OLF

Our Lady of Fatima Academy

Parent-Student Handbook

2026-2027

Principal: Mrs. Jennifer Jukic

Assistant Principal: Ms. Shannon Nicholas

Parents of Fatima President: Mrs. Erin Raith

Nurture+Encourage+Empower

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OUR LADY OF FATIMA ACADEMY
PARENT-STUDENT HANDBOOK

Mission Statement
Rooted in the teachings of Christ, Our Lady of Fatima Academy forms faith-filled students who use their God-given gifts to serve others, seek justice, and live with joy, integrity, and compassion.

Philosophy
At Our Lady of Fatima Academy, we believe that parents are the first and most important teachers in a child's life. Working in partnership, parents and educators help students grow in knowledge, faith, and character.

We are committed to nurturing a personal relationship with God, rooted in Gospel values and sustained through the Sacraments. Every child is uniquely gifted, and it is our calling to help each one reach their full potential—spiritually, academically, and personally.

Education is more than gaining knowledge; it is about forming compassionate, thoughtful individuals who can think critically, solve problems, and serve others with love and purpose. Through acts of service, students learn to live out their faith and become instruments of peace and justice.

As a Christ-centered community, we support one another in lifelong growth and challenge each other to become leaders in the world and builders of God's Kingdom.

Vision
At Our Lady of Fatima Academy, students grow through creative learning, serve with heart, strive for academic excellence, and live guided by faith.

OLF Student Learning Expectations

The OLF School Wide Learning Expectations (SLEs) are targeted objectives and outcomes of the Our Lady of Fatima Academy educational experience. While these are life-long goals, students are expected to achieve an age-appropriate level of mastery in each of these areas by the time they graduate from 8th grade. Our School-wide Learning Expectations apply not just to students, but to all members of our 21st Century Learning Community.

Faith-Filled Catholics

- Know, love, and follow Jesus.
- Pray, worship, and participate in the life of the Church.
- Serve others with kindness, compassion, and justice.

Life-Long Learners

- Work hard and do their best.
- Think critically, stay organized, and take responsibility for their learning.
- Use their gifts and talents to grow every day.

Effective Communicators

- Speak, write, listen, and create with confidence and respect.
- Share ideas clearly and work well with others.
- Use technology responsibly and purposefully.

Globally Responsible Citizens

- Respect and value all people.
- Care for God's creation.
- Promote peace, justice, and service in their communities and the world.

Our Lady of Fatima Academy Faculty and Staff	2026-2027
Principal	Mrs. Jennifer Jukic
Transitional Kindergarten Teacher	Mrs. Sarah Knight
Kindergarten Teacher	Mrs. Anita Baccay
1st Grade Teacher	Ms. Erin O'Shea
2nd Grade Teacher	Mrs. Alison Martinez
3rd Grade Teacher	Mrs. Kristin Parnes
4th Grade Teacher	Ms. Gabriela Gomez
5th Grade Teacher	Mrs. Dana Ware
Middle School Teacher	Ms. Jane Rose
Middle School Teacher	Ms. Emily Crilly
Middle School Teacher	Mrs. Megan Rovira
Middle School Teacher/Assistant Principal	Ms. Shannon Nicholas
Art Teacher Grades TK-8	Mrs. Daphne Henry
Music Teacher Grades TK-8	Mrs. Marion Smithson
Spanish Teacher Grades 5-8	Ms. Annette Orendain
Spanish Teacher Grades TK-4	Ms. Marielena Sanchez
Learning Support Teacher	Mrs. Karie Gladis
Hybrid Program Teacher	Mrs. Jenni O’Brien
PE Teacher Grades TK-8/Athletic Director	Mr. Luke Nevill
Office Manager	Ms. Paulina Garcia
Elementary Instructional Aide	Mrs. Jacqueline Diekhoff
Extended Care/Lunch Proctor	Ms. Cindy Baas
Librarian	Mrs. Brigid Baptista
Maintenance and Facilities	Mr. Julio Perez
Field Trip Coordinator	Mrs. Michelle MacMillan
Business Manager	Mrs. Sandy Chavez
School Counselor	Ms. Loretta Jara
Pastor	Father Antonio Lopez-Flores

Responsibility

AUTHORITY AND RESPONSIBILITY OF ADMINISTRATORS

The bishop, the chief pastor of the Diocese of Orange, is officially responsible for all educational programs within the Diocese. All school policies and practices must have the approval of the bishop or the Superintendent of Catholic Schools, to whom he delegates this responsibility. (#2010) Subject to Diocesan Catholic School Board of Education policies, the pastor is the ex-officio, chief administrative officer of Our Lady of Fatima Academy, and as such, he determines those school policies not already preempted by diocesan regulations.

