y notas de pie de página)	Número mínimo de dosis requeridas por nivel de grado												Notes			
	Kínder a sexto grado						Septimo grado		Octavo a 12.o grado							
	K	1	2	3	4	5	6	7		8	9	10		11	12	
Difteria, tétanos, tos ferina (DTaP, DTP, DT, Td, Tdap)	cinco dosis o quatro dosis						Una serie primaria de tres dosis y un refuerzo de la vacuna Tdap/ Td dentro de los últimos cinco años		Una serie primaria de tres dosis y un refuerzo de la vacuna Tdap / Td dentro de los últimos 10 años				Para los grados kínder a sexto: cinco dosis de la vacuna contra la difteria, el tétanos y la tosferina; debe haberse recibido una dosis en o después del cuarto cumpleaños. Sin embargo, con quatro dosis se cubre el requisito si la quarta dosis se recibió en o después del quarto cumpleaños! Para los estudiantes de 7 años de edad o más, con tres dosis cumplen con el requisito si recibieron una de las dosis en o después de quarto cumpleaños! Para el septimo grado: Se requiere una dosis de la vacuna Tdap si han pasado al menos 5 años desde la última dosis de una vacuna que contenga tétanos.* Para los grados octavo a 12.o: Se requiere una dosis de la vacuna Tdap cuando hayan pasado 10 años desde la última dosis de una vacuna que contenga tétanos.* *La vacuna Td es aceptable en lugar de la vacuna Tdap si existe una contraindicación médica para la vacuna contra la tosferina.			
Polio	quatro dosis o tres dosis												Para los grados kínder a 12.o: quatro dosis de la vacuna contra la polio; debe recibirse una dosis en o después del quarto cumpleaños! Con tres dosis se cumple con el requisito si la tercera dosis se recibió en o después del 4.o cumpleaños!			
Sarampión, paperas y rubeola ² (MMR)	dos dosis												Para los grados kínder a 12.o: Se requieren dos dosis de la vacuna, la primera de las cuales debe recibirse en o después del primer cumpleaños! Los estudiantes que fueron vacunados antes de 2009 con dos dosis contra el sarampión y una dosis contra la rubeola y una dosis contra las paperas cumplen con este requisito.			
Hepatitis B ²	tres dosis												Para los estudiantes de 11 a 15 años de edad, con dos dosis cumplen con el requisito si recibieron la vacuna contra la hepatitis B para adultos (Recombivax®). Tanto la dosis (10 mcg / 1.0 mL) como el tipo de vacuna (Recombivax®) deben documentarse claramente. Si la vacuna recibida no fue Recombivax®, se requiere una serie de tres.			
Varicella ^{2,3}	dos dosis												Para los grados kínder a 12.o: Se requieren 2 dosis, de las cuales la 1.a dosis debe recibirse en o después del 1.er cumpleaños!			
Vacuna antimeningocócica (MCV4)							una dosis						Para los grados 7.o a 12.o, se requiere 1 dosis de la vacuna antimeningocócica tetravalente conjugada en o después del 11.o cumpleaños del estudiante.			
Hepatitis A ²	dos dosis												Para los g rados kínder a 12.o: Son necesarias 2 dosis, la 1a de las cual es debe re cibirse en o después del 1er cumpleaños!			

NOTA: Las casillas sombreadas indican que no se requiere la vacuna para el grupo de edad correspondiente.

↓ Notas al reverso, por favor dé la vuelta.↓



¹Receipt of the dose up to (and including) four days before the birthday will satisfy the school entry immunization requirement.

²Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

³Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.dshs.texas.gov/immunize/school/exemptions.aspx. The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Provisional Enrollment

All immunizations must be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Student must not be overdue for the next dose in a series to be considered provisional. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



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