

Our Lady of Fatima Catholic School

2315 Johnston Street, Lafayette, LA 70503

(337) 235-2464

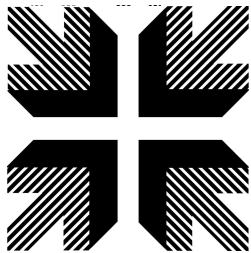
www.fatimawarrior.com

Parent/Student Handbook

2025-26 Academic Year

Mission Statement

*Our Lady of Fatima Catholic School is centered in Christ,
committed to learning, and
called to build character in a Catholic environment.*



The Our Lady of Fatima Catholic School logo reflects our philosophy of education as a lifelong process. The arrows represent the freedom of choice that each of us has in determining the avenues in education that our children will travel. The arrows converge, forming a cross, which reflects our mission that an exemplary education is one grounded in the teachings of Jesus Christ, committed to academic excellence, integrated with character development.

Fr. Tom Voorhies, Pastor

Paul Hebert, Principal

Meagan Lafitte, Assistant Principal

Therese Doucet, Religion Administrator

Mary Angelle, Director of School Operations

~Our Lady of Fatima Catholic School is fully accredited by the Diocese of Lafayette, the Louisiana State Department of Education, and Lumen~

Our Lady of Fatima Catholic School 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 of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other organization-administered programs.



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ADMINISTRATION/STAFF DIRECTORY

Administration		
Fr. Tom Voorhies	Pastor	frtom@fatimalafayette.org
Mr. Paul Hebert	Principal	phebert@olf.org
Mrs. Meagan Lafitte	Asst. Principal, Director of Technology	mlafitte@olf.org
Mrs. Therese Doucet	Religion Administrator	tdoucet@olf.org
Mrs. Mary Angelle	Director of School Operations	mangelle@olf.org
Mrs. Cynthia Judice	Curriculum Coordinator	cjudice@olf.org
Mrs. Rachel Ducharme	Curriculum Coordinator	rducharme@olf.org
Mrs. Betsy Aloisio	Dean of Students	baloisio@olf.org
Mrs. Angela Schoeffler	Director of Institutional Advancement	aschoeffler@olf.org

Ancillary Staff		
Mrs. Joan Fawcett	Safe Environment Coordinator, Technology Asst.	jfawcett@olf.org
Mrs. Jerri Tatum	Barton Tutoring	jtatum@olf.org
Mrs. Caroline White	Associate Director of Institutional Advancement	cwhite@olf.org
Mrs. Natalie Guillory	Admissions and Alumni Director	admissions@olf.org
Mrs. Patti Judice	First Aid, Workroom Coordinator	pjudice@olf.org
Ms. Marlene Patin	Administrative Assistant	mpatin@olf.org
Mrs. Laurel Landry	Accountant and HR Coordinator	llandry@olf.org
Mrs. Sandra Moore	Tuition Manager	smoore@olf.org
Mrs. Liz Miller	Receptionist	lmiller@olf.org
Mrs. Elyse Tatford	School Nurse	etatford@olf.org
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Mrs. Sarah Toombs	Clerical Assistant, Substitute	stoombs@olf.org

Pre-Kindergarten 3	Assistant	
Mrs. Adele Ortego	Mrs. Pam Greber	aortego@olf.org
Ms. Amy Gallagher	Mrs. Meagen Randazzo	agallagher@olf.org
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Pre-Kindergarten 4	Assistant	
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Kindergarten	Assistant	
Mrs. Katie Peatross	Mrs. Konni Ashy	kpeatross@olf.org
Mrs. Haley Harrington	Mrs. Loni-Kay Meyer	hharrington@olf.org
Mrs. Jen Fadaol	Mrs. Katie Broussard	jfadaol@olf.org
Mrs. Emily Wiltz	Mrs. Lynette Trappey	ewiltz@olf.org
First Grade	Assistant	
Mrs. Nicole Hornsby	Ms. Emily Hooper	nhornsby@olf.org
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Second Grade		
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Ms. Sarah Naquin		snaquin@olf.org
Ms. Camille Dozier		cdozier@olf.org
Third Grade		
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Mrs. Sarah Hill		shill@olf.org
Mrs. Ellen LeJeune		elejeune@olf.org
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Mrs. Ariel Gruenig		agruenig@olf.org
Mrs. Tori Fontenot		tfontenot@olf.org
Mrs. Julie LeBlanc		jleblanc@olf.org
Fifth Grade		
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Ms. Christi Miletello		cmiletello@olf.org
Mrs. Sara McKay		smckay@olf.org
Mrs. Sarah Spiller		sspiller@olf.org
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Ms. Alyce Moncla		amoncla@olf.org
Mrs. Elizabeth Guidry		eguidry@olf.org
Seventh Grade		
Mrs. Tonya Samii		tsamii@olf.org
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Mrs. Shannon Jaubert		sjaubert@olf.org
Mrs. Marilyn Miller		mmiller@olf.org
Mrs. Tracy Veillon		tveillon@olf.org
Eighth Grade		
Mr. Bryan Derise		bderise@olf.org
Mrs. Lexie Landry		alandry@olf.org

Ms. Justine Del Castillo		jdelcastillo@olf.org
Mrs. Madeleine Tatford		mtatford@olf.org
DEC/Resource		
Mrs. Joan Fawcett	Academic Specialist, Department Head	jfawcett@olf.org
Mrs. Sarah Williams	Lower Elementary Resource Teacher	swilliams@olf.org
Mrs. Dena Broussard	Lower Elementary Resource Assistant	dbroussard@olf.org
Mrs. Dodie Carmichael	Interventionist (K-1st)	dcarmichael@olf.org
Mrs. Sherry Lasley	Jr. High Resource Teacher	slasley@olf.org
Mrs. Stephanie Broussard	Jr. High Resource Teacher	scbroussard@olf.org
Mrs. Holly Bobbitt	Jr. High DEC Teacher	hbobbitt@olf.org
Mrs. Callie Mocek	Jr. High DEC Teacher	cmoccek@olf.org
Mrs. Dory Guidry	Lower DEC Teacher	dguidry@olf.org
Mrs. Danielle Delcambre	Lower DEC Assistant	ddelcambre@olf.org
Guidance		
Mrs. Katherine Rushing	Guidance Counselor 6-8	krushing@olf.org
Mrs. Amy Milke	Guidance Counselor 4-5	amilke@olf.org
Ms. Jennifer Hall	Guidance Counselor PreK3-3	jhall@olf.org
Physical Education		
Mr. Bryan Derise	Athletic Director	bderise@olf.org
Mrs. Danielle Catalan	PE	dcatalan@olf.org
Mrs. Paige Stinson	PE, Assistant Athletic Director, Cheer Director	pstinson@olf.org
Mrs. Kimberly Domingue	PE	kdomingue@olf.org
Mrs. Kylee Hebert	PE	khebert@olf.org
Enrichment		
Mrs. Ashley Cutrera	Science Lab	acurera@olf.org
Mrs. Sarah Judice	X-STREAM Lab	sjudice@olf.org
Mrs. Shannon Denton	Art	sdenton@olf.org
Mrs. Stacy Shumaker	Lower Elementary Music, Chorus	sshumaker@olf.org

Mr. Scotty Walker	Band	swalker@olf.org
Mrs. Taylor Deville	French & Little Warrior Lab	tdeville@olf.org
Mrs. Erin Soignier	Librarian	esoignier@olf.org
Mrs. Erin Jones	Library Assistant	ejones@olf.org
Miss Mary Claire Ardoin	Library Aide	
Mrs. Colleen Supple	Piano	csupple@olf.org
Mrs. Lauri Gilder	Piano	lgilder@olf.org
After School Care		
Mrs. Brooke Bienvenu	After School Care Director	bbienvenu@olf.org 337-207-1346
Mrs. Gisele Dugas	After School Care Asst. Director (PK-K)	gdugas@olf.org 337-207-1346
Maintenance/Custodians		
Keith Chartier	Plant Manager	kchartier@olf.org
Marcel Gumbs	Head Custodian	mgumbs@olf.org
Pertina Adams	Custodian	padams@olf.org
Tony Francis	Custodian	tfrancis@olf.org
Alben Aguillard	Custodian	aaguillard@olf.org

Office Hours / School

1. The Business Office is open weekdays from 7:30 AM – 3:15 PM during the school year.
2. Summer office hours are 8:00 AM – 2:00 PM Tuesdays – Thursdays
3. Classes begin promptly at 8:00 AM and students are dismissed at 3:00 PM

Admissions: Policies and Procedures

Application for Admissions

Application for admissions is found on the school website, www.fatimawarrior.com. Families interested in applying for admission must fill out the online application and submit the following:

- Baptismal Certificate
- Birth Certificate

- Immunization Record: The immunization record must be recorded by a Physician on a Louisiana State Certification of Immunization Card or Printout from your child's pediatrician with the official state seal OR sign a Statement of Exemption from Immunizations form (available from Marlene Patin or the workroom). Immunizations must be up-to-date.
- Current Progress Report and/or Progress Reports from all prior school year(s) - Grades PreK4-8th
- Standardized Test Scores from each year the test was taken - Only grades 1-8
- Parish registration certificate – download is available on the school website

Non-discriminatory Policy

Our Lady of Fatima School does not discriminate on the basis of race, color, gender, national origin, or disability (if with reasonable accommodations the individual can meet our program goals) in its educational programs, activities, or employment policies.

Priorities for Admission

A list of priorities for admission has been established by Our Lady of Fatima School to ensure justice and objectivity in filling student vacancies. A current list is available in the Admissions Office or school website www.fatimawarrior.com. A student must be three years old before September 30th to enter PreK3, four years old before September 30th to enter PreK4 and five years old before September 30th to be eligible for our Kindergarten program. The school reserves the right to recommend an alternative environment in the event we determine we cannot meet your child's needs.

PreK3 – 8th Grade

1. Catholic children of active Fatima Parishioners, Catholic siblings of children currently enrolled at Fatima, and Catholic siblings of former Fatima students currently enrolled at St. Thomas More
2. All other siblings and step-siblings of children currently enrolled at Fatima
3. Children of Fatima School and Parish employees.
4. Children of Fatima Alumni
5. Children of St. Thomas More alumni
6. Children of St. Thomas More employees
7. Children of registered Catholics from other church parishes
8. All others

Notes

- A. This program will be administered by the Principal.
- B. All priorities are subject to evaluation of prior records.

- C. Students transferring from other Catholic Schools have priority over students transferring from public or private schools.
- D. Applications will be reviewed and those with earlier dates will be admitted first.
- E. Entrance Testing - Our Lady of Fatima School may require entrance testing to help in determining admission.
- F. Should a conflict in any category arise, the Principal will contact the pastor for resolutions.

Registration of Current Students

Registration of students currently enrolled at Our Lady of Fatima is held in February for the upcoming school year.

Sexual Identity Policy - from the Diocese of Lafayette

Our Lady of Fatima Catholic School is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see "Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education," Congregation for Catholic Education, published on June 10, 2019)

After School Care (ASC)

The After School Care program provides professional care, supervision, recreation, enrichment activities, and homework assistance to Our Lady of Fatima School students. After School Care is open from 3:00 PM until 5:30 PM and serves grades PreK3 – 8th. Further details are available in the After School Care Handbook in the Appendix.

Asbestos Hazard Emergency Response Compliance

Our Lady of Fatima School is in compliance with all local, State, Federal, and Diocesan Asbestos Compliance Regulations. Fatima is required to submit asbestos inspection compliance reports bi-annually to the Diocese of Lafayette. Additionally, the Diocese of Lafayette performs a thorough asbestos audit every 3 years. These reports and audit records are kept in the Principal's office and are available upon request.

Athletics and Extracurricular Activities

Our Lady of Fatima Catholic School sponsors a wide variety of extracurricular activities for students, including but not limited to Student Council, 4-H Club, Math Counts, Quiz Bowl, Jr. Beta Club, Robotics, Art Club, Library Club, and Athletics.

Fatima cheer is open to any 8th grade girl interested in joining. Cheerleaders are required to attend summer camp, regularly scheduled practices, and games. Academic and conduct requirements for cheerleaders will be the same as those for athletics and other extracurricular activities and are included in the Athletic Handbook. More detailed information is given at the spring parent meeting prior to the 8th-grade year.

Athletic Program

The athletic program at Our Lady of Fatima School offers students many opportunities for involvement. The athletic department provides a handbook (see Appendix) that outlines parameters for the program. Students may be required to try out and are not guaranteed participation in any sport. Programs offered are as follows:

SPORT		GRADE
Football	Boys only	5th – 8th
Cross Country	Boys/Girls	5th – 8th
Volleyball	Girls only	5th – 8th
Basketball	Boys	5th – 8th
Basketball	Girls	6th – 8th
Soccer	Boys/Girls	6th – 8th

Track & Field	Boys/Girls	5th – 8th
Baseball	Boys only	6th – 8th
Softball	Girls only	5th – 8th
Golf	Boys/Girls	6th – 8th
Tennis	Boys/Girls	6th – 8th
Swimming	Boys/Girls	5th – 8th

Other sports may be introduced depending on funds and interest (i.e. lacrosse, bowling...). Further details are available in the Athletics Handbook in the Appendix.

Academic Policies for Athletic/Extracurricular Eligibility

In order to participate in extracurricular activities for Fatima, a student must be in good academic standing. This means that students must maintain a 2.0 grade point average and have no F's on his/her mid-quarter progress report or nine weeks report card. Each new school year every student will start off with a clean slate. Each activity has specific expectations and requirements for eligibility which will be given to students and/or parents. Students may be placed on academic probation at any time during an athletic season. Read the Athletics Handbook for more information.

Discipline Policy for extracurricular activities, clubs, and athletics

Students who participate in extracurricular activities are treated as fairly and equitably as possible. All students are held accountable for their behavior in the classroom, at meetings, on the court and in the field, at competitions, in practice, whether on campus or off campus. Conduct grade resets on the first day of the next quarter.

A student whose conduct grade drops below a B (14+ demerits on the Behavior Report) will no longer be able to participate in his/her chosen extracurricular activity that quarter. S/he may be reinstated at the beginning of the next quarter, but that decision will be made by the coaches and sponsors in concert with the administration. Representing Our Lady of Fatima Catholic School in an extracurricular activity is a privilege and a responsibility.

Attendance Policy

Students are obliged to attend all classes every day that school is in session (State Attendance Policy – Bulletin 741). A student must be in attendance for 160 full days of school to be considered for promotion. Any student who is absent, whether excused or unexcused, for 18 days or more may have to repeat the grade due to insufficient attendance; however, final decision is made by the

Principal based on the student's academic records. This policy applies to individual classes as well as whole school days in grades 6-8. The following procedure will be followed:

1. When a student has been absent for 6 days, a letter of concern will automatically be sent home through FACTS.
2. When a student has been absent for 12 days, another alert letter will automatically be sent home through FACTS.
3. When a student has been absent for 15 days, a conference call or office visit will be scheduled with the parents and Administration.
4. When a student has been absent for 18 days, the student could be in jeopardy of promotion for the next school year.
5. Students who are checked in or out of school will be marked absent according to the amount of time s/he misses on that day. This will be in terms of seven school time frames. For instance, if a student is checked out of school at 10:00 AM and does not return, s/he will be marked absent for 5/7 of the day. If a student checks in or out between these times they will receive credit for the time frame if the time checked in or out is halfway or better into the time frame. If a student checks out after 2:10 PM, s/he will not receive any credit for that time frame.
6. Perfect attendance is given only to those students who attend school from 8:00 AM - 3:00 PM on all school days and who are never tardy in the morning.
7. Any student participating in after-school activities must be present for 5/7's of the school day.

Attendance at Mass and any other liturgical service is required. Mass is part of the Our Lady of Fatima Catholic School curriculum.

Check-Out Procedures

A student who becomes ill or injured at school is sent to the workroom to be assessed by the staff or school nurse. Parents will be contacted if symptoms warrant. Students with appointments are to check in with the office on the morning of the appointment to get a validated dismissal slip, which is to be signed by the homeroom teacher and returned to the front office at the time of checkout. Checkouts are not allowed after 2:30 pm.

Dismissal Authorization

We work tirelessly for the safety of our students. For that reason we require a written note or email from a custodial parent or guardian authorizing dismissal of your child to anyone not in our database, e.g., a relative, carpooling with a neighbor, or walking home with a friend.

Tardiness

In order to be considered on time for school, students must be in their homeroom class by 8:00 AM. Students arriving to their homeroom class after the 8:00 AM tardy bell will be marked absent. Tardy students are a distraction to the learning process and to orderly classroom management. Students who arrive after class begins will be marked tardy and will not be allowed to enter class until a note has been obtained from the school receptionist. Tardies will only be excused with a note from a doctor or when the school Administration excuses tardiness because of severe weather or traffic problems. A student will not receive credit for the first period of the day if s/he arrives after 8:30 AM. If a student reaches 6 tardies, a notice will be sent home. If a student reaches 12 tardies, a conference call or office visit will be scheduled with the parents. Habitual unexcused tardies beyond 18 may result in failure of acceptance for registration for the following school year.