The administration of the school program is, however, delegated to the principal by the pastor. (#2205.1)

1. The pastor has the ultimate responsibility for:
   - Establishing and maintaining a Christian Catholic atmosphere in the school.
   - Ensuring the school's compliance with all policies and regulations of the Department of Catholic Schools.
   - Making the final decision in all matters of admission or expulsion of students.
   - Approving or disapproving the employment or termination of members in conformity with Diocesan policy.
2. The principal has, as delegate of the pastor, immediate responsibility for the implementation of the philosophy of the school in its regular operation. This responsibility has three basic aspects:
   - Supervising the staff and the instructional program.
   - Administering the entire school program.
   - Communication with the parents, the parish, and the general public.
3. The Assistant Principal is the administrative officer who assists the Principal in his/her absence. The Principal makes all decisions necessary to operate the school. (#2211.2)

The administration reserves the right to interpret policies and/or to amend the Parent-Student Handbook or any other policy manual at any time. Handbooks and policies are intended to provide general guidelines and may be modified to suit specific situations.

RESPONSIBILITIES OF TEACHERS

Administrative Duties:

- To observe the educational regulations of the school as set forth by the Diocese and the State of California.
- To record daily pupil attendance accurately.
- To complete all school records and report cards carefully.
- To confer with the principal regarding unusual occurrences as well as all serious disciplinary problems.

- To ensure that all students are properly supervised at all times throughout the school day.
- To observe at all times the code of professional ethics.
- To attend all scheduled staff meetings and contracted events.

Instructional Duties:

- To motivate students to follow the example of Christ, to teach Christian values through personal example as well as by specific instruction.
- To promote in students an appreciation for their heritage.
- To follow the prescribed curriculum in all subject areas.
- To make intelligent use of supplementary materials and teaching aids.
- To analyze and interpret students' work and test results promptly with a view to discovering opportunities for improvement.
- To provide for individual differences.
- To improve his/her own teaching by means of continued professional updating, reading, in-service programs, and attendance at teachers meetings, and conscientious preparation for every class.
- To cultivate in students good work habits and study skills.
- To be readily available thirty (30) minutes before and after school.
- To recognize and affirm that parents are the primary educators of their children.
- To provide progress updates and arrange parent conferences when necessary.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS A DIOCESAN POLICY

"The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in such a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to,

Parent/Teacher conferences, all school-sponsored programs, and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school.

Failure to follow these principles will normally result in a verbal or written warning to the student and/or to the parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of a student or suspension of a parent/guardian's privilege to come on campus grounds and/or to participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or withdrawal from the school without a financial refund.

HARASSMENT AND OBJECTIVES

Our Lady of Fatima Academy is committed to maintaining a safe, positive, and inclusive environment for all students, staff, and parents. We believe that all students, staff, and parents have the right to be protected from any type of abusive behavior. Please refer to **Code of Christian Conduct Covering Students and Parents/Guardians** (a Diocesan Policy).

Our Lady of Fatima Academy maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Harassment in any form, including verbal, physical, and visual harassment is prohibited. No student shall knowingly or intentionally by speech, gesture, or in writing, address another person in a way that could be interpreted as demeaning, derogatory, or hateful based upon the person's gender, race, ethnic background, or religious orientation. The administration will take very seriously any type of harassing behavior in all grades where federal law on harassment applies.

The principal is the usual complaint manager in instances of harassment. Ordinarily, a student accused of harassment will be informed of the unacceptable behavior and warned to stop. He/she will also be told (1) that the accusation and subsequent warning by school administration will be documented in writing and that (2) continuation of the harassment will result in involvement of parents and other possible school disciplinary action up to and including suspension or expulsion. Our Lady of Fatima Academy is committed to eliminating any type of harassing behavior. Students are expected to be kind and respectful to each other and to take necessary steps to see that other students are not harassed or mistreated.

This policy was developed and is reviewed and monitored through consultation with the whole school community and applies to all members of the community. Members of the OLF School community are:

- Students
- Teachers and Staff Members
- Parents
- Coaches
- Volunteers Playground Supervisors
- Parishioners

Objectives: OLF does not allow for any person to threaten or intimidate any child or adult, or to make them feel unwelcomed. Such conduct is in direct conflict with our School-wide Learning Expectations (SLE's), mission statement and philosophy of peaceful conflict resolution. OLF addresses harassment at the spiritual, academic and social levels through various classroom programs. In addition, teachers and staff use the iSafe resources for Professional Development and continued updates for student learning about harassment and its prevention. Our anti-harassment/bullying lessons aim to ensure that all those connected with the school are protected from such inappropriate behavior.

The ongoing and long-term objective of the policy is to reduce the number of students who experience harassment through increasing awareness of this behavior, its causes, and consequences for the students, staff, and parents who make up the school community, and to help students find and put into practice a series of solutions to the problem.

The policy also aims to ensure that individual cases of harassment/mistreatment will be dealt with consistently and in a constructive and fair manner when they occur.

Procedures:

- Procedures for dealing with harassment/mistreatment are clearly set forth so that all members of the school community know what they can expect from the school and what the school expects of them, with regard to harassment/mistreatment.
- When reported it will be taken seriously.
- Faculty and staff will work with the person who is being mistreated to help them feel safe and find responses that work.
- Faculty and staff will work with the person or people who are the perpetrators to change their behavior.
- When appropriate, faculty and staff will work with the parents of any student who is being mistreated to support and encourage that student in finding solutions.
- When appropriate, faculty and staff will work with the parents of any student who is mistreated to support and encourage that student in finding alternatives to the problem.
- Students who mistreat others may receive the following consequences:
    - Meeting with teacher, principal, and parents
    - Lowered conduct grade
    - Exclusion from school activities
    - Suspension from school or expulsion if necessary

- If a particularly serious victimization, abuse, intimidation, or physical mistreatment against any other person belonging to the school community is reported, those who carried out the perpetration will be suspended from school activities while it is investigated and solutions are sought. If the solutions have no effect, or if the perpetration was so severe that it would be harmful to the rest of the school community to allow the suspended student to return to the school, he/she may be permanently excluded.
- It is left up to the discretion of the school administration if the behavior results in suspension or expulsion from Our Lady of Fatima Academy.

Abuse of Teachers/Staff
Any parent/guardian or other person who insults or abuses any teacher in the presence of other school personnel or students, at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place the teacher is required to be in connection with assigned school activities, is guilty of a misdemeanor which is punishable by a fine of not less than fifty dollars and not exceeding five hundred dollars (Education Code 4481-2). It is in the discretion of administration to ask the parent/guardian to leave the school along with their student without financial refunds.

Child Abuse
In cases of child abuse or neglect, where a staff member knows or suspects such abuse, it is the strict responsibility of the school to contact the Orange County Child Abuse Registry (834-5353). The local school must report promptly reasonable suspicion of child abuse (physical, sexual, mental, or neglect). In California, all school staff is mandated to report any suspected child abuse. The Diocese of Orange has, further, required that all staff members receive copies of Policy Against Sexual Misconduct (September 2002). The purpose of the document is to heighten awareness in the area of sexual misconduct and to provide guidance in the manner of response to allegations of sexual misconduct.

Parents' Grievance Process
It should be clearly understood that there are times when conflicts occur between the parents and school personnel or times when a procedure or policy needs clarification. The following is the procedure for addressing concerns:

- If the concern involves any school personnel (teachers, etc.) the parents are to call the individual involved and arrange for a meeting opportunity.
- If the concern is in regards to the student, the student should be present unless there is a compelling reason for the student not to attend. The results of that meeting are to be in writing and all parties must sign.
- If a telephone conversation is held instead, the school personnel is to write down the results of that conversation and send a copy to the parents that includes the date and time of the call.
- If there is no resolution in step one, the parents are to call the principal and arrange for a meeting opportunity with the teacher and principal. The parents should bring a copy of the results of the first meeting. The express purpose of this meeting is to bring about a solution. The results of this meeting are to be in writing with all parties' signatures and copies distributed.
- If no solution is reached, the parents are to call or write a letter to the pastor and arrange for a meeting with all parties present. Again, the express purpose of the meeting is to bring about a solution. The results of the meeting are to be in writing with all parties' signatures and copies distributed.
- If no solution can be reached, the parents are to write a letter to the Superintendent of Catholic Schools, briefly stating the problem and including all written documents from all meetings held. The superintendent will review all documentation and suggest a solution.

SCHOOL POLICIES

REGISTRATION & ENROLLMENT

Admissions

Our Lady of Fatima Academy, although founded on Catholic doctrine, welcomes children of all faiths. The school enrolls students from families who are dedicated to being the primary educators of their children. With this in mind, our priority of acceptance is the siblings from our existing families, followed by children who have been baptized Catholic, and children of other faiths. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of its education policies, admission policies, scholarship eligibility, athletic and other school administered programs. It is the official policy of our school that we shall in no way discriminate against any student on the basis of his/her sex.