Cafeteria - School Nutrition Program

Pre-Kindergarten through 8th grade students can bring their lunch from home without a diet modification form. If your child has a special dietary need, please fill out a 2025-2026 diet modification form. FNS is happy to accommodate any special dietary need! Please fill out the 2025-2026 Diet Modification form which can be found on the FNS website. Please submit using the google form listed on the FNS web page or by using the QR code. Review the FNS menu with your child on our website, www.fns-dol.org. We encourage parents to review the menu with their children and foster excitement about what is being served on the menu. If your child is bringing a lunch from home, choose days where they want to eat in the cafeteria. The 25-26 menu will include our regular menu as well as the addition of our new "Lagniappe Choice" line with lighter fare options.

When planning a lunch from home, refer to the FNS Bag Lunch Guidelines.

- Due to student allergies, please do NOT send your child to school with foods containing nuts or peanuts.
- Microwaves will not be available to your child while at school. When packing your child's lunch from home, use ice packs or a thermos when appropriate in order to keep cold foods cold and hot foods hot.
- In the event that your child's bag lunch is left at home, your child will be served a meal from the cafeteria. Bag lunches will not be allowed to be dropped off at school once instruction time begins.
- Fast food packaging and logos are prohibited in the cafeteria per USDA guidelines.

Payments should be made one month in advance and can be made at www.myschoolbucks.com and information can be found on the diocesan Food and Nutrition Services (FNS) website at <https://fns-dol.org/>. All questions relative to school food services should be directed to the website or the cafeteria manager at 235-0214. Free and Reduced Price Meal Applications can be completed online at www.myschoolapps.com.

Snacks

Snacks should be healthy (cheese, fruit, yogurt, etc.) Please refrain from sending/bringing candy, chips, cookies. Please check for peanuts, tree nuts, manufactured in a facility that processes nuts on snack labels. Remind students not to share snacks or lunches. Students may have clear, untinted water bottles containing only water.

Students in any grade level are not permitted to bring class treats unless approved by the teacher.

Classroom Parties

There is one major party per year, Christmas, in PK3 through grade 8.

Parents of students in grades PreK3, PreK4, and Kindergarten may have reasonable birthday parties for their children. Only 20 minutes are allowed for this activity and arrangements must be made with the teacher several days ahead. Invitations to off-campus birthday parties may be distributed at school only if **all** the boys and/or girls of the class are invited. Refreshments should be pre-approved by the teacher. Birthdays at other grade levels can be celebrated in class by the teacher, but without a treat (to limit the number of sweets consumed during the school day).

Please be reminded: Do not bring food onto campus that contains peanuts or nut products, hard candies, or suckers. Read labels to ensure items are not manufactured in a facility that processes nuts.

Communication

Parent Cooperation Statement

An integral part of the educational philosophy of Our Lady of Fatima Catholic School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. Parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct on or off campus which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. Examples of conduct that interferes with positive relationships include but are not limited to disruptive, threatening, or inappropriate behavior; offensive language or a display of temper; damaging school property; written or spoken defamatory, offensive, or derogatory comments on any forum, e.g., social media, email, or written communication; and not following the Parent-Student Handbook policies.

Our Lady of Fatima Catholic School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school Administration that: (1) a positive working relationship between the school and the parent/guardians no longer exists and/or is irreparably damaged, or (2) that the parents/guardians have failed to provide the support, assistance, and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies as outlined in the Parent-Student Handbook may result in termination of the student's enrollment from the school.

School Records (Cumulative Record)

Official student files include the academic transcript, academic testing results, academic modifications, and evaluation reports, birth certificate, final report card, immunization record, and baptismal record. Other files, including discipline records, are not included in the permanent cumulative record. Some schools require discipline records for admission, and records will be forwarded with the presumption that parents have approved the request during the application process at the requesting school. Fatima reserves the option to ask parents to sign a release of information for records not included in the permanent cumulative record.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): From <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Confidentiality

Administration, teachers, and staff will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake.

Parent/Teacher Conferences

Our Lady of Fatima School holds a conference day in the fall each year for parents to meet with teachers regarding their student's progress in academics. Conferences are also held at the request of the teacher, parent, Administration or Dean of Students.

FACTS

FACTS is a web-based school management system that brings the parent and the school together in one unified system allowing parents to access grades, homework, and other school information in one convenient place. FACTS is also the portal for payment of tuition and fees. (See Finance Section.)

Seeking a Solution to a Problem

The suggested steps in resolving a problem are conferring with:

- A. The faculty or staff member
- B. The Administrator of area of concern
- C. The Principal
- D. The Pastor

Contacting the faculty or staff member is the first step. When emailing or calling, our faculty and staff will usually respond within 2 business days. If a response is not received, please communicate again; sometimes emails or messages are misplaced. The Administrator or Principal is willing to serve as a mediator in cases of differences of opinion. If no solution is found by meeting with the teacher, administrator, and/or Principal, the Pastor can be consulted. The Pastor then decides the outcome and the parent(s) are informed.

Curriculum

Awards/Special Recognition

Students are recognized throughout the year for exemplary progress in academics. In addition, groups of awards are given out at the annual OLF Academic Pep Rally at the start of each school year. These awards focus on the areas of academics, faith, character, citizenship, service, club participation, leadership, and athletics.

Some of the awards given include but are not limited to:

Band and Chorus Awards – recognition of excellence in performance and dedication to the music program.

Library Awards -- top readers who participated in the Accelerated Reader program.

PE Awards -- Presidential Fitness Award is given to all students who scored better than 85% of students nationally in five fitness components.

Perfect Attendance -- students who have not missed a day of school and were not tardy during this year.

Warrior Scholar -- highest academic honor bestowed on our 6th-8th grade students for students who completed the year with at least a 97% cumulative average and enrolled in at least one honors class.

Warrior of Excellence -- 4th- 8th grade student who also excels in the core academic areas by earning a cumulative average of 97.5.

Banner Roll -- students who receive all A's on their report card for the entire year.

Honor Roll -- students who receive all A's and B's in academics, conduct, and electives.

Ultimate Warrior -- honors students who have displayed qualities that truly represent the Christian values of Our Lady of Fatima School. These outstanding students were selected by the faculty because they have shined in the following areas: 1) Christian behavior and attitude 2) Involvement in school and community activities 3) Gets along well with others 4) Good example to younger students 5) Responsibility and 6) Cooperation.

8th Grade Only Awards:

Blue and Gold goes to 8th-grade students who have succeeded in making all A's during their attendance in grades 4 - 8.

Principal's Award is given to an 8th grade boy and an 8th grade girl selected and chosen by their teachers and Administration. These students have exhibited in their words and actions those qualities that truly represent being a good Christian and student at Our Lady of Fatima School.

Scholar Athletes display great sportsmanship and leadership qualities and a dedication and commitment to their studies. This award is given to an 8th-grade boy and an 8th-grade girl.

Excellence in Art is presented to two students who exceeded all expectations in both artistic talent and work ethic.

Our Lady of Fatima Citizenship Award honors outstanding boys and girls who displayed the virtues of good citizenship and character achievement, chosen by faculty based on class work, ability to get along with others, respect for others' property, and involvement in community activities.

Little Shepherds Award is presented to two students who demonstrate a strong faith and concern for others in their words and actions.

8th Grade Privilege

Any 8th grade student who earns all As on their report card for their 8th grade year including their conduct grade and midterm grade will be exempt from their 8th grade finals.

Copyright Policy

Under the Copyright Law of 1978 (Title 17 of the United States Code), persons must assume that any work created after 1978 is copyrighted, and, therefore, permission to copy should be requested and documented.

Students of Our Lady of Fatima School are expected to inform themselves of their rights and to abide by the responsibilities as users of copyrighted materials. These materials could be literary, musical, dramatic, pictorial, graphic, motion picture, audiovisual, sound recordings, software works, and Internet sites. Specific information can be obtained through AIME (Association for Information Media and Equipment) or Title 17.

Eighth Grade Farewell Ceremony

The Diocese of Lafayette allows simple ceremonies marking the end of the students' enrollment in an elementary school. The following are guidelines for the Our Lady of Fatima School ceremony:

1. A standard certificate will be issued to the students by the school.
2. A group photograph will be taken and will be distributed to those who order a copy.
3. The Mass and ceremony will take place in church.
4. A program will be prepared and distributed by the school.
5. Planning will be the responsibility of the Assistant Principal.
6. It is tradition that the 8th-grade students give a gift to Our Lady of Fatima School at the end of the year. The Religion Administrator or Principal will coordinate with the class to make a final selection of the gift.
7. Specific dress code requirements for the ceremony will be given to the students. General guidelines are as follows:
 - a. Girls: Sunday dress and conservative shoes. Length of the dress must be no longer than the ceremony gown.
 - b. Boys: Conservative dress slacks, dress shirt, dress shoes, and a tie.
 - c. The students will purchase a ceremony gown.

8. Any student with an outstanding balance will not be allowed to participate in the ceremony.

Grading, Promotion, and Retention

The purpose of grading is to give an indication of a student's progress. Parents are encouraged to check FACTS and the Conduct Report on a regular basis.

The grading scale used in grades 1-8 is:

A – 94-100

B – 87-93

C – 78-86

D – 70-77

F – 69 and below

Grades 1-8: In averaging quarterly report card grades to arrive at a final passing grade for a course for the year, a student must:

- 1) Have a minimum of 70%
- 2) Be in regular attendance throughout the school year, and
- 3) Participate in and complete all class assignments

Students should meet the three (3) requirements above to be considered for promotion.

Students in grades 6-8 with failing grades for one subject are promoted on the condition that they make up the deficiency in an approved summer school. Students are NOT given credit for private tutoring. Students who do not receive credit in summer school must repeat the grade. Students in grades 1-5 with failing grades for one subject are promoted on the condition that they make up the deficiency through remediation in a program or with a tutor approved by the school.

Students who fail two (2) subjects (excluding PE, spelling, or enrichment) may be required to repeat the grade whether they attend summer school or not.

Students may repeat a grade at Our Lady of Fatima School only once. A student who fails a grade for the second time is required to repeat it at another school. A student may repeat only two separate grades to remain at school unless other circumstances determined by the Administration would not allow the second repetition. A student may not repeat the sixth, seventh, or eighth grade at Our Lady of Fatima School without approval from the administration.

Homework

Homework is a necessary aspect of school life. It serves as a review and reinforcement of what was learned that day in class and also preparation for what is to be introduced. Homework also

teaches responsibility and independence. All students can expect homework, especially those in grades 4-8. Students are expected to have homework properly completed. Students without their assignments are subject to disciplinary consequences. All graded work should be turned in to the teacher before a student leaves before the end of a school day. Students may not call home for forgotten homework to be brought to school.

Homework for Absent Students

We are appreciative of conscientious parents and students who request homework when absence from school is necessary. However, because of frequent class interruptions to request homework assignments, reliable friends, a homework buddy, and FACTS (RenWeb) are the only methods of getting assignments to absent students. Your child will not be graded for work missed due to illness until s/he is given time to make up the missed work. An exception is for unexcused absences. Assignments are due and tests will be given upon the students' return to school. If an absence is longer than one day, parents may call the receptionist by 9:30 AM to request homework pickup.

Lost/Damaged Textbooks

Textbooks are provided by Our Lady of Fatima School for use by students. Once a book is issued to a student, s/he becomes responsible for returning it in the same condition for use the following year. Students who lose textbooks are required to pay replacement costs. Students may be assessed for damage to books. The damaged cost will be a minimum of 50% of the replacement cost. If a student damages a book so that it is not usable the next year, he/ she may keep the book after paying the replacement cost. If the full replacement charge is not assessed, the school retains the book.

Midterm and Final Exams

Students in Junior High will take midterm and final exams. Midterms will be given in December and finals will be given in May for all subjects. Midterms and finals will be stand alone grades not factoring into the quarter grades but contributing to the final cumulative average for the year. Students who miss midterm or final exams due to extended illness (with physician's statement) or an emergency may not be required to make up the exams. Please contact the Curriculum Coordinator if you have further questions. Students who miss midterm or final exams for reasons other than illness and/or extenuating circumstances are given no credit (grade of zero) for the exams and are not allowed to make up the exams. Midterm and final exams cannot be given earlier or later than scheduled.

Observing Students and Teachers

Parents are not allowed to observe any student or teacher in the classroom or school setting or stay with their students while school is in session. Parents or visitors must depart the school grounds when the 7:55 AM bell rings.

Physical Education

Every student is expected to participate in physical education classes. Only those students with proper medical cause signed by a doctor will be excused. Students unable to participate in physical education classes are assigned academic work to be completed during that period.

The school uniform will be the only clothing allowed for PE activity participation in grades PreK4-8. All girls must wear appropriate shorts under their skirts to make participation in physical education activities possible.

Placement

Placement of students in a particular teacher's classroom is a thoughtful process. The Administration makes the decision based on information provided by teachers and counselors. Parent requests cannot be honored, but parents may give information that could help the process.

Resource Department

Our Lady of Fatima Catholic School attempts to meet the needs of all of its students by making and incorporating reasonable accommodations and interventions in regular classroom activities as recommended by the Regular Education Accommodation Committee (REAC) Committee.

Tiered Plans of Intervention

Tier 1: All students remain in the classroom for instruction. Teachers provide the entire class with age appropriate interventions to help each student make progress such as, preferential seating, repeated directions, extended time as needed, and small group instruction. Contact with the parents will be made to gather additional information about concerns.

Tier 2: All students remain in the classroom for instruction. Teachers continue to provide Tier 1 interventions as well as individualized assistance through online, research based programs. Data from these programs will be used to help individualized instruction to fill learning gaps. Contact with the parents will continue regularly.

Tier 3: Students with an educational evaluation from a certified professional could receive additional accommodations and remediation from the OLF Resource Department. Parents will be included in a meeting with our REAC committee to identify the specific plan of action that will be offered.

Evaluation of each student's progress will be ongoing and the level of intervention may change as needs arise or subside throughout the school year. REAC Plans will be evaluated annually with teachers and parents.

Resources for Gifted Students

The Lafayette Parish School System has various programs for gifted students. Our Lady of Fatima School students who are identified as gifted/talented are eligible for the Parish Gifted Program. For more information about the Parish program, contact the Special Education Department of Lafayette Parish Schools. Gifted students are excused from class to attend these special enrichment classes. They are required to complete all essential work missed.

Signed Papers

In grades 5-8, student test papers may be reviewed upon request. Tests may not be copied or photographed. Tests and test items are the intellectual property of teachers; direct sharing of tests or test items without permission may be subject to disciplinary action.

Standardized Testing

Our Lady of Fatima School students in grades 3-8 are given a standardized test annually. These tests are nationally norm-referenced tests. The tests are used to monitor a student's progress over time and to compare to students across the nation.

Parents suspecting exceptionality in their child should seek further evaluation. Our Lady of Fatima School attempts to meet the needs of students within the school by making minor adjustments and incorporating minor interventions in regular classroom activities. Major adjustments, including those that are detrimental to the rights of other students and those that require additional costs are considered beyond our ability and cannot be incorporated.

Discipline

Discipline is to be considered an aspect of moral guidance. The purpose of discipline is to promote genuine student development, to increase respect for duly constituted authority, to assist the growth of self-discipline, to provide an orderly and safe environment conducive to learning, and to promote moral and intellectual character.

Our goal is to establish a unified effort by parents, students, and teachers in order to institute a discipline program that builds character in a Catholic environment and supports the efforts of teachers to teach and students to learn.

Students who violate the rules and procedures of Our Lady of Fatima, who violate the rights of another child or adult, or who disregard their own responsibilities are subject to disciplinary action.

Any student who engages in conduct, whether inside or outside of school, which is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy or teachings of the Catholic Church may be subject to disciplinary action, including suspension or expulsion.

Certain conduct, which may not be listed in these policies of conduct, may still be determined to be inconsistent with the standards of conduct required by Our Lady of Fatima School. It is assumed that the offending conduct will be remedied by the first application of a disciplinary response. However, if the conduct continues, or a more serious conduct occurs, Fatima will proceed to more serious forms of discipline.

Under FERPA, video footage relating to a disciplinary incident is considered to be “education records” of (1) the student(s) disciplined and (2) the student victim(s). As such, the parents of these students are entitled to *review* the video upon request (though the school is not required to *release* a copy of the video to the parents). When the video relating to a disciplinary matter includes footage of more than one student, a parent’s right to review the video is limited to that part of the video relevant to the parent’s child. Also, when the video includes footage of other students whose presence is not relevant to the subject disciplinary action, the school can/should attempt to redact or shield the identity of the other students during the viewing by the requesting parent (for example, by using technology to blur the faces or, alternatively, even putting post-it notes on the screen to cover the images of the other students). In situations that present uncertainty as to whether the identity of other students depicted in the video should be disclosed to the requesting parent, the school should attempt to obtain consent from the parents of the other students to release the video for viewing by the requesting parent, thereby negating any privacy issues. *Absent involvement of a formal school disciplinary incident, school video footage shall not be made available for review by parents.* The exception to the above is if there is a court order or subpoena requiring the school to produce the video for inspection or copying.