Our Lady of Fatima requires the following assessments for incoming students: Gesell Assessment before entering TK, K, and 1; STAR Test before entering grades 2 and up.

Being a Catholic parish school, Our Lady of Fatima Academy places emphasis first and foremost on its Catholic identity. Therefore, all students, regardless of their religion, are required to participate in all the religious activities within the school day, with the exception of the reception of the sacraments for those who are not Catholic. **Those who profess to be Catholic are expected to be active, contributing members of the parish to which they belong. The minimum requirements for active membership are regular attendance at Sunday Mass and support of parish ministries** through evidence of regular financial contributions. Involvement in parish ministries is another important way of contributing to the life of the parish.

Decisions on admission to Our Lady of Fatima Academy shall be at the ultimate discretion of the principal and subject to the pastor's approval. Admission decisions will be based on:

- Registered, regularly active, and contributing members of the parish.
- Families new to the parish showing evidence of active status in their previous parish through a letter from their former pastor submitted at the time of application.
- Developmental readiness screening and evaluation of new students in grades TK-1.
- Review of report cards, prior standardized testing, and behavior reports.
- According to Diocesan policy, a child must be deemed a developmentally appropriate four year old on or before September 1st of the current year to be admitted into Transitional Kindergarten (TK). Kindergarten students may be accepted if they are deemed a developmentally appropriate five year old on or before September 1st of the current year. Diocesan policy also recommends that a child who is six years of age on or before September 1st of the current school year may be admitted to 1st grade. The general Diocesan guideline is that grade placement is at the discretion of the admitting school.
- Past academic performance (if applicable).
- Letters of recommendation (if applicable).

Children of active, contributing members of Our Lady of Fatima Parish will be given first

priority. Acceptance of other applicants will be dependent on space available and satisfaction of other admissions criteria.

All admissions will be provisional and subject to probationary review.

Probationary Period: ALL NEW STUDENTS WILL BE ADMITTED AND PLACED ON A PROBATIONARY PERIOD THROUGH THE FIRST TRIMESTER. If a student is not following the guidelines set forth by Our Lady of Fatima Academy as stated in the Parent Student Handbook and/or the student's classroom teacher, he or she may be asked to leave.

Re-Registration
All returning students will be subject to an annual review prior to an offer of re-admission for the following year.

If it is found that Our Lady of Fatima Academy is unable to accommodate any student who demonstrates severe grade level deficiencies or behavioral problems, the principal may recommend specialized testing or assist in referrals for alternate school placement.
The family of the student must be in good standing with the school in order to re-register.

Diocese of Orange - Gender Identity Policy
Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

Tuition
Contact the school office to obtain the current fees and tuition schedule. Our Lady of Fatima Academy has contracted with FACTS Tuition Management Services. Directions and guidelines for this program are given to all families annually. Questions and clarification about policies and procedures are to be handled directly with a FACTS representative and not through the school office. (FACTS may be contacted at 1-800-624-7092. Our school reference number is 27707.) All families are required to create a FACTS account regardless of method of payment. **Should tuition payments become 30+ days in arrears, upon the discretion of the Principal, the student(s) may be asked to not return to school until the account is current.**

Fundraising
In order to keep tuition affordable, it is necessary for all families to wholeheartedly participate in the major fundraising activities. All fundraising endeavors must be approved by the principal.

Per Diocesan policy, funds raised through any School/Parish fundraising campaign for a particular School/Parish function, (i.e. activity, school trip, group, athletics program, etc.) will be subject to the following provision:

- All donations of this sort (including in-kind) will be applied to the intended function of

the fundraising campaign unless said function is no longer viable for any reason - including a force majeure or act of God incident – or should any funds remain after the function has been paid for in full, then the balance of the fundraised money shall be transferred to the School/Parish's general operating fund to be used at the discretion of the School/Parish to further its mission.

Family Service Hours

30 Service Hours are required at the school annually or a buy out fee is available in place of service hours. Unserved hours are billed on an annual basis to the family FACTS account. **All persons volunteering on campus ARE REQUIRED TO SIGN IN AND OUT IN ORDER TO RECEIVE CREDIT.**

Tuition Assistance

Those families experiencing financial hardship should contact the school office to determine eligibility for tuition assistance. Awards are determined through an application process contracted with FACTS, for which an additional fee is required. Only submitted and verified applications will be considered for tuition assistance, along with any guidelines and deadlines determined yearly by the Diocese of Orange.