Students at Our Lady of Fatima School are expected to exhibit Christian behavior consistent with their age and maturity. Depending on the discipline incident, behavior of the student, and the student’s past actions, consequences may include, but are not limited to: verbal reprimand, written assignments, loss of privileges, recess detention, regular morning detention, early morning detention, suspension from school activities (athletics, extracurricular clubs, school trips, etc.),

suspension from school, or dismissal from school. Additional consequences at the discretion of the Administration may be assigned on a case-by-case basis.

Classroom Discipline

Each teacher or grade level will develop a behavior plan for his or her classroom or classrooms, which will be based on Christian values, respect, and behaviors contributing to the learning environment. These plans will include acceptable behaviors and consequences for unacceptable behaviors. These plans are shared with parents at Orientation and are filed with the Dean of Students' Office.

Classroom Discipline PK3-2

Grades PK3 through 2nd will utilize a daily conduct charting system that is sent home to parents each day. A visual chart for "clip moves" (moving the banana, smiley face, frog, etc.) will be a component of the classroom system.

Each teacher or grade level in grades PK3 through 2nd will develop behavior expectations for his or her classroom or classrooms which will be based on Christian values, respect, and behaviors contributing to the learning environment.

Students may be excluded from field trips and/or extracurricular activities due to behavior concerns.

Classroom Discipline Grades 3-8

Our school uses the online Behavior Report in FACTS SIS for grades 3-8 to record student adherence to discipline policy.

The Dean of Students monitors the reports and may contact you about particular incidents. Please familiarize yourself with the system and contact the Dean of Students with any questions.

Each teacher or grade level in grades 3-8 will develop behavior expectations for his or her classroom or classrooms which will be based on Christian values, respect, and behaviors contributing to the learning environment.

Students may be excluded from field trips and/or extracurricular activities due to behavior concerns.

Cell Phones

Students are not allowed to bring cell phones onto campus. Students having or using cell phones at school are subject to suspension. Cell phones found in backpacks or lockers will be confiscated. Students given permission to bring cell phones on campus must check in phones upon arrival at

school with the Dean of Students. Students are not allowed to keep phones in their possession for any reason. They are not to use cell phones even after they are retrieved at the end of the school day. This means they are not allowed to use cell phones at play practice, sports practice, After School Care, in car rider line, on field trips, or on the bus.

Students with a chronic illness like diabetes who use an application on their phone to monitor health status are usually granted an exception, but they may only use their phones for monitoring their condition. Students whose parents have separate households and students whose parents have unusual work circumstances may also be granted exceptions by the Dean of Students.

ID Badges

As a safety requirement, students must wear ID Badges at all times while on campus. Students face disciplinary consequences if they are not wearing ID Badges or forget them at home. Replacements can be acquired through the front office for \$5. FACTS accounts will not be charged. If the student does not have \$5, they will acquire a temporary ID from the receptionist.

Academic Penalty

Academic penalties are assessed for violation of the Academic Integrity Policy (see Appendix).

Conduct Grades

We expect that Fatima students exhibit excellent behavior, responsibility, and character at all times, both on and off campus. We also expect that students wear their uniforms with pride, adhering to the dress code outlined in this handbook.

Students receive a conduct grade each quarter. Students begin each quarter with a 100/A+. The grade will decrease with each demerit during the quarter. When a teacher finds that a student has fallen short of expectations or has broken a rule, s/he marks the infraction on the student's behavior report.

Parents usually receive email notifications, phone calls, or other communication when an infraction is marked, but the ultimate responsibility for notifying parents of infractions belongs to the student. Teachers typically let students know when an infraction is marked.

Parents should email the teacher or the Dean of Students if they have questions or need more detail about infractions marked.

Demerits will be issued according to the following scale:

- Responsibility or dress code infraction = 1 demerit

- Behavior infraction = 2 demerits

- Character infraction = 7 demerits for detention and 14 demerits for suspension

Responsibility infraction examples include but are not limited to incomplete or missing homework, forgotten materials, e.g., laptop, charger, ID, or unreturned signed papers, out of class without a pass, failure to clean up, tardy between bells, late to line up.

Dress code infraction examples include but are not limited to wearing non-uniform tops or bottoms; skirts, shorts, skorts length, non-uniform outerwear in class; headwear, socks, shoes, hair, makeup, belt, jewelry, nail polish out of code; not in mass dress; writing on skin. When a dress code infraction is marked, the student will usually have one week to correct the dress code violation.

Behavior infraction examples include but are not limited to misbehavior in class, on the bus, or on field trips, personal use of school technology, disrespect for the feelings of others, profanity, not following directions, off-task, not following library, lab, locker rules, inappropriate behavior.

Once a student receives a total of 7 demerits, s/he is to be referred to the Dean of Students.

Character infraction examples include but are not limited to cheating, plagiarism, forgery, theft, destruction of property, vandalism, immorality, profanity, obscenity, bullying, cyberbullying, fighting, intimidation, violence, kicking, pushing, shoving, biting, hitting, drugs, alcohol, tobacco, vaping, possession/use of cell phone on campus or bus; violation of Acceptable Use Policy or MacBook/iPad policy.

A character infraction results in an automatic referral to the Dean of Students. Character infractions carry a 7- or 14-point deduction in the conduct grade; students are referred to the Dean of Students for these infractions.

Cheating

The consequences for cheating for grades 6-8 are found in the OLF Academic Integrity Policy in the Appendix of the Parent-Student Handbook.

Consequences

Students at Our Lady of Fatima Catholic School are expected to exhibit Christian behavior consistent with their age and maturity. The essence of Christian discipline is self-discipline. As students mature there are varying levels of self-discipline. Recognizing this fact, there are varying levels of consequences.

Depending on the discipline incident, behavior of the student, and the student's past actions, consequences may include, but are not limited to verbal reprimand, written assignments, loss of privileges, recess detentions, morning detention, early morning detention, suspension from school activities (athletics, extracurricular clubs, school trips etc.), suspension from school, or expulsion from school. Additional consequences, at the discretion of the Administration, may be assigned on a case-by-case basis.

Depending on the severity of the offense, any consequence, even up to expulsion, may be considered by school Administration for any particular student behavior. Additionally, repeated minor offenses may warrant a more severe consequence in order to eliminate the target behavior. Investigation of offenses may include search of a student and/or his/her property. Random searches may also be conducted. Random searches for cell phones, “contraband” (drugs, or drug paraphernalia, alcohol, tobacco products, electronic cigarettes), or **ANY weapons** are considered reasonable and justified in order to maintain a safe and productive school environment. A search may take place at school or any school-related function. The search will not be excessively intrusive in light of the student’s age, sex, and nature of the infraction.

Behavior Infraction Examples

The following behaviors are typically addressed by the teacher at the classroom level or by the teacher/staff member witnessing the incident. These classroom level infractions include but are not limited to:

1. Being in halls without a pass
2. Bringing unauthorized toys, fidget spinners, cameras, radios, cell phones, digital music players, electronic games, etc., on the school grounds
3. Dress code violations
4. Eating and/or taking items outside the cafeteria
5. Entering any building or classroom without permission or at unassigned time before, during, or after school; all students must enter campus via car rider line or be escorted to front door
6. Failure to bring assigned books and/or materials to class
7. Failure to complete assignments or bring in homework, signed papers, or notes of concern
8. Forging parent’s/guardian’s signature
9. Misbehavior that prevents student learning
10. Misconduct (pushing, shoving, continuous talking after quiet is requested, teasing, name calling, writing or passing notes, etc.)
11. Possession of and/or chewing or eating gum or candy on the grounds without proper permission
12. Tardy to class between bells
13. Use of any container other than a clear plastic, untinted container as a water bottle containing plain water
14. Writing/markings on body parts

The following behaviors will be addressed through the Dean of Students’ office for consequences. Behaviors include but are not limited to:

1. Any grave act of disrespect to a faculty member or staff member
2. Any grave act of disrespect to a fellow student

3. Any un-Christian behavior on school grounds or at any school function
4. Bringing explosives (including fireworks of any kind) on the school campus or to any school function or participating in their use
5. Bullying (repeated, intentional, purposeful)
6. Defacing uniforms - this includes but is not limited to cutting up and writing on uniforms during the last week of school
7. Failure to follow a teacher's directive
8. Fighting or the instigation/encouragement of fighting; rough play that could lead to injury
9. Forging the signature of any member of the school faculty or staff
10. Intentionally pulling fire alarms
11. Leaving a classroom/property without permission of a teacher or other school authority
12. Marking on desks, walls, doors, student property, etc.
13. Misbehavior on the bus
14. Misconduct of any type at an extracurricular activity or field trip
15. Obscene language, gestures, writings, drawings, or actions in messaging, pictures, videos, snaps, GroupMe, social media platforms of any type, public or private. No expectation of privacy when it comes to protecting children. Subject to suspension and/or expulsion.
16. Theft, receiving, or possessing stolen goods
17. Use or possession of tobacco products or any type of E-Cigarette, or vape on campus
18. Vandalism
19. Violation of Student Acceptable Use Policy
20. Violation of MacBook Air computer policy
21. Cheating (see the OLF Academic Integrity Policy in the Appendix)
22. Forging parent/guardian signature
23. Public displays of affection between students

The following behaviors may lead to immediate dismissal from school:

1. Behavior which endangers any member of the school community
2. Bullying (repeated, intentional, purposeful) or criminal hazing.
3. Carrying, using, or threatening to use weapons or instruments to do bodily harm
4. Failure to receive specialized professional care requested by Administration
5. Immoral conduct
6. Inciting breakdown of school authority
7. Making threats of violence against fellow students, faculty, or staff members
8. Perpetuating a bomb scare
9. Receiving a suspension after being placed on disciplinary probation
10. Striking a faculty or staff member
11. Use or possession of chemical abuse substances, including alcohol and drugs
12. Use of social media that is not consistent with school policy

Detentions

A detention is a notification to parents that a specific student needs a change in behavior. Parents are informed of detentions through phone calls and/or emails. The types of detentions, listed from less serious to more serious, are as follows:

- Recess Detention: assigned for minor infractions or as teacher/Administrator deems appropriate.
- Regular Morning Detention: assigned for minor infractions or as teacher/ Administrator deems appropriate. This detention begins at 7:30 AM
- Early Morning Detention: assigned for major and/or severe infractions or as teacher/Administrator deems appropriate. This detention begins at 7:15 AM

If a student does not attend an assigned Regular Morning Detention, the student is then assigned in its place an Early Morning Detention. If a student does not attend an assigned Early Morning Detention, the student is then assigned an additional Early Morning Detention. If a student does not attend any assigned detention twice without an excuse deemed reasonable by the Administration, the student will be suspended.

If a student is late for a detention, s/he is not allowed attendance into detention and must be assigned the next level of detention for the next scheduled detention date. Administration reserves the right to set the time and location of detentions.

Disciplinary Probation

Once a student has exceeded five (5) detentions and/or multiple suspensions, school Administration may place him/her on disciplinary probation. At that point, if the student continues behavior patterns that result in additional suspension, s/he may be asked to leave Our Lady of Fatima.

Suspensions

Students who commit offenses deemed serious by Administration or who earn multiple detentions may be subject to an in-school or out-of-school suspension. Students are not eligible to participate in any school activities during the suspension. The student will conference with the Dean of Students and/or Administration who will administer the suspension. Depending on the severity of the offense, the suspension will last from 1-3 days and will result in a 14-point deduction in the conduct grade. Any junior high student with any suspension during the school year of the trip will be ineligible to attend the 6th grade Grand Canyon trip, the 8th grade Washington D.C. trip,

or other trips or activities. Suspensions from the prior year may be considered in determining eligibility for school-sponsored trips/activities.

Habitual Offenders

A student who earns several detentions in a school year will be required to attend an Administrator/Teacher/Parent/Student Review Conference. After this meeting, every new detention may earn more severe consequences until the target behavior has changed. If the target behavior does not change, then habitual offenders may begin receiving more serious consequences, such as a suspension or dismissal.

Bullying

Policy Statement from the Diocese of Lafayette

DP ANTI-BULLYING AND HAZING
3018

Policy Statement

The intent of this policy is to support our Catholic schools' commitment to provide a safe learning environment for all students. As we are all created in God's image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written "So always treat others as you would like them to treat you; that is the Law and the Prophets." (Mt. 7, 12). In this way, we build up the Body of Christ within our Catholic schools. Bullying and hazing creates an environment in which dignity and respect are compromised. Therefore, we attest, bullying and hazing have no place in our Catholic schools.

This policy shall apply to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

Prevention/Education

To enhance the education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, schools operating in the Roman Catholic Diocese of Lafayette are strongly encouraged to:

- o Prohibit all forms of student bullying and hazing;
- o Provide adequate supervision to minimize the risk of bullying and hazing;
- o Provide continuing education/professional development on bully prevention for faculty and staff members;
- o Develop school-wide bullying and hazing prevention programs to educate students;
- o Incorporate bullying and hazing prevention lessons into the school's curriculum.

Definition of Bullying

1. Bullying is defined as a pattern of one or more of the following behaviors:
 - a. Gestures, including but not limited to obscene gestures and making faces;
 - b. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
 - c. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
 - d. Repeatedly and purposefully shunning or excluding from activities.

2. Behavior defined as bullying is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. Bullying must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and evasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Definition of Cyber-bullying

Cyber-bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to

emotionally harm, coerce, and/or intimidate. Electronic devices may include, but are not limited to:

- o Computers
- o Tablets
- o Mobile phones
- o Other interactive or digital technologies

Definition of Hazing

Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admission to, affiliation with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. "Consent" of the victim shall not be recognized as a defense to the school's prohibition of hazing. Hazing may involve harassment, degradation, humiliation, intimidation and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

Reporting

The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying and hazing policy. All school employees and volunteers supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

Appeals

In the event of an alleged violation, misapplication or misrepresentation of an anti-bullying rule, regulation or policy where said grievance has not been satisfactorily resolved by the school administration, the "Appeals" policies of the Diocesan Policies for the Administration of Catholic Schools (L1 – L3) shall apply.

Investigation

Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances. Any student accused of violating this policy shall be advised of the complaint and shall be given an opportunity to be heard. The extent of the investigation shall be at the discretion of the principal/designee as dictated by the facts and circumstances, and may include interviews and a review of any evidence presented and/or discovered.

Documentation

Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the school's student records of both the perpetrator(s) and the victim(s).

Notification

Parents/guardians of the perpetrator(s) and victim(s) are to be notified by the principal/designee.

False Accusation

Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

Retaliation

Retaliation against any person who reports bullying or hazing in good faith is prohibited and is subject to disciplinary action as set forth in this policy.

Discipline

Disciplinary action arising out of a violation of this policy shall be at the discretion of the school administration. Disciplinary action may include, but is not limited to, a warning, detention, suspension, or expulsion. Repeat violators are subject to additional disciplinary action. Violators may also be subject to criminal penalty under Louisiana law, including §14:40.7 (Cyberbullying), §14:40.3 (Cyberstalking), §14:40.2 (Stalking), §14:40.1 (Terrorizing), §14:40.8 (Criminal Hazing), §14:35 (Battery), §14:36 (Assault), § 14:40.6 (Unlawful Disruption of the Operation of a School), and other criminal laws.

Non-Violence Policy

1. Because of the seriousness of violence and even threats of violence that affect school communities today, we believe it is necessary, and we have been directed by the Diocese of Lafayette, to implement policies to help safeguard the well-being of students and school personnel.
2. Because safety in our schools is of utmost importance and students have the right to attend a safe school, when informed of possible violence or even threats of violence, the school Administration will take the information seriously and follow these policies in addressing the issue:
 - a. We have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school. This policy is being sent to you as parents/guardians and has been communicated to all students in the classrooms. Students are not allowed to draw pictures of or write stories about or post online situations that are violent or that depict real or fictitious violence.

- b. In cases where we are made aware of such threats, we will contact appropriate civil authorities.
- c. If the threat of violence is toward a student or students, the parents/guardians will be contacted immediately.
- d. If the threatened student is on campus, s/he will be detained in a safe place until authorities arrive.
- e. If such threats come from an Our Lady of Fatima School student, s/he will be suspended (while we investigate further) and possibly referred to civil authorities.
- f. If the threat or danger comes from a non-student, appropriate action will be left in the hands of civil authorities.
- g. The making of such threats, be they real or frivolous, constitutes grounds for dismissal as covered in the Parent/Student Handbook. Problems between students should be handled through Administrators or counselors.

Treatment of School Property

It is every student's responsibility to see that all school property is protected from abuse. Students who fail to take care of school property will be assessed for all damages.

Lockers

Students in grades six, seven, and eight will be assigned lockers for their use during the school year. Students may go to their lockers only at specified times, before going to first hour, after morning recess, after lunch recess, and before leaving for home in the afternoon. No student is to use a locker other than the one s/he was assigned. Each student is responsible for keeping his/her locker free of markings, stickers, etc. Administration can make periodic checks of lockers to verify that only school-approved items are housed therein. A student may lose locker privileges as a disciplinary measure for violation of any of the above or for tardiness between classes.

Dress Code

Appropriate dress - male students

Unless otherwise stated, these policies apply to all students in grades PreK3-8. All students attending Our Lady of Fatima Catholic School must wear the school uniform every day.

A. Shirts

The Polo style white knit shirt (including DriFit Polo shirts) with the Our Lady of Fatima School logo must be worn. All undershirts must be solid white with sleeves not longer than the uniform shirtsleeves. All shirts must be long enough to remain tucked in throughout the day with the belt or waistband showing at all times.

B. Shorts and Pants

Navy short pants are permitted in all grades. Boys' shorts cannot measure more than 4 inches from the floor when kneeling. We reserve the right to measure. Belts are required on all school pants/shorts with belt loops and must be solid black, navy, or brown. Loops are not to be removed from the pants/shorts. Elastic waist pants (with no belt loops) are allowed in grades PreK3 – 2nd grade. Long and short pants must be a solid navy traditional dress. All long and short pants should be purchased from one of the uniform shops carrying Our Lady of Fatima School uniforms. Faded or torn pants, cargo pants, jeans, or any pants with jean-like characteristics may not be worn. No warmup, stretch, denim pants, pants with elastic "gathered" cuffs, or jogging shorts are allowed.

C. Cold Weather

In cold weather the following may be worn in or outside of the classroom: a solid navy blue sweater, a solid navy blue sweatshirt/hoodie, or a solid navy blue jacket. In extremely cold weather the following will be allowed for outside activities, but may not be worn in the classroom: heavy overcoats, heavy padded ski jackets, leather jackets, heavy lined jackets, and hoods. These jackets and coats may be any color. Blue jean material jackets and coats are not allowed. Navy or white turtlenecks or long sleeve t-shirt type shirts may be worn under the shirt.

D. Socks

Socks must be worn and must be solid white or navy blue. A small emblem is allowed. Socks must cover the ankle.

E. Shoes

Shoes may be high or low top, but they must be closed in nature. Open-backed shoes, slippers, sandals, moccasins, boots, crocs, or shoes with heels raised above normal levels are not permitted. Students may wear tennis shoes, athletic shoes, or dress shoes. Tennis shoes may only include the colors white, gray, navy blue, and black in any color combination. Please avoid the denim-look shoes, those that are dark blue and black in a small pattern, or those with embellishments. All tennis shoes must have white, navy, or gray laces and the laces must be tied. First grade and below may have VELCRO® straps instead of laces. No shoes with wheels or lights. All dress shoes must be solid brown or solid navy. Brown or navy leather Topsiders of the Sperry design are also allowed. Footwear must be worn securely and fully on the foot, walking on the heels or collapsing the back of shoes is not allowed.

F. Hair

Hair must be kept combed and neat. In the front, hair must be above the eyebrows. In the back, it must be above the collar. On the sides, it cannot be over any portion of the ears. Hair coloring or highlighting must be a naturally occurring hair color. Unusual hair styles will not be permitted.

G. Facial Hair

Facial hair, such as beards, sideburns, and mustaches, is not allowed. Sideburns can be no longer than three-quarters length below the top of the ear.

H. Hats

Hats can only be worn outside on cold weather days and must compliment the uniform.

I. Jewelry

The only jewelry allowed:

1. One watch for the sole purpose of telling time (no Apple or other smart watches allowed)
2. One necklace with a small cross or religious medal worn
3. One bracelet that reflects our Catholic identity, e.g., Look Up
4. Scapular may be worn, but must be worn inside of the clothing.

J. Physical Education

All students will wear their regular school uniform for physical education classes. It is highly recommended that boys wear their school shorts during the warm months to make participation in physical education classes more comfortable.

K. Mass

On days when we have Mass or Liturgy, whether it be on Wednesday or any other day of the week, boys will be required to wear a short- or long-sleeved white oxford shirt with the Our Lady of Fatima School logo on the pocket along with navy pants and a belt. A solid white undershirt with sleeves no longer than the sleeve of the oxford shirt may be worn. Belts (solid black, navy, or brown) are required on all school pants with belt loops. Loops are not to be removed from the pants. Elastic waist pants (with no belt loops) are allowed in grades PreK3 – 2nd grade. Boys in grades 6th, 7th, and 8th must also wear the school tie.

Appropriate dress - female students

Unless otherwise stated, these policies apply to all students in grades PreK4-8. All students attending Our Lady of Fatima School must wear the school uniform every day. All PreK3 girls are required to wear the smocked Fatima dress with the OLF monogramming on the collar.

A. Shirts

Girls should wear a Polo style navy blue knit pullover shirt (including DriFit Polo shirts) with the Our Lady of Fatima School logo. There is one exception, PK4 to 3rd graders may wear a white blouse, including the Peter Pan collar, under jumpers or with skorts. When wearing the blouse with a skort,

the blouse must have the logo. Any undershirts should have sleeves not longer than the uniform shirtsleeves. All shirts must be long enough to remain tucked in throughout the day with the belt or waistband showing at all times.

B. Jumpers, Skirts, Skorts and Shorts/Bloomers

All PreK3 girls are required to wear the smocked Fatima dress with the OLF monogramming on the collar. A navy blue and white houndstooth jumper with bloomers/shorts are encouraged underneath the jumper in grades PreK4-3rd. The bloomer/shorts may not exceed the length of the jumper. A white turtleneck (without the white blouse) may be worn under the jumper. Navy blue and white houndstooth skirts are allowed in grades 3-8. Navy blue and white houndstooth uniform shorts or skorts may be worn in all grades (except PreK3). Skirts must be touching the top of the kneecap with the skirt tapering longer towards the back (if needed) in order to keep the hemline level while worn. Hems that have been ripped out should be ironed. Skirts and shorts may not be rolled at the waist. Skorts, jumpers, and shorts cannot measure more than 4 inches from the floor when kneeling. We reserve the right to measure. Parents may be called to replace items not in compliance.

C. Pants

Navy blue dress uniform pants or the houndstooth uniform pants may be worn in place of the skirt, shorts, or jumper. These pants can be purchased from one of the uniform shops carrying Our Lady of Fatima School uniforms. Faded or torn pants, cargo pants, jeans, or any pants with jean-like characteristics may not be worn. No stretch pants or denim material pants are allowed. Pants with belt loops must be worn with a belt. Belts must be solid navy blue, black, or brown.

D. Cold Weather

In cold weather, the following may be worn in or outside of the classroom: a solid white or solid navy blue sweater/cardigan, a solid navy blue sweatshirt/hoodie, or a solid navy blue jacket. In extremely cold weather, the following will be allowed for outside activities, but may not be worn in the classroom: heavy overcoats, heavy padded ski jackets, leather jackets, fur jackets, heavy-lined jackets, and hoods. These jackets and coats may be any color. Blue jean material jackets and coats are not allowed. Blankets, leg warmers, and warmups are not allowed. Navy blue or white turtlenecks or long-sleeve t-shirts may be worn under the blouse. Jackets, sweaters, and sweatshirts may not be tied around the waist during Mass, Benediction, or prayer services.

E. Socks

Socks must be worn at all times and must be solid white or solid navy. A small emblem is allowed. Socks must cover the ankles completely. In cold weather, solid white, or navy stockings may be worn with socks. Regular nylon stockings are permitted but must be worn with socks.

F. Shoes

Shoes may be high or low top, but they must be closed in nature. Open-backed shoes, slippers, sandals, moccasins, boots, crocs, high top shoes of any kind or shoes with heels raised above normal levels are not permitted. Students may wear tennis/athletic shoes or dress shoes. Tennis shoes may only include the colors white, gray, navy blue, and black in any color combination.

Please avoid the denim-look shoes, those that are dark blue and black in a small pattern, or those with embellishments. All tennis shoes must have white, navy, or gray laces and the laces must be tied. First grade and below may have VELCRO® straps instead of laces. No shoes with wheels or lights. Saddle oxfords are allowed. All dress shoes must be solid brown or solid navy. Brown or navy leather Topsiders of the Sperry design are also allowed. Footwear must be worn securely and fully on the foot, walking on the heels or collapsing the back of shoes is not allowed.

G. Hair

Hairstyles must be simple and must compliment the uniform. Unusual hairdos will not be permitted. Hair coloring or highlighting must be a naturally occurring hair color. Hair accessories, such as barrettes, clips, pins, headbands, and the like are permitted as long as they keep the hair neat and in a simple style. Such accessories may only be the following colors: navy, white, brown, silver, gold, gray, or black. Bows and ribbons may be navy, white, or gold. Any accessory that is considered to be distracting will not be permitted. Unusual hair styles will not be permitted.

H. Makeup

Makeup of any kind is not allowed at any grade level. Clear nail polish is allowed in all grade levels; no artificial nails are allowed.

I. Hats

Hats can only be worn outside on cold weather days and must compliment the uniform. Hats are never allowed indoors.

J. Jewelry

The only jewelry allowed:

1. One watch for the sole purpose of telling time (no Apple or other smart watches allowed)
2. One necklace with a small cross or Catholic identity medal worn around the neck.
3. One bracelet that reflects our Catholic identity, e.g. Look Up
4. One pair of small post-type pierced earrings.
5. One small ring
6. Scapular may be worn, but must be worn inside of the clothing.

K. Physical Education

All students will wear their regular school uniform for physical education classes. Girls must wear appropriate shorts under their skirts to make participation in physical education activities possible. Shorts must not be longer than the skirt.

L. Mass Day

On days when we have Mass or Liturgy, whether it be on Wednesday or any other day of the week, girls will be required to wear a short or long-sleeved white oxford shirt or Peter Pan collar (PK4 – 3rd) with the Our Lady of Fatima School logo on the pocket along with the houndstooth skirt (3rd - 8th), skort (all grades), or jumper (PK4 – 3rd). The skort must be the one approved by the school with the front and back flap so that it looks just like a skirt. A solid white undershirt with sleeves no longer than the sleeve of the oxford shirt may be worn.

School Dress in General

- A. Students are not allowed to leave campus in any attire other than the school uniform.
- B. Students should dress modestly and wear appropriate attire at all school functions. Final decisions as to the proper attire will be left to the discretion of the Administration. Parents will be notified if uniforms are ill-fitting and are expected to make necessary changes.
- C. Dress code policies will be handled through the Dean of Students' office and enforced by faculty/staff.
- D. Special dress, spirit, or other "free" dress days will be sanctioned by the Administration and general guidelines on neat, eye-appealing, modest attire must be followed. Leggings or bicycle shorts are not allowed unless worn under a pair of shorts.
- E. It would be impossible to anticipate all problems that may arise in the future, yet each year a few distracting "fads" and circumstances appear. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Our Lady of Fatima School will be held to be unacceptable even though not specifically set forth in these policies. Such situations will be dealt with in accordance with the principles explicit in our existing policies.
- F. Monogramming is allowed on shirts, sweaters, sweatshirts with the following restrictions: no larger than the school logo, in navy or white, student's initials or OLF.

Spirit Days

On occasion, we will allow special "Spirit Days" for the student body. On such days, only the items designated by the occasion can vary from the dress code. All other dress code regulations - belts, shirts tucked in, shoes, etc. - must be followed. Shirts or hoodies other than navy blue that are sold in the Parents' Club Spirit Shop may be worn with a uniform bottom. Fatima club or athletic spirit shirts are also allowed on spirit days. In all cases, general guidelines on neat, eye-appealing, modest attire must be followed.

Uniform Shops

The emblems of Our Lady of Fatima Catholic School are the sole property of our school and as such are only to be applied or stitched by authorized vendors. These vendors make significant investment in uniforms for our school. Families are only to purchase uniforms from and have them emblomed by the following Fatima-authorized vendors:

School Time Uniforms (School ties are available here)

Fashion World Uniforms

Young Fashions

Uniformity

Finance

Financial Obligations

Failure to comply with all financial obligations will result in the child being dropped from the school enrollment. All other financial obligations, including payment of lost or damaged textbooks, lost library books, library fines, lost or damaged equipment or uniforms, cafeteria payments, or any other assessments must be current in order to receive report cards and records for students. Report cards and access to online student data may be denied for any family not in compliance with current financial obligations. A student may not be registered for the following year unless all financial obligations are up to date at the time of registration. A student may not start an academic year until all prior year financial obligations are up to date. All families are required to set up a FACTS online account regardless of how payment is made. All financial obligations will be processed through our FACTS/SIS system.

Grants

Our Lady of Fatima Church, School, and Foundation provide tuition grants to parents who need help paying school tuition. Parents making such requests should submit the required information forms on the online FACTS portal. All requests for financial aid are held in strict confidence. Other parishes and pastors may be willing to help with financial concerns. Please contact yours for information.

Catholic Schools are an extension of the Catholic Church. They exist to aid parents in the religious training and formation of children. The instruction students receive in the classroom, particularly their religious instruction, is meant to be reinforced and strengthened in the home environment. For this reason, it is fitting that financial assistance from the Catholic Church be prioritized. Due to the many requests we now have for financial assistance, the following criteria is thus adopted:

- Students who receive financial assistance from the Church are to be baptized Catholics.
- The parents/guardians of the student are to show an active faith life (Sunday Mass attendance), evidenced by the use of weekly offertory envelopes or online giving card in the collection (not via mail.)

These criteria are not meant to discriminate against non-Catholic students and families, who are always welcomed at Fatima. However, it is appropriate and fair that money from the Catholic Church be first used by those needy families who share our Creed.

Tuition and Other Charges

There is a non-refundable registration fee at the time of registration, which is determined by the finance committee. Tuition and other fees, such as Perpetual Maintenance, Technology, Security fees, and Out-of-Parish fees, will be paid in the following options:

- a. Paid in full at the time of registration and/or before a specified date determined by the Administration. A cash discount will be given to clients who select the paid-in-full method. The finance committee will determine the amount of the discount.
- b. A ten-month payment plan, either monthly or semi-monthly, beginning July 1st and ending April 1st of the following year. No discounts are given with this option. Late fees are assessed after the 10th of each month.

Note: The registration fee and Parents' Club fee are paid by all, regardless of the option selected. Should a student leave, a refund of general tuition will be given on a prorated basis. The Perpetual Maintenance, Technology, Security, and Out-of-Parish fees are not refundable once the school year begins.

I acknowledge and agree that: (1) all grade reports and academic transcripts are the property of Our Lady of Fatima School and that academic transcripts will not be released until the subject account is paid in full; (2) in the case of any delinquent account, the school has the right and authority to disallow the student from taking final semester exams and participating in extracurricular activities, including athletics, until the account is paid in full; and (3) in the case of any account that is more than 90 days delinquent, the school has the right and authority to immediately cancel the student's enrollment.

I acknowledge and agree that Our Lady of Fatima School reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, I am liable to Our Lady of Fatima School for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

Health

Health Records

The Louisiana State Department of Health requires that all students have on file a current record of immunizations. The immunization record may be obtained from the local health unit or pediatrician's office and must have the official state seal and be signed by the physician or nurse. If you choose to decline immunizations, the Statement of Exemption from Immunizations form (available at the end of this document) must be filled out completely and signed. Parents who fail to provide current information for the records will be asked to withdraw their children from Our Lady of Fatima School.

Illness

When your child is ill, please call the business office between 7:00 AM – 8:45 AM to inform school officials. It is required that a student remains at home until fever-free and symptom-free without medications for 24 hours. If a child becomes ill or injured, parents will be asked to pick up the child at the time the phone call is made.

Please be sure that a minimum of two emergency numbers have been given to the office in addition to parent numbers and work numbers. It is necessary that the emergency contacts be based in Lafayette and can be readily available. No student will be released to anyone not appearing on the approved list.

Lice

Should your student contract a case of head lice, notify the school office to report the case immediately. Your student's name is held in confidence. A letter will be sent out to his/her grade level to inform parents to check their students. This letter is to be signed and returned by the next day indicating that each student has been checked and is either clear of lice and/or nits or not clear. If lice and/or nits are discovered during the home check, the student should be treated for lice. Students must also be nit-free in order to return to school. It is further required that the student who was not clear at the home check stop by the workroom upon arrival at school to be checked and given permission to return to class.

Medication

If it becomes necessary for medication to be administered to a child at school, it is required that the school has specific directions for administering the medication. This information is to be filled out on the form entitled Administration of Medication Form in the Appendix of this handbook. The form is to be submitted only as needed and given to the child's teacher to be forwarded to the workroom staff member. The form should be signed by the doctor or/and by the parent or guardian. Students who present to the workroom with symptoms of illness will be assessed and parents called as needed. Prescription medication must be in the original bottle received from the pharmacy with a child proof cap and must show the name of the child, prescription number, physician's name, and the dosage prescribed. Non-prescription medication must be in its original, childproof containers and must be clearly marked with the child's name, dosage, and time it is to be dispensed along with the written permission on the Administration of Medication Form from the parent/guardian. All medication must be kept in the workroom. The child will come to the workroom when medication is to be dispensed. Students are prohibited from keeping medication in their possession while at school. Pills of any kind sent loose in zip-lock bags will not be accepted or administered. Students with requirements for inhalers, EpiPen or other additional medical aids must coordinate their positioning and use with Administration.

Serious Allergies/Health Conditions

Please inform school officials and your child's teacher of any health problems or allergies that your child may have. As with any illness or medical emergency, Our Lady of Fatima School will act in the best interest of the child, taking into consideration their specific circumstances. Should the situation deem necessary, 911 will be called.

Library

The John E. Chance II Memorial Library is a dynamic environment that provides a broad range of learning services and media resources to the children and patrons of Our Lady of Fatima School and community. The mission yields a true love of reading while integrating fun quality learning with classroom curriculum in a welcoming environment. The library houses an excellent collection of more than 23,000 titles and various online databases.

Library Code of Behavior

The OLF students, faculty, and staff share the responsibility of maintaining an environment which allows the library to serve the needs of all. Patrons are expected to maintain a quiet and courteous atmosphere and to respect the rules of the school, as well as those specific to the library. Borrowing books from the library is a privilege. When a student checks out a book, s/he is expected to be responsible for returning it in good condition.

Library Hours - 7:30 am - 3:00 PM

- Before School - Doors open at 7:30
 - Students may come in with or without a parent/pass.
 - NO homework allowed.
 - Reading and studying ONLY.
 - Students coming in with MacBooks MUST sit at the designated tables if using their computer to study.
- Little Recess - CLOSED
- Big Recess 2nd-5th - Students must have a pass from teacher
- 6th-8th - No pass needed, but students will be turned away if space is full. Students coming in with MacBooks MUST sit at the designated tables if using their computer to do work.

Library Policies - Scheduled Classes & Book Checkout

Scheduled Classes

- PK3 & PK4 - 20 minutes once a week
- K-5th - 50 minute biweekly instruction designated on A or B weeks.
- 6th-8th - flexible schedule Students use the library independently or when scheduled by a teacher in 50 minute intervals.
- DEC students are included in regular library lessons.

Book Checkout Limits

- PreK & Kindergarten
 - 1 book limit from the Little Library
 - books remain in the classroom
- 1st Grade
 - 1 book limit from the Little Library
 - allowed to go home
 - transition to 2 books and Chapter Book Room when beginning with AR
- 2nd Grade
 - 2 book limit from Little Library & Chapter Book Room
 - transition to Big Library & Blue Crate Series
- 3rd-8th Grades
 - 2 book limit
 - all access library
- YA Fiction Section & YA Labeled Nonfiction
 - Reserved for Jr High (6th-8th) students ONLY.
 - Young Adult content

Library Policies - Loan Period, Renewal Limits, & Holds

Loan Period - 2 weeks

- Students coming to regularly scheduled library visits MUST bring their books on their library day to be renewed, returned or exchanged.
- Jr High students come in when needed to return, renew, and exchange their library book(s). Jr High students are responsible for keeping track of their loan periods and checked-out books by utilizing their Destiny Discover accounts.

Renewal Limits

- Books can be renewed up to 2 times if not finished by the date they are due back in the library.
- After 2 renewals, the librarian and librarian assistant have the right to block the renewal of that book and have the student return it.

Placing Holds

- If a book is unavailable because it's already checked-out, the item can be placed on hold. The student's teacher will be notified when the item becomes available and the student may come to check it out.
- Grades 3-8 can place holds through their Destiny Discover accounts or through the librarian or librarian assistant.

Library Policies - Overdue, Missing, Damaged Books

Overdue Books

- There are no \$ fines for overdue books.
- Students will not be allowed to check out more than 2 items at any time, including the missing item, unless a signed note is turned in to the library.
- A parent's signed overdue notice (given by the library) expressing knowledge of the missing book must be returned to the library for student checkout privileges to be restored.
- If the book is not found & returned to the library by April/May, lost notices will be sent out and student FACTS accounts will be charged the total replacement cost of the book before the end of school.

Damaged Books

- Students are responsible for damages to library books which occur during the time it is checked out to them whether or not they actually caused the damage themselves.

- Such damage includes water/liquid damage, marking or drawing on the pages, torn and/or torn out pages, teeth marks, broken covers/spines, and any other damage caused while the book is checked out to the student.
- The full replacement cost will be charged promptly to the student's FACTS account for all books that are damaged beyond repair.

Accelerated Reader

The John E. Chance II Memorial Library subscribes to the Accelerated Reader program. The Accelerated Reader Program is an online learning information system developed by Renaissance Learning for use in the school setting. The program provides opportunities for students to practice reading skills suitable for their reading level. After reading an AR book, students test online. The online program scores the quiz, assigns points earned, and keeps a personal record on each child throughout his/her school years. This record follows him/her to feeder schools upon request. The school does not allow AR testing from home. AR testing is required to be treated like any other test. Students are to take AR tests independently.

To further encourage and enhance our students' love of reading we offer a Library AR Incentive Program. This program is designed as a challenge for students in grades 2-8 to go above and beyond what is already expected of them on the classroom level for AR. For an in-depth explanation of the incentive program, view the AR page and incentive PDF on the OLF Library website.

Safe Environment/Safety Procedures

ID Badges, Raptor Check-in

We take the safety of our students seriously. In the interest of situational awareness, we require that all students wear ID badges, and faculty, staff, and visitors wear identification at all times while on campus. This is a safety requirement; students face disciplinary consequences if they are not wearing ID Badges or forget them at home. If your student loses his/her ID badge a replacement can be obtained through the office for a \$5 fee. We will continue to ask parents to check in and out of the RAPTOR system when visiting campus. Your compliance is appreciated.

Emergency Closing of School

In certain extreme cases, usually due to inclement weather, it is necessary to close school. The decision to do so is made as early as possible and announced over all local television and radio stations. Our Lady of Fatima School will generally be closed if Lafayette Parish Public Schools are closed.

Parents are responsible for discussing with their children proper emergency procedures should school dismiss before 3:00 PM. The school will use its normal dismissal procedure should this occur. If buses are available, students will be placed on their bus unless you notify the school or teacher(s). In case of an emergency situation, parents will be notified by email blast, Parent Alert, or telephone with specific directions. Public media may also be used in specific situations.

Emergency Drills

To ensure that students are aware of and prepared for all emergency situations (intruder on campus, weather, fire, etc.) teachers will review, at the beginning of each school year, the procedures for all types of emergencies. Once students have been trained in these procedures, monthly drills will be conducted. Details are available upon request.

Policy for Creating Images of Students

Our Lady of Fatima School reserves the right to create still and moving images of all students through the use of photography, videography, Facebook etc. These images will be used in various school publications, school, and church Websites, newspapers, magazines, and other publications, as well as television. These images will be used to share news about the school and to promote the school and the accomplishments of the students.

If for some reason you do not wish to have your child appear in ALL of these venues, we will do our best to honor a “do not create images of student” request if the following steps are taken and updated annually:

1. A letter stating that you, the parent or guardian, prefer that the school do all that it can to not create images of your student.
2. The letter must include the current year, grade, and homeroom teacher of the student.
3. A current photograph of the student must be attached.
4. One copy of the letter and photograph must be sent to the Office of Institutional Advancement as well as to the student’s teachers.
5. The student must be informed that they are not to be photographed so that they can inform teachers, Administrators, and parents who may be documenting an event, activity, or competition.

Disclaimer:

We will do our best to honor this request; however, we cannot guarantee that your child will never appear in an image, as instances may occur where it is unavoidable. Some examples of these instances may include: news camera operators scanning the student body, parents creating images and posting on social media sites, and crowd or background appearances.

Safe Environment Training

The Diocese of Lafayette, under mandate from the Bishop, requires parents and other volunteers who have any contact with minors be trained in the Diocese's Safe Environment Program. Training/Recertification is required on an annual basis. All parents should contact the school's Safe Environment Coordinator for information on the in-person initial training and yearly Virtus recertification. Employees, as well as volunteer coaches, must go through the same training in addition to undergoing an FBI criminal history check.

Visitors on Campus/Student Safety

The welfare and safety of our students is a primary concern of every staff member. In order to ensure student safety, all persons coming onto the campus are to enter the building through the main entrance and receive a guest pass from the reception office. The pass is to be worn on the outside of clothing so that it is visible at all times. Teachers and staff may not release students to anyone, including a parent, who has not had clearance through the reception office.

The following practices will be in place to ensure the safety of our students and staff in non-pandemic or non-emergency times:

1. All visitors must enter through the main door of the school.
2. All visitors must check in through the security system (which runs identification through the sex offender database) and must check out when leaving campus.
3. All visitors must check in through the security system at school when attending Mass.
4. Visitors will be checked for Safe Environment certification.
5. All employees will be required to ask visitors not displaying a badge to immediately return to the check-in station in the front of the school.
6. No vehicles will be allowed to enter the campus grounds during school hours unless escorted by school personnel.
7. All students will wear identification badges while on campus.
8. Parents walking their children to class in the morning, should say a quick goodbye and then leave campus promptly.
9. Parents wishing to have lunch with their children should meet them in the cafeteria, and then leave after eating lunch. You may not walk them back to class.

Solicitation, Advancement, and Fundraising Policy

Children at Our Lady of Fatima School are prohibited from participating in door-to-door fundraising activities sponsored by the school or by a school-related organization. The Our Lady of Fatima School Solicitation Policy is as follows:

1. No individual or business is to be solicited without consultation with the Advancement Department and/or the Principal.

2. Solicited funds must be targeted to a specific campaign or category established by the school.
3. Targeted funds must be applied to the campaign or category. Funds may not be applied to any other area unless the donor is contacted.
4. No donor may be asked to change the targeted contribution without the approval of the Principal and the Office of Institutional Advancement.
5. Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contribution.
6. A donor must always receive a written acknowledgement for his contribution. All contributions must be acknowledged within 15 days. The responsibility for said acknowledgement lies with the Office of Institutional Advancement.
7. In order to maintain a permanent record of donors, notification of solicited funds must be given to the Development Office. Information required for such notification is:
 - i. *Name of the donor*
 - ii. *Amount of the donation*
 - iii. *Targeted campaign or category*
 - iv. *Date of donation*
 - v. *Solicitor's name*
8. In the event that a donation is pledged, a letter of intent should be sent to the donor through the Office of Institutional Advancement.
9. On all past due letters of intent, the solicitor should be notified by the Office of Institutional Advancement

Rationale

The Office of Institutional Advancement at Our Lady of Fatima School was founded to generate both short-term and long-term investments. Our Lady of Fatima School Foundation is the chief vehicle for the securing of those long-term investments. The OLF Parents' Club, the Alumni Council, and other organizations work with Advancement to identify donors and assist with fundraising. To maintain efficient and current records, it is necessary that a policy for solicitation of such investments be instituted. Further, it is necessary that all persons who solicit on Our Lady of Fatima School's behalf meet with the Principal prior to any solicitation in order to review this policy. The Principal reserves the right to limit or refuse proposed solicitation. All solicitors for Our Lady of Fatima School must adhere strictly to this solicitation policy.

SPECIAL SERVICES

School Counseling

Our Lady of Fatima School provides 3 guidance counselors. The counselors are available to students, parents, and teachers. They work with students individually or in groups to help overcome social, emotional or academic challenges.

Counseling Information and Agreement

Katherine Rushing, MS Counselor Education, NCC, grades 5-8, krushing@olf.org

Amy Milke, MS Counselor Education, grades 4-5, amilke@olf.org

Jennifer Hall, MS Counselor Education, grades PreK-3, jhall@olf.org

The vision of Our Lady of Fatima's School Counseling program is to uphold Christ-centered values and inspire all students to become productive lifelong learners and responsible citizens ready to meet the challenges of the future. The program supports the overall school mission and acts as a source of help for students, teachers, and parents.

The counselors at Fatima offer counseling in multiple ways:

- classroom guidance
- small group life skills/ mediation
- individual counseling

The program's goals include supporting students as they grow and mature, counseling on personal and social development, maintaining a resource library for parents, students, and teachers, and referring students and families to outside services. The counseling program incorporates the moral teachings of the Catholic Church and encourages students to strengthen their relationships with God.

The classroom guidance program integrates many different topics including:

- Understanding and respect for self and others
- Friendship, conflict resolution, and improving peer relations
- Communication and social skills, expressing feelings, anger management, and moral decision making
- Responsibility: digital awareness, study skills, goal setting, and stress management
- Self-safety
- Appreciation of cultural similarities and differences

The counseling department abides by the ethics and guidelines advocated by the American School Counselor Association. The school also encourages parents to communicate with the designated grade level counselor about student or school concerns. For more information on the guidance program at Our Lady of Fatima, please contact your student's grade level counselor.

Department of Exceptional Children

The Department of Exceptional Children at Our Lady of Fatima School includes classes for students with mild cognitive/developmental disabilities. All students receiving the services of the department must meet the following criteria:

1. Age appropriate - ages 5 to 15
2. Must be toilet trained with independent toileting habits

3. Provide Medical Records, Evaluations, Discipline Records, and IEPs/Service Plans
4. Conference with parents
5. Observation of potential student for up to 2 days, including lunch
6. Meeting of Special Education committee for final decision
7. A current (not older than three (3) years) multidisciplinary evaluation performed by any official state pupil appraisal personnel in accordance with Louisiana Bulletin 1508 indicating an exceptionality. Service Plans are completed for these students by the resource teacher(s).

Transportation, Arrival, and Dismissal

(In non-pandemic or non-emergency times)

Due to traffic congestion, it is recommended that parents take advantage of available bus transportation. The following conditions apply for those parents who choose to transport their children to/from school:

1. During the morning car line, you will enter from Johnston. The Cabbage Patch route is still our policy in afternoons because it keeps our families off Johnston Street. You are encouraged to park in our parking lot if you are walking inside to drop off or pick up a student(s). Simply stated, the morning car line comes in directly from Johnston, and afternoon comes through the Cabbage Patch. Please tell any family members or friends who transport your child(ren) to school about our procedures. If parking on side streets, follow parking signs, spaces, and laws.
2. Students should not arrive at school before 7:00 AM, as we do not have a duty teacher in Chance Hall before this time and supervision does not begin until 7:00 AM. From 7 - 7:30 AM, students are supervised in Chance Hall. At 7:30 AM, they are dismissed to recess areas.
3. All students are to be dropped off in the designated zone in front of the main entrance to the school.
4. In the afternoon, students are to be picked up no later than 3:25 PM.
5. After 3:25 PM all students who have not been picked up will report to After School Care; parents must pay for this service.
6. Changes in transportation are not to be made after 2 pm.
7. Students walking to campus must be escorted to the front doors of the school by parents or an adult guardian. Exceptions are allowed only after consultation with the Dean of Students and with a signed waiver.

Once a student arrives at school in the morning s/he is not to leave the school grounds until s/he receives permission or is dismissed at the close of the school day. If a student leaves the grounds during school hours without the express permission of the Principal or Administration, s/he will be suspended from school. While waiting to be picked up by parents from after-school functions, students are not permitted to leave campus.

Bus Transportation

PreK3 students are not allowed to ride the bus unless they have an older sibling riding and with permission of administration. If a student who normally does not ride the bus wants to ride home with a friend on a specific day, they must contact the bus driver in advance to get permission (some buses are FULL to capacity). If the bus driver gives permission, they need a signed note from their parents to give to the bus driver.

Technology Acceptable Use Policy

Our Lady of Fatima School promotes the use of technology as a tool for lifelong learning and as a means to facilitate communication in support of research and education. The school attempts to prepare students to assume their roles in a global society and workforce by teaching them to be ethical and responsible in their use of technology and the Internet. Students must adhere to the Technology Acceptable Use Policy for continued access to the school's technology resources.

Cyberbullying

Cyberbullying is the act of cruelty to others through electronic means by sending or posting harmful material over the Internet. This can be done through e-mail, instant messaging, blogs, text messages, and all forms of social media.

In the state of Louisiana cyberbullying is considered criminal behavior. Any form of cyberbullying is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, and teachings of the Catholic Church. Our Lady of Fatima School will not tolerate cyberbullying in any form, whether conducted on or off campus. Cyberbullying will be handled as outlined in the school discipline policy. Appropriate conduct is expected in both face-to-face and electronic interactions. Parents or students who feel that they have been the victims of cyberbullying should print a copy of the material and report the incident to school Administration. Reports will be fully investigated.

Unacceptable Uses:

- You will not post information that could damage a person's reputation.
- You will not engage in personal attacks of any kind.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, etc. you must stop.

Internet Content Filtering

All Internet access is filtered in accordance with the Children's Internet Protection Act (CIPA). This filter blocks access to inappropriate sites, including but not limited to those that are obscene or pornographic, that engage in live chatting or that are in any way deemed unsuitable. In addition, students are to avoid sites that promote values that are counter to the mission of Our Lady of Fatima Catholic School. The Internet is a constantly changing environment; therefore, the Administration reserves the right to add or remove access to any site as the need arises, with or without notice.

No filtering product can block all inappropriate sites. We assume no liability in the event that the filter is not 100% effective. In the event a site is blocked that has educational value, teachers may appeal to have that site removed from the filtering list.

Limitation of Liability

Our Lady of Fatima Catholic School makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. Our Lady of Fatima Catholic School will not be responsible for any damage you may suffer, including but not limited to, the loss of data or interruptions of service. Our Lady of Fatima Catholic School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Our Lady of Fatima Catholic School will not be responsible for financial obligations arising through the unauthorized use of the system.

No Expectation of Privacy

- Users should never consider electronic communication to be either private or secure.
- Fatima has the right to monitor any and all aspects of its computer system.
- Users consent to allowing the school to access and review all materials users create, store or receive on the computer system, Internet, or any other component of the computer network.
- Users understand that the school may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring blogs, reviewing material downloaded or uploaded to Google Workspace for Education etc.
- Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials.
- The school has administrative privileges that permit access to all material stored in cloud-based databases or school specific hard drives regardless of whether that material has been encoded with a particular user's password or not.

Social Networking

COPPA is a federal law that was enforced in the year 2000 and is intended to place parents in control over information from their children that is collected by websites, online service providers, and mobile app operators. Most social networking sites require the user to be at least 13 years or older.

Unacceptable Uses:

- Students may not use photographs with Fatima information such as logos, official seals, etc.
- Students may not link the Fatima website to their social media accounts.
- Students may not engage in conduct, whether inside or outside of school, which is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church.
- Students may not post inappropriate photographs or content containing any form of Fatima identification, including classmates, faculty or staff members.
- Students may not post content, including blogs or online journals, linking them in any way to Fatima.

Public vs Private:

Everything that students do on the computer should be considered public; there should be no expectation of privacy.

Supervision and Monitoring

School Responsibilities

School and network Administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administration reserves the right to examine, use, and disclose any data found online or on location, in order to further the health, safety, discipline or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement officials.

Parent Responsibilities

Parents should monitor the use of school technology while the student is using school issued accounts and hardware.

Student Responsibilities

Students must take responsibility for their actions and words. Users must communicate only in ways that are kind and respectful. Students will not access social media on their school devices. Students should not post any correspondence from the school, or anyone affiliated with the school on personal social media pages, grade level group sites and/or websites.

Together, Our Lady of Fatima Catholic School and our parents will work to build digital citizenship and create a safe learning environment for our students.

OLF One-to-One Policies

Our Mission

Our Lady of Fatima Catholic School has designed a one-to-one program that will allow students the means to learn collaboratively and responsibly. Students and teachers will be supported with the newest Apple technology available. The school will be a blended learning environment that allows the students to utilize their computers when appropriate.

Devices

Students in grades PreK 3-8 will be supplied a device appropriate for their grade level. The device is and will remain the property of Our Lady of Fatima Catholic School. These will provide students with access to Apple inherited products, G Suite products, and Renaissance Learning, as well as all textbooks available. The device is intended to be used as an educational tool only. It is not intended for use as a gaming or social networking device. These computers are for school use ONLY and personal use is a violation of our Acceptable Use Policy. There will be a yearly fee for headphones. Replacements will be available through the school and the replacement fee will be pulled through your FACTS account.

Insurance

Our Lady of Fatima Catholic School has secured AppleCare+ for the student devices. Students can call the AppleCare for Education number (1-800-800-2775) at any time for assistance with computer issues. AppleCare+ will also repair a computer if it becomes compromised. Please read [here](#) about AppleCare+. However, the computer, as property of Our Lady of Fatima Catholic School, must be turned into the school to initiate necessary repairs. Repair fees will be assessed through the school. If a computer is damaged beyond repair, the student/family will be responsible for replacing the computer.

Device Return

All devices will be returned to the Help Desk and/or classroom at the end of the school year. Any device not returned by the return date at the end of the year will be considered stolen property and law enforcement agencies will be notified. The student's FACTS account will be billed for replacement of the computer and any other broken or missing parts. You will receive a document informing you of broken or missing parts.

Taking Care of Your Device

- You should not use any chemicals to clean your device
- Charger and Cord should be always kept clean
- Cases should be taken care of carefully. They are what protects the computer. If a case becomes compromised, the case will need to be replaced in order to protect the computer.
- Any problems physically or with internal issues should be brought to the school for repair as soon as possible. While your computer is being repaired a loaner will be issued.
- Devices that are property of OLF should not be taken to any outside computer servicing company for any type of maintenance or repair.

General Rules

- Food or drink should not be near your devices.
- Cords and cables should be inserted and removed carefully.
- Never leave cords plugged in when you store your device.
- Never carry your device with it open.
- Stickers, vinyl, writing, or drawing should not appear on the device or the case. The identification label applied by OLF should not be removed for any reason.
- Vents on the device should not be covered.
- Devices should never be left unsupervised.
- Students are responsible for bringing their device to school daily with a full charge..
- Bluetooth should be turned on at all times

Forgetting Your Computer

If a student leaves his/her computer at home, a loaner device will be issued for the day if one is available.

Every time a student forgets his/her computer s/he will receive a signature on their conduct report card under responsibility.

When a student borrows a device loaner computer, s/he is responsible for damage to or loss of the issued device.

Loaner computers will only be issued at the beginning of the day between 7:30-8:00 in the Library.

The loaner computer must be returned to the Library before the end of the day, or when a student leaves campus.

Repair of Your Device

When a device needs repair, the student will bring the computer to the Library. A loaner device will be issued by the school to the student while the repair is being made.

Sound

Sound must be muted at all times. Teachers will allow earbuds to be used when sound should be turned on. Students should have a set of earbuds at all times.

Chrome/Safari

Students should only log in to their olf.org accounts. Personal accounts should not be accessed using school-issued computers. The device is for **school work only**. Incognito mode should never be used on these computers.

Printing

Teacher-approved digital sharing is encouraged! Please print only things associated with work that have been assigned by OLF faculty or admin. Printing should only be done at home or on campus with a teacher's permission.

Protecting & Storing Your Device

When your device is not in use it should be stored in a locked classroom. Nothing should be placed on top of your device. Do not place the device next to damaging items in the book sack, e.g., Rubik's Cube, sharp objects, magnets, etc. Backpacks should not be overfilled and the computer should not be compressed in the backpack.

Unsupervised Areas

Under no circumstances should a device be left in an unsupervised area.

If an unsupervised device is found, please notify a staff member immediately.

Unsupervised devices will be confiscated by the staff member.

Students are not permitted to use their computers before school, at recess, at dismissal, or in areas that are not closely monitored by adults.

Student Technology Acceptable Use Policy

As a student of Our Lady of Fatima Catholic School and by signing this Acceptable Use Policy you promise to do the following at all times:

- Use the technology equipment and Internet access with respect and for school work only
- Follow all rules and the CLEAR policy
- Abide by all State and Federal laws
- Use the technology and resources to enhance the learning environment. Technology is not to be used in any other way.

Our Lady of Fatima Catholic School is responsible for:

- Adherence to the Child Internet Protection Act and the Children's Online Privacy Protection Act by having filters for our Internet in place to protect the students from harmful material online.
- WOW Technologies Web Content Filtering
- Aruba Access Points
- Google Admin SafeSearch & Internet Protection Policies
- Google advertising turned off for Google Workspace for Education Users and Education Users

Students are responsible for:

- Communication must be taken seriously. Students are responsible for their actions and words. Students should only communicate in ways that are kind and respectful.
- Students will not have access to social networking on our campus. Off campus, students should not communicate with their teachers, past or present, on any social media outlet.
- Students should not connect to any other network on campus except the student LAN that is configured for their needs. Any such attempts to do so will result in immediate disciplinary action, which can include suspension and loss of usage.
- Students are Our Lady of Fatima Catholic School students on and off campus, and should represent Our Lady of Fatima Catholic School in accordance with school policy at all times.
- Student usernames and passwords are unique to each student. Students should not share those with anyone. In addition, students should not share personal information on the Internet. This can include, but is not limited to names, addresses, phone numbers, school information, parent information.
- Students cannot use school equipment to harass others, introduce viruses, or use other people's accounts.
- Material accessed should only be used to fulfill school assignments. There should be no non-school related files on student-used computers. **The device is for school work only.**

- Copyright laws and licensing agreements should be followed at all times.
- Students may not participate in chat rooms or video-type gaming. This could jeopardize the machine and subject it to installation of malware, in addition to slowing down the machine.
- Students may not shop online or subject the school to any subscriptions.
- Parents will be responsible for any costs, liability, or damages to the computer caused by use deemed inappropriate by school administration.
 - Repair costs
 - Lost items
- Student files will be monitored by the school administration for compliance with the above policy.

Users who violate these policies will be subject to, but not limited to, detention, suspension, loss of Internet access, loss of computer access, or withdrawal from OLF.

CLEAR Policy

C – Courteous

Students are prohibited from the following, but are not limited to:

- Hacking into another's work
- Making changes to another student's work without the permission of the teacher
- Cyberbullying

Students should be courteous when using technology:

- Print only what is needed
- Print once (check for mistakes before you print)
- Only use OLF technology for the purpose of education.

L – Legal

Students will use technology in accordance with the law of the United States & the state of Louisiana:

- Copyright Violations – Copying, selling, or distributing copyrighted material without the expressed written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism.
- Criminal Acts – Cyber bullying, vandalism, and/or unauthorized tampering with computer systems. Students with knowledge of threatening or inappropriate information are required to report to the Administration or Dean of Students
- Libel Laws – Defamation by written or printed words, pictures, and by spoken words or gestures.
- Students should not share login information or passwords with any other student.

E – Educational

The technology that OLF provides should only be used for educational purposes on campus. Students are prohibited from the following:

- Internet gaming
- Social Media
- Chatting that is not for educational purposes

A – Appropriate

Students at OLF are prohibited from:

- Viewing inappropriate words or images – an adult must be informed if this occurs
- Playing games that are not for an educational gain
- Revealing address, names, or phone numbers of oneself or others
- Photographing or recording in any way a teacher or student without their permission
- Posting or sharing pictures of an OLF employee
- Requesting an OLF employee on social media
- Using technology to cheat on tests, classwork, or homework

R – Responsible

Students at OLF are responsible for:

- Only accessing OLF Wireless Networks
- Monitoring student logins & logouts
- Alerting teachers and/or Dean of Students and Principal of issues that occur while using a device
- Checking out technology in your name: any technology checked out in your name makes you responsible for all that happens with the device while it is checked out in your name

Students at OLF are prohibited from:

- Installing any type of software on any OLF device
- Accessing sites blocked by the school
- Misusing OLF devices including, but not limited to:
- Breaking the screen
- Removing keys
- Writing on devices
- Causing damage to a device
- Using a magnet around computer devices
- Any student-caused damage caused will result in parents repairing/replacing device.

CIPA Policy

OUR LADY OF FATIMA SCHOOL



Warrior Pride

2315 Johnston Street Lafayette, LA 70503 337-235-2464 fax 337-235-1320



Children's Internet Protection Act (CIPA) - Compliance Policy

STUDENT COMPUTER ACCESS AND USE

INTERNET SAFETY

In accordance with the *Children's Internet Protection Act (CIPA)*, the **Our Lady of Fatima** ("School Board") shall enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access to certain visual depictions, including without limitation those that are obscene, child pornography, or otherwise harmful to minors. Sites that are excessively, violent, pervasively vulgar, sexually harassing or that contain information regarding the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable the blocking or filtering mechanism *for an adult user* in order to enable Internet access for bona fide research or other lawful purposes.

In addition to filtering requirements, it shall be the policy of the **School Board** to:

- 1) Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- 2) Institute measures to ensure the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, such as "Instant Messaging";
- 3) Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online;
- 4) Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- 5) Institute measures designed to restrict minors' access to materials harmful to minors.

PERMISSIONS

- 1) The PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS shall be distributed to the student and parent/guardian and will be posted on the School Board web site.
- 2) Students and Parental/guardian are required to sign the Parental Consent form for Student Access to the Internet Computer Network & Student Agreement Regarding Internet Access. The student and parent/guardians signatures shall be **legally binding** on all parties and shall

*Our Lady of Fatima School is centered in Christ, committed to learning,
Our Lady of Fatima and called to build character in a Catholic environment.*

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indicate they have read the terms and conditions carefully and understand their significance.

3) Parental/guardian permissions that are assumed include:

- Access to the Internet and email system
- Permission to publish students' work to classroom web sites
- Permission to have unidentified photos of students published to classroom web sites

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

- 1) *Acceptable Use* - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited.
- 2) *Netiquette* - Users shall be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not send abusive messages to others. Use appropriate language.
 - Do not reveal personal addresses or phone numbers of students or colleagues.
 - Note that Electronic Mail (EMail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities. All users should be aware that routine monitoring of the system may lead to discovery that the user has or is violating the Acceptable Use Agreement, the Student Handbook and/or the law. Routine maintenance of the system may also purge files from individual accounts.
 - Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass email messages, or annoying other users using the talk or write functions). Hardware or software shall not be destroyed, modified, or abused in any way.
 - Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system shall be prohibited.
 - Hate mail, harassment, discriminatory remarks and other antisocial behaviors shall be prohibited on the network.
 - The illegal installation of copyrighted software for use on district computers shall be

prohibited.

- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) shall be prohibited.
- 3) *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.
 - 4) *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the principal, who shall immediately contact the Director of Technology or designee. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.
 - 5) *Vandalism* - Vandalism shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. *Vandalism* is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses, "Digital Graffiti", defacing Websites, unauthorized changes to websites, programs, applications, databases, etc. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.
 - 6) *Consequences of Misuse* - School principals and district administrators may discipline (up to and including expulsion) any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates any Board policy.
 - 7) *Cyber Bullying*: The State of Louisiana, Cyber bullying is defined in LA Rev Stat § 14:40.7 as is punishable under the law. The law defines Cyberbullying as,

"the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen."

RESPONSIBLE USE / CODE OF CONDUCT

Our Lady of Fatima is a place of tolerance and good manners. Students may not use the network or any school's computer facilities for hate mail, defamatory statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

Code of Conduct applies to all users of the Internet. Honesty, integrity, and respect for the rights of others should be evident at all times. E-mail shall be limited to teachers and whole classes. Individuals shall not have accounts unless specifically authorized by the parent. In no case shall photographs be permitted. Students shall only be identified by first names.

The use of the Internet, including the World Wide Web must be in support of education and academic research and consistent with the educational objectives of JPPSS. The **School Board** shall not be responsible for any financial obligations incurred by users of the Internet.

Cyberbullying shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. Any validated reports of Cyberbullying which contains true threats of intent to harm a person, will be reported to law enforcement. The test of "intent to harm" is whether a reasonable person sending a communication would foresee that the listener would interpret the statement as a serious expression of intent to harm. Under LA Rev Stat § 14:40.7 persons convicted of Cyberbullying shall be fined not more than five hundred dollars, imprisoned not more than six months or month.

The computer user shall be held responsible for his/her actions and activities. Unacceptable uses of the computers and/or the Internet shall result in appropriate disciplinary action, including suspension, expulsion or revoking of these privileges. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

If a student accidentally accesses inappropriate material, he or she should back out of that information at once. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher.

Students shall use the Internet search engines and/or other Internet tools only under the direction and supervision of teachers.

Regulations for the use of computers and the participation by anyone on the Internet include but are not limited to, the following:

- 1) Student use of e-mail and other forms for direct electronic communication including instant messaging systems is prohibited unless authorized and directly supervised by a

teacher.

- 2) School system rules prohibiting cyber bullying indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications.
- 3) Students shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
- 4) Students shall not post personal information about themselves, (last name, addresses, or telephone numbers) or any other person.
- 5) Students shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
- 6) Students shall not access over the Internet visual depictions that are obscene, pornographic, or harmful to minors.
- 7) Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
- 8) Students shall observe copyright law and fair use guidelines. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
- 9) Students shall not make any purchase on the Internet while using school equipment or Internet service.
- 10) Degrading or disrupting equipment or system performance shall not be permitted.
- 11) Invading the privacy of individuals, sending of hate mail, harassing, or making discriminatory remarks or other antisocial behavior shall be prohibited.
- 12) Using an account owned by another user shall be prohibited.
- 13) Posting anonymous messages shall not be permitted.
- 14) Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.

- 15) Downloading information without permission of the Director of Technology or designee shall be prohibited.
- 16) Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion shall be prohibited.
- 17) Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals shall be prohibited.
- 18) Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole lack serious literary, artistic, political, or scientific value as to minors shall be prohibited.
- 19) Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited.
- 20) Social Media websites will be reviewed, and restrictions will be applied as needed.
- 21) Subscriptions to list servers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee.

CIPA MONITORING AND TRAINING

In addition to the use of technology protection measures, the monitoring of student's online activities and access to the Internet and World Wide Web may include, but shall not be limited to, the following:

- 1) Ensuring the presence of teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of students when using electronic mail, chat rooms, **instant messaging** and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms, **instant messaging and other forms of direct electronic communications** may be blocked as deemed necessary to ensure the safety of such students.
- 2) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors.

- 3) Provide annual training regarding CIPA policy to all students and faculty. Training for students and faculty will address key issues such as cyber bullying, social networking dangers and emerging technologies that may endanger children while using the Internet. Teachers will train students by incorporating within their lesson plans age appropriate Internet Safety training for students. Teachers will access training materials from <http://commonsense.org>. The curriculum specialist or the designated representative will periodically review lesson plans to ensure all students are trained.

Revised: August, 2018

Ref: *Ref: 47 USC Section 254 (Telecommunications Act), Pub. L. 106-554 (Children's Internet Protection Act), La. Rev. Stat. Ann. §17:81, 17:100.7, 17:280.*

Virtual Learning Cooperation Statement

Parents and students agree NOT to post, share, distribute instructional/classroom videos, Zoom sessions or any other digital resources created by the faculty/staff at Our Lady of Fatima Catholic School as they are considered property of Our Lady of Fatima Catholic School. Sharing or distribution of any and all instructional videos or materials would infringe copyright law and would violate privacy issues with minors. Such action could lead to student removal from Our Lady of Fatima Catholic School and/or legal ramifications.

Google Workspace for Education

In grades PK3-8, students will receive their own Google account. The following services are available for student use through Google Workspace for Education:

- Calendar
- Docs
- Drive
- Classroom
- Sheets
- Slides

Any students misusing their Google account or using the Google account of another will face disciplinary consequences which could include a loss of access to their Google account.

Google Workspace for Education Notification

At Our Lady of Fatima Catholic School, we use Google Workspace for Education, and are informing you that we provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Our Lady of Fatima Catholic School, students will use their Google Workspace for Education accounts to complete assignments and learn 21st century digital citizenship skills. The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at

https://gsuite.google.com/terms/user_features.html):

- Gmail
- Calendar
- Classroom
- Cloud Search
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at

https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Our Lady of Fatima Catholic School may provide Google with certain personal information about the student, including, for example, a name, email address, and password.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With Our Lady of Fatima Catholic School Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What if I have more questions or would like to read further?

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the Data Processing Amendment (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].

Social Media Policy from Diocese of Lafayette

SOCIAL MEDIA POLICY

INTRODUCTION: The Diocese of Lafayette and its affiliates recognize that, with the increasing prevalence of the Internet in the world today, clergy, employees, and volunteers will use the Internet to conduct ministry, educate, and communicate with the faithful, associates and friends. Social media in particular, provides various ways for individuals to interact and has changed the way we communicate and share information. The Diocese encourages pastors, principals, and administrators to support the use of social media and give clergy, employees, and volunteers the necessary training and tools to interact safely and responsibly online. Those using social media must be aware that certain comments and information can misrepresent the positions and activities of the Church, Diocese of Lafayette, and its affiliates. Clergy, employees, and volunteers are required to adhere to the following policy regarding social media for evangelization, education, and personal use, including but not limited to:

social networks, text/instant messaging, websites and blogs.

Social Media- Diocese of Lafayette and Affiliates

1. The Diocese supports the use of social media tools as a means to conduct ministry and education. Social media is a powerful tool; therefore, sites affiliated with diocesan institutions (parishes, schools, offices, etc.) may not be used for: 1) conducting outside business 2) defaming the character of any individual or institution 3) misrepresenting the positions or activities of the Diocese of Lafayette or its affiliates 4) divulging any personal information, particularly about minors that would jeopardize their safety or well-being in any way. Supervisors who approve individuals to create a website are responsible for monitoring the website.

Social Media-Personal Use

2. The Diocese of Lafayette and its affiliates recognize clergy, employees, and volunteers may create personal websites, blogs and social media identities (pseudonym, alias or handle i.e. @thegospeltruth) as a medium of self-expression, i.e. not a direct extension of church ministry or work. However, clergy, employees, and volunteers must recognize that anything published on a personal website is effectively available to the public. Any information that misrepresents the positions and activities of the Church, the Diocese of Lafayette and its affiliates is prohibited. Personal sites used for diocesan work, ministry, or education are subject to monitoring by their supervisor or designees. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts. Clergy, employees, and volunteers who are identifiable as affiliated with the Diocese of Lafayette are required to put the following notice in a reasonably prominent place on their personal website:

“The opinions expressed here are those of [name of person] alone. This site operates independently and is not associated with the Diocese of Lafayette or [name of parish/school].”

106.1

Protection of Minors

3. Clergy, employees, and volunteers are prohibited from posting or distributing personal, identifiable information, including photos and/or videos, of any minor without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, home address, email address, telephone number or any information that would allow someone to identify or contact a minor. Verifiable consent will take the form of a signed release/permission form from a parent/guardian. Ministry, educational, and personal websites may involve the use of a username and password to access all or portions of the site. In the event that clergy, employees, or volunteers, subject to approval by the Diocese of Lafayette or its affiliates, gives a minor access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the minor's parent/legal guardian. Social media at times involves the interaction between adults and minors, therefore, two (2) Safe Environment certified adults must have unrestricted access to monitor these types of communication, and at least one (1) of the two (2) adults must be employed by the institution (diocesan office, parish, school etc.).

Confidential and Proprietary Information

4. Clergy, employees, and volunteers are prohibited from disclosing information that is understood to be private property or privileged according to the norms of canon law, state and federal law, diocesan policy, the professional code of conduct and contractual obligations.

Trademarks and Logos

5. Personal use of trademarks and logos that are protected intellectual property of the Diocese of Lafayette and its affiliates is prohibited.

Inappropriate Material

6. It is prohibited to post immoral and otherwise inappropriate material via social media. Inappropriate material includes but is not limited to: obscene, harassing, offensive, derogatory, defamatory, or sexually explicit comments, links, or images/video. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts.

Enforcement

7. Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination or removal from position. The Diocese of Lafayette and its affiliates reserve the right to make changes to this policy at any time, at its sole discretion, and interpret and administer the policy in light of changing circumstances and events. The Diocese of Lafayette gratefully acknowledges the generosity of the United States Conference of Catholic Bishops, the Archdiocese of Cincinnati and the Diocese of Dallas, in granting the use of its social media policies and guidelines as a resource in the development of this policy.

Approved + Michael J. Janelle Date February 22, 2013

106.2

APPENDICES

Our Lady of Fatima Catholic School After School Care Handbook 2025-2026 School Year

The following material is presented as an addition to the regular Parent/Student Handbook. All rules, regulations and policies in the school handbook will apply to After School Care. We have included valuable information for your child's safety and the basic operation of the program. Extra After School Care services offered include a full time SRO (School Resource Officer), a counselor who works with small groups of students or individuals, a football player program (August-October).

IMPORTANT

ASC Telephone from 3:30-5:30 PM
337-207-1346

All completed registration forms should be emailed to Judi Lucito at jlucito@olf.org, the registration fee is non-refundable.

For More Information Contact:

Brooke Bienvenu: bbienvenu@olf.org PK-3

Gisele Dugas: gdugas@olf.org grades 4-8

The staff will accompany students to the front of school at 5:00 PM

After School Care ends at 5:30 PM

A late fee will be assessed after 5:30 PM

Our Lady of Fatima Catholic School 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 of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other organization-administered programs.

TAX ID 72-6002-136

Important Parent Information

The After School Care program provides professional care and supervised outdoor recreation. It serves working families who desire parochial education and child care in a Christian environment for children enrolled at Our Lady of Fatima Catholic School in grades Pre-K3 through 8th, and DEC. After School Care is open from 3:00 PM until 5:30 PM each full school day. After School Care is not available on half days.

The staff includes an experienced manager as well as devoted and committed assistants. These people work together to help each child grow in maturity and self-respect. The staff maintains an atmosphere wherein mutual respect, understanding, and safety for others are realized.

For the Child's Safety

How and with whom the child leaves the After School Care premises is one of the most important regulations.

To ensure the safety of your child, please sign your child out with the ASC manager/staff through the FRONT OFFICE.

- Parents or guardians should not take children from the campus or other areas without notifying the ASC manager and signing the child out from the Front Desk.
- Only authorized persons will be allowed to pick up children. Release will not be granted unless a note is sent, or a phone call or email is made to the ASC manager and/or teacher. (In grades PreK3-1st, please communicate with the teacher about dismissal instructions.)
- Please label all clothing and belongings.

Snacks

Snacks will be served daily from 3:00-3:15 PM

A modest second snack is served at 4:00 PM

Snacks from home are permitted, but candy and peanut products are not allowed.

Homework Club

Certified Fatima teachers/ASC team will assist 1st-8th graders with homework on Monday thru Thursday during After School Care. Attendance is not mandatory. If you would

like your child to attend Homework Club, please email Brooke Bienvenu at bbienvenu@olf.org for 1st - 8th grade and Gisele Dugas at gdugas@olf.org for PK3-K grades.

Toys

Toys are permitted from home DAILY in grades PK3-Kindergarten. One or two small toys are acceptable. Electronic toys are not permitted. The privilege of bringing toys will be lost when students/parents do not adhere to the policy.

The staff is not responsible for lost/broken toys.

Fees and Pickups

The program is entirely financed by monthly installment fees. Regular and prompt payment will assure the continuation of personnel and provision of ample supplies, equipment, and snacks. All billing and payments will be through FACTS.

Fee Schedule

After School Care early registration is in February. It is advisable to register at this time to ensure that your child(ren) have a reserved spot before registration closes. The \$50.00 registration fee per family will be billed in early July through FACTS and is non-refundable.

There are two After School Care Plans: Full time and Part time. Children attending the Full Time Plan may attend After School Care every school day when After School Care is open. The fee payment is below.

Full Time: 5 days/week: Payment is the entire month			
1 child: \$150	2 children: \$125 each	3 children: \$110 each	4 children: \$100 each

Every child who is registered and is not full time will be considered part time. There will be a Monthly fee of \$30 per child. For the first three days of attendance (per child) in any given month, there will be no charge. For every day of attendance thereafter, there will be a \$10 charge per child, per day for attending.

There is no Drop-in Policy option for a child who has registered. Drop-ins are for emergency use only for those students not enrolled in After School Care. The drop-in rate will be \$25 per child per attendance. Students who are not registered will be charged a \$25 registration charge each day they attend and are not registered.

Students will not be allowed to switch between plans from month to month with the exception of the Football Player/Sport Program and emergency situations. Once you have committed, you must adhere to the plan chosen. If you choose to have your child drop out of After School Care, he/she can no longer enroll again for the 2025-2026 school year.

Payments can be made for the entire school year (Full Time Plan only) or in 10 installments from August through May. All billing and payments will be through FACTS. Please notify Judi Lucito by August 1st if you choose to participate in the prepay plan. Mrs. Lucito handles billing via your FACTS account. She can be contacted at jlucito@olf.org for billing questions/changes.

Late Pick-up Fee

A late fee of \$5.00 will be charged for pick-up after 5:30, plus \$1.00 for each additional minute beginning at 5:31. (*Ex: Pick-up at 5:33 would be an \$8.00 late fee*) Late fee is billed through FACTS program.

Drop-In Policy

Drop ins must email manager before attending at bienvenu@olf.org for PK3-3rd or gdugas@olf.org from 4th-8th.

Drop-ins are for emergency use only by those students NOT enrolled in After School Care. A \$25.00 per child per day for each drop-in attendance.

Discipline Plan

The After School Care program is a vital part of Our Lady of Fatima Catholic School and as such, follows the rules and procedures set forth by the school administrators. After School Care ministers to the children physically, mentally, and intellectually. Our aim is to guide the students in making sound behavior choices. All are expected to conduct themselves as members of a Christian and caring community. After School Care is an extension of the school day. Therefore all policies and procedures will be followed accordingly. Dress Code will also be enforced at After School Care until the student is picked up. Discipline is handled by the Dean of Students.

**Our Lady of Fatima
Catholic School
Athletic Handbook
for
Students, Parents, and Coaches**

Mission Statement

***Our Lady of Fatima School
is centered in Christ,
committed to learning, and
called to build character in a
Catholic environment.***

Our Lady of Fatima Catholic School 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 of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other organization-administered programs.

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Athletic Objectives and Philosophy

Our overall mission is to provide the opportunity for the physical, athletic, and moral development of our students in a safe and enjoyable atmosphere that stresses hard work, sportsmanship, and teamwork.

The policies and rules of Fatima Athletics and Cheer are designed to meet the following objectives in accordance with the school's philosophy.

1. To afford each eligible student the opportunity to learn about a team or individual sport/activity via being a member of a competitive team. However, some sports, because of their nature and size, may require the practice of cutting, i.e., selective choosing of teams.
2. To teach our students how to behave respectfully and to be good competitors and Christians who know the meaning of sportsmanship and how it is lived, both publicly and privately.
3. To teach our students the fundamental skills of each competitive sport, offensive and defensive strategies, the fitness benefit of participation and finally, how to learn and be a member of a team.
4. To develop our athletes to be respectful of others in a competitive environment and endear, in return, the respect of their opponents.

Code of Ethics

For a student to participate on a Fatima Athletic Team or Cheer squad, the student and his/her parents must conduct themselves in a manner which promotes good Christian morals and attitude by doing the following:

1. By always promoting school spirit,
2. By always showing good sportsmanship to your team and your opponent,
3. By always encouraging your teammates to do their best,
4. By always trying to have or improve Christian relationships between Fatima and other schools, and,
5. By always keeping high personal and team standards.

Students learn by example, so all coaches, teachers, and faculty members should work together by setting great examples for others to follow.

Student Participation and Eligibility

Becoming a member of a Fatima Athletic Team is a privilege and Fatima holds certain requirements for participation in its athletic programs.

1. Every student athlete must come to play with a respectful attitude toward his/her coaches, officials, and any other adult in contact with them. This means addressing adults with a courteous “yes, Sir” or “yes, Ma’am”.
2. This same respect must also be shown toward all teammates and opponents.
3. Christian sportsmanship must be practiced throughout all athletic endeavors. Learning to win graciously, lose graciously, and accept anything and everything in between is the rule at Fatima.
4. Students must adhere to all school rules, both in the classroom and on the playing fields. Please note the consequences regarding in-school behavior below in the next section.
5. Every Fatima athlete must electronically submit the following forms in order to participate in any practice or game. These forms and parental releases will be available online for parents to fill out before the start of each sport season.

Forms

A. Participation Fee Form: Participation fees will be deducted via FACTS, our electronic payment system. These fees vary by sport. Once practice begins, if a player decides not to participate in that sport, no participation fee will be refunded.

B. Informed Consent/Emergency Medical Form: You will be sent a link to fill out this form. It needs to be filled out electronically and submitted via Google forms. It will be filled out once a school year. The emergency medical portion of this form will be made available to each of the team’s respective coaches.

C. Concussion Form: This form needs to be filled out electronically and submitted via Google forms. The form is required by state law and only needs to be submitted ONCE for each Fatima athlete. (Not every season)

D. LHSAA Medical History Evaluation Form: Beginning with the 2024 academic school year, Our Lady of Fatima School will require **all** students participating in school athletics or cheerleading to complete the LHSAA Medical History Evaluation Form. This form is valid for 12 months. Page 1 should be completed by the parent(s) and page 2 should be completed by a healthcare professional. The form can be located on the www.fatimawarrior.com website. Please click on Student Life, then click on Athletics, then select the form. This form must be printed out to be completed and submitted to the athletic department prior to the student athlete participating in their sport or cheerleading.

E. Optional T-shirt Order Form : Dri-Fit short sleeved t-shirts will be available for purchase for \$20 at the beginning of each sports season. This is an optional purchase and can be worn on Spirit Shirt days. The actual fee will be deducted via FACTS, our electronic payment system. A Google Form will be sent via TeamSnap. It is to be completed by the deadline.

Academics and Behavior Consequences

In order to participate in extracurricular activities for Fatima, a student must be in good academic standing. This means that every student must maintain a 2.0 grade point average and have no F's on his/her mid-quarter progress report or nine weeks report card. Each new school year, every student will start off with a clean slate. If a student receives an F in any subject or falls below a 2.0 cumulative grade point average on a mid-quarter progress report or a nine weeks report card, that student will be ineligible and required to sit out of any and all sports until the subject with the F is improved and maintains a cumulative grade point average of at least a 2.0 on the next mid-quarter progress report or nine weeks report card. If tryouts for any team fall during the time a student is ineligible and required to sit out, the student will not be able to join the team if they become eligible after the tryouts are completed.

Students who participate in extracurricular activities are treated as fairly and equitably as possible. All students are held accountable for their behavior in the classroom, on the court and in the field, at competitions, in practice, whether on campus or off campus. Generally, students are

referred to the Dean of Students after their fifth conduct infraction. However, this does not have to be the case.

A student whose conduct grade drops below a B (14 demerits marks/points on the Conduct Report Card) will no longer be able to participate in his/her chosen extracurricular activity that quarter. He/she may be reinstated at the beginning of the next quarter, but that decision will be made by the coaches and sponsors in concert with the administration. Beginning with the 2024 academic school year, if a student athlete's conduct grade drops to a 76 or lower, he/she will not be eligible to participate in any sporting activity in the current quarter and the following quarter. Representing Our Lady of Fatima Catholic School in an extracurricular activity is a privilege reserved for students who follow Fatima expectations of behavior.

This policy starts over each academic nine weeks.

Practice and Game Uniforms

In most cases, Fatima will provide the practice and game uniforms for the athlete to wear for that sport. In some circumstances like football, students might buy their own pads or equipment. All Fatima-issued equipment and uniforms are considered the property of the school. Both students and their parents are expected to take good care of their uniforms and any equipment that was issued. All uniforms and equipment must be turned in by the deadline, or the student athlete will receive a demerit on their conduct grade for each day that the uniform or equipment is late. If any of the uniforms and/or equipment is lost or damaged, the parents of that athlete will be required to reimburse the Athletic Department for the replacement cost of the lost item(s). If the cost is not reimbursed, that athlete will not be allowed to participate in another school sport.

In addition, the following rules apply to all uniforms:

1. Athletes will wear only that uniform assigned by the athletic department for that sport.
2. Athletes will be representing Fatima and the uniform shall be kept clean and in good condition at all times.

3. Uniform shirts should be tucked in when being worn.
4. Jewelry and metal hair accessories are not allowed during any sporting event.
5. No spaghetti strap shirts, lycra, or spandex shorts are allowed at any practice or games.
6. Unless a specific event is announced, Fatima uniforms, warm-ups, and jerseys will be worn at Fatima practices and games only.

Guidelines and Expectations for Coaches

All Fatima coaches are expected to understand and support our school's Catholic philosophy and mission statement. Coaches should always set a good example by conducting themselves appropriately at all times. All coaches have a direct and important impact on all athletes they are involved with; therefore, coaching must be done in a very positive and educational manner.

Coaches should adhere to the following:

1. Discuss expectations you have for the student and the team.
2. Communicate all practice and game times as early as possible to the athletes and parents. The Athletic Department will also be involved with this, for example, evaluating weather conditions for the safety of everyone. When possible, the Athletic Department will communicate any changes before dismissal.
3. Start and end practices according to the schedules.
4. Shall not schedule a practice or game on any Sunday.
(Diocesan policy 4001-2)
5. Must allow ample water breaks to all participants.
6. Must stay with the students until everyone is picked up from their practice or game.
7. Notify the Athletic Department of any action that needs to be taken against a player or a parent as soon as possible.
8. May allocate playing time to a player who has been faithful to their team, practice, good attitude, and a desire to get better, no

matter their level of play. (e.g., a student who attends Fatima practice instead of select practice or non-Fatima activity.)

9. Should always have the medical emergency papers for all athletes on their team with them.

Guidelines and Expectations for Parents

Parents, along with our coaches, are the most important role models to our young athletes. Good communication between all parties is essential for a positive and rewarding experience for all those who are involved.

Parents should adhere to the following:

1. The 24-hour rule: Please allow 24 hours after a game or practice before calling or emailing a coach or administrator.
2. Please discuss any issues with the coach first before calling or emailing the Athletic Department.
3. If a resolution is not achieved from a discussion with the coach, please notify the Athletic Department for assistance.
4. Please notify coaches as soon as possible if your child will miss a practice or a game.
5. Please have your child at their practice or game on time as scheduled by your coach.
6. Please pick up your child promptly from his/her practice or game. Everyone's time is valuable.
7. Always remember that your child is part of a team and that all students on that team should be considered when discussing issues with coaches.
8. Complete and return all forms and pay the required fee for each sport their child is playing. All Fatima spirit shirts are an optional purchase.
9. Sign up and work home games that are held at Fatima or outside facilities, e.g., concessions, admissions gate, scoring, etc.

Guidelines and Expectations for Students

All Fatima student athletes are held to a high set of standards. Each student athlete should be proud of their accomplishments in the classroom and on the playing field.

Students should adhere to the following:

1. Must be present at school for 5 of the 7 class periods to be eligible to participate in a sporting activity held on the same day. An exemption would be a death in the immediate family or observation of a religious ceremony.
2. If a student submits a doctor's excuse to school which does not allow them to participate in any Physical Education activities, that same excuse will carry over for any athletic practices or games during the designated time period in the doctor's excuse.
3. Bring in all paperwork and fees within the designated time given.
4. Be responsible for cleanup after a practice or game and discard any trash in all areas, including fields, gyms, locker rooms. Everyone should take pride in our school.
5. Take very good care of your Fatima-issued equipment, practice and game uniforms.
6. Must always let your coaches or Athletic Department know when you will miss or be late to a practice or game. This should be done at the earliest time so coaches can adjust their lineups if needed.
7. Always represent Fatima on and off the court/field in a Christian and respectful manner with a great attitude and kindness towards others and their teammates.
8. Never criticize or complain about any coaches, teammates, opponents, and officials at any time.
9. Attend all practices or games with a great positive attitude and be willing to give 100% all the time, and support your teammates and coaches each and every day.

In developing these rules and policies, the Athletic Department Administration has tried to be as explicit as possible. Nevertheless, during the school year new and unusual situations will arise. Therefore, the Athletic Director and Principal have the authority to use their discretion in whatever circumstances the handbook does not precisely apply and, if needed, reserve the right to amend the handbook for a just cause in keeping with the spirit of Our Lady of Fatima Catholic School's mission.

Our Lady of Fatima Catholic School does not discriminate on the basis of race, color, gender, national origin, or disability (if with reasonable accommodations the individual can meet our program goals), in its educational programs, activities, or employment policies.

Our Lady of Fatima Academic Integrity Policy



6th-8th Grades

All students of Our Lady of Fatima School are expected to be a student of character and uphold the teachings of the Catholic church in all they say and do. Cheating of any kind is not acceptable at OLF. By signing this Academic Integrity Policy, students pledge to maintain the highest form of character and not participate in any activities involving direct or indirect academic cheating of any kind. Violations include, but are not limited to, the following:

- Checking out of or into school to avoid taking a test or turning in an assignment.
- Giving or receiving questions or answers for a test, quiz, classwork, or homework assignment.
- Copying, duplicating, sharing, or transmitting by any means, any assignment that will be turned in as original work, including homework, unless it was a collaborative group assignment.
- Using any type of smart watch, cell phone, calculators, or other electronic devices when it is prohibited by the teacher.
- Using materials that are for teacher use only, e.g., teacher manual, answer keys, etc., without consent of the teacher.
- Writing any answers or information of assistance for a test or quiz on your personal body or in your possession when taking a test or quiz.
- Plagiarism of any kind without proper citation of material or source. This includes AI generated items.
- Cheating on AR tests.

Consequences for the above academic integrity violations will result in disciplinary actions as identified below. Disciplinary actions are not limited to the below list and are subject to change by administration.

1st Offense	2nd Offense	3rd Offense
*No more than 50% of the total amount of points for the given assignment *Redo the assignment *Phone call to parents *Character sign -7 on behavior report	*Grade of 0 given on the assignment *Redo the assignment *Phone call to parents *Character sign -14 on behavior report *1 day suspension	*Grade of 0 given on the assignment *Redo the assignment *Conference between parents and administration *Character sign -14 on behavior report *2 day suspension

By signing this policy, I understand the expectations in regards to the OLF Academic Integrity Policy. I understand that if I violate any of the above guidelines, that I will be subject to consequences that are listed above. I fully intend to be a student of strong character and uphold the expectations that are expected of me as a student of Our Lady of Fatima School.

Student Signature _____ *Date* _____

As a parent of a student at Our Lady of Fatima School, I understand the expectations in regards to the Academic Integrity Policy and the consequences that will result if my child is in violation of the policies as stated. I understand that education begins at home and will instill in my child the values that are expected to be a student of strong character, especially when it comes to the OLF Academic Integrity Policy.

Parent Signature _____ *Date* _____

Our Lady of Fatima Catholic School

2315 Johnston Street
Lafayette, LA 70503
(337) 235-2464
www.fatimawarrior.com

PreK3 Toilet Training Policy Agreement

Children enrolled in PK3 must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups IS NOT considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this. We strive to provide the most sanitary environment possible.

When a teacher or assistant is busy changing soiled clothing, it is taking away from learning time for ALL students, and it removes the adult from the direct supervision of and interaction with the rest of the class.

We understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will change soiled clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

Communicate to teacher he/she needs to go to restroom before it is too late

Stop what he/she is doing to go and use bathroom

Pulls clothes up and down without assistance

Wipe him/herself after using toilet (with minimal assistance for 3 years old)

Wash and dry hands

Wait if someone is in the restroom or if we are far away from the classroom

Stay dry through naptime

Wake up during nap and communicate to teacher the need to use the bathroom

We certainly will ask your child many times throughout the day and before naptime if they need to use the bathroom. A teacher or assistant will help children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. PK3 teachers are aware of this and will assist the children when necessary. A complete set of clothes (including socks and shoes) must be left at school in case of an accident. Extra clothes used after an accident must be replaced the next school day. Parents will be notified if a child has a toileting accident. Note that in the case of a bowel movement accident, depending on the severity of the BM or if the teacher deems it unsanitary, parents will be called to pick up the child.

We understand that each child arrives at this milestone differently, therefore we will allow the month of

August starting on the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to pause attendance for the child to take a toilet training break.

A child will not be considered toilet trained for our PK3 program if the child continues to consistently have toileting accidents after the month of August.

Effective September 1 st , the following policies will be in place for children who have accidents:

If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.

If three or more accidents occur in one week, the parents will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home for a “toilet training break” for at least one week or longer until he/she is completely toilet trained.

If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home for a “toilet training break” for at least one week or longer until he/she is completely toilet trained.

Please note that this policy is not in place to penalize a child or inconvenience primary caregivers. Rather, properly cleaning accidents in the PK3 setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff in the Our Lady of Fatima PK3 program.

Thank you for your cooperation and understanding.

PLEASE SIGN AND DATE BELOW INDICATING THAT YOU HAVE RECEIVED AND REVIEWED THE OUR LADY OF FATIMA SCHOOL PK3 TOILET TRAINING POLICY:

PLEASE RETURN THE BOTTOM PORTION OF THIS TOILET TRAINING POLICY

I HAVE RECEIVED AND REVIEWED THE OUR LADY OF FATIMA PK3 TOILET TRAINING POLICY:

CHILD’S NAME: _____

PARENT’S NAME: _____

PARENT’S SIGNATURE: _____

DATE: _____

Statement of Exemption from Immunizations

OUR LADY OF FATIMA SCHOOL



Warrior Pride

2315 Johnston Street Lafayette, LA 70503 337-235-2464 fax 337-235-1320



STATEMENT OF DISSENT FROM IMMUNIZATIONS FOR THE 2025-2026 SCHOOL YEAR

Under the Louisiana Revised Statutes 17:170 Sec E, I _____,
parent/guardian of _____, am presenting this
statement of written dissent from providing evidence that said student has
immunity or immunization against vaccine-preventable diseases.

I understand that in the event of an outbreak of a vaccine-preventable disease at
the location of the educational institution or facility the student attends, the
administrators of the educational institution or facility, upon the
recommendation of the office of public health, may exclude the student from
attendance until the incubation period has expired or I present evidence of
immunization.

Our Lady of Fatima School

Name of School

Printed Name of Student

Student's Date of Birth

Signature of Parent/Guardian (No Electronic Signature)

Date

Signature of Authorized School Representative

Date

We believe that the best education combines academics with a good self esteem, based on the teachings of Jesus Christ.

Our Lady of Fatima Catholic School

2315 Johnston Street

Lafayette, LA 70503

(337) 235-2464

www.fatimawarrior.com

Administration of Medicine Form

This form must be completed in its entirety annually for each child who requires administration of any type of medication on a regular or "as needed" basis during school hours. This form must be completed if administration of any medication, prescription or non-prescription (i.e. Advil, Benadryl, cough drops, cough syrup, Tylenol, etc.) is required. Such medications must be provided in the original container with this completed "Administration of Medication Form" to be administered only for the duration of a particular illness or injury.

Student: _____ Grade: _____ Homeroom: _____
(Print First and Last Name)

Address: _____ Phone Number: _____

Parent's Release From Liability

For, and in consideration of, allowing child named above to attend school in spite of his/her specific health problem, I hereby release, relieve and discharge Our Lady of Fatima Catholic School and Our Lady of Fatima Parish, the Diocese of Lafayette and/or any of their agents or employees from any and all liability for any injury or damage to the said child arising out of, related to, or resulting from the child taking medication during school hours.

I have read, understood and agreed to the school's regulations concerning administering my student medication during school hours.

(Signature Parent/Legal Guardian)

Date

Diagnosis: _____

Reason Medication is needed: _____

Medication Dosage: _____

Time of Day to Be Administered: _____

Print Name of Physician: _____

Phone Number of Physician: _____

Preferred Hospital: _____

Citizens for Educational Choice



OUR LADY OF FATIMA CATHOLIC SCHOOL

2315 JOHNSTON STREET, LAFAYETTE, LOUISIANA 70503 • (337) 235-2464 • FATIMAWARRIOR.COM

August 1, 2025

Dear Parents,

The 2024 regular session of the Louisiana Legislature recently ended. Our school is a member of Citizens for Educational Choice (CEC). We need to participate in an electronic advocacy tool designed to help parents of nonpublic school students connect with and influence their state legislators. **Parents in our school should sign up for this tool right away in order to have your voice heard at the State Capitol in Baton Rouge. Please register at the CEC website www.louisianacec.org.**

The first time you do this the system will ask you to fill out a user profile with your name, street address, city, state, zip code, and email address. The system needs your zip code in order to determine your local legislators. The system will then electronically address the email you will be sending to them. Your name and address will appear at the bottom of the email. The Privacy Policy on the website clearly notes that none of your information will be given to any other entity, either by CEC or the software vendor.

This tool is called Voter Voice and is very easy to use. Once you have registered on the CEC website, you will receive Legislative Alerts from CEC's lobbyist, during the legislative session. The alert will ask you to contact your local legislator (Senator or Representative) which you will do by clicking on an electronic link.

It is very important that the legislator reading the email know that you actually live in his or her district. They know through their campaign work what streets are in their district. The email will look like it came directly from you, thereby maximizing its impact on the legislator. CEC's name will not be shown on the email the legislator receives from you.

You will only receive three of these action alerts per legislative session. Legislators want to hear from you. **The entire email process will only take you 5 minutes, and you will be working effectively at increasing the monies your school receives from the State (by increasing the Required Services funding), as well as defeating bad bills that would hurt our schools and your children.**

Please join CEC's Voter Voice advocacy network by registering at www.louisianacec.org. It will only take you a few minutes!

Sincerely,

Paul Hebert, Principal



Our Lady of Fatima School is centered in Christ, committed to learning, and called to build character in a Catholic environment.

Asbestos Information



OUR LADY OF FATIMA CATHOLIC SCHOOL

2315 JOHNSTON STREET, LAFAYETTE, LOUISIANA 70503 • (337) 235-2464 • FATIMAWARRIOR.COM

TO: Parents, Teachers, Employees and Organizations
FROM: Paul Hebert, Principal
DATE: August 1, 2025

According to the Asbestos Hazard Emergency Response Act (AHERA), each school system must notify the public of inspections, response actions, periodic surveillance, and re-inspection activities on an annual basis.

This is to inform you that AHERA Compliance Management Plans are available for public inspection in either the principal's or coordinator's office of each school site in the Diocese of Lafayette School System. These documents include the Inspection Reports, Re-inspection Reports, and the Management Plan. Requests to view these may be made Monday – Friday during regular school hours.

Inspections of Asbestos Containing Material (ACM) are made by each school every six (6) months. Every three (3) years, re-inspection is conducted by a Certified Asbestos Inspector/Management Planner.