Procedure for Recommended Transfer of Students

Students who are clearly not benefitting from the instruction at OLF Academy or are not able to meet the standards set by the Administration and Faculty are urged to transfer when the following criteria is met:

- The student is no longer benefiting from being a part of OLF Academy.
- A realization occurred that the student may benefit from instruction at another school or institution.
- There has been significant discussion with the parent.

Recommended Transfer Resulting from Parental Attitude

If the administration determines a parent's attitude to be so uncooperative or non-beneficial to the success of any student at OLF Academy that it diminishes the opportunity for the child's education to develop, a recommendation for a transfer of the child out of the school is inevitable. Failure to comply with school policies or to meet the financial obligations to the school are also grounds for transfer without a refund or reimbursement.

Tuition Refund and Partial Year Policy

Tuition is essential to sound financial operation of our school; therefore it is critical that parents are faithful in meeting their financial obligations and paying tuition promptly. Tuition rates and fees are set by the Administration in consultation with the Consultative Board and Finance Committee.

Tuition is due in full by June 15th or through installments by signing up with FACTS Tuition Management whereby additional fees apply. It is the responsibility of the parents to notify the school if there are temporary financial difficulties so that feasible arrangements can be agreed upon. Unless financial obligations are met, the child/children may not be allowed to

continue at Our Lady of Fatima Academy.

School records/report cards (SLAs) will be released when tuition is up to date and all fees have been paid.

Grades TK-8 Refund Policy

In the event of a student leaving Our Lady of Fatima Academy during the year, unpaid tuition is due to the school and pre-paid tuition may be refundable to the family based on meeting the commitment to the percentage of Tuition Owed listed below and the amount of tuition already upon withdrawal. Families may still owe a percentage of tuition at the time of withdrawal based on the table below. Administration may approve refunds depending on circumstances. If approved the following tuition schedule will be followed:

Refund Table for Tuition (less 10% processing fee)

Withdrawal/Transfer Prior to:	% Annual Tuition Refundable	% Tuition Owed
July 31	90%	10%
August 30	80%	20%
September 30	70%	30%
October 31	60%	40%
November 30	50%	50%
December 31	40%	60%
January 31	30%	70%
February 28 (29)	20%	80%
March 30	0%	100%

Note: All discounts will be prorated according to this table also.

Grades TK-8 Partial Year Enrollment Tuition Table:

Enrollment Prior to:	% Annual Tuition Owed
Up To September 30	100%
October 1	90%
November 1	80%
December 1	70%
January 1	60%
February 1	50%

March 1	**40%**
April 1	**30%**
May 1	**20%**

NOTE: All discounts will be prorated according to this table also.

ATTENDANCE/SCHEDULES

Absences

Students are expected to attend school daily. **Consistent daily attendance is critical for a student's academic success and personal growth**. Excessive absences (10 or more in a trimester) will result in a parent conference at which point an attendance contract will be signed. Parents are asked to make all appointments for their children outside of school hours.

Excessive absences is defined as 10 or more during a trimester or 30 or more days during a school year (Catholic Schools Department of Education Administrative Handbook 4220). If excessive absences are due to prolonged medical conditions, the school must be notified.

Absences may be considered either unexcused or excused:
Unexcused Absences are due to reasons other than those listed as excused, including but not limited to, exclusion for non-payment or excess family travel
Excused Absences may be for the following reasons:
Illness
Quarantine
Medical/Dental Appointment
Attending funeral service for immediate family

Absences due to illness lasting more than five (5) consecutive days require a written verification from a medical doctor, psychologist or psychiatrist.

If a student is absent from school, the parent/guardian must notify the school before 8:30 using attendance@olfschool.net. Please include the following information:

- ☐ Name
- ☐ Grade
- ☐ Days absent
- ☐ Reason for absence
- ☐ Approximate date of return
- ☐ Doctor's notes

Parents are also strongly encouraged to email teachers about missing work.

If your child has been diagnosed as having a contagious disease (e.g. chicken pox, lice, pink eye, strep throat), notify the office so that precautions can be taken and notifications sent home.

- Parents must keep ill children home from school. Children must be fever free, without medication for 24 hours before returning to school.
- If a child has vomited in the last 24 hours, he/she must stay home for at least one school day. If a child vomits at school, it is expected that the child will be picked up immediately and remain home the next school day.
- If a student is absent for a total of ten (10) days in a trimester, grades must be resolved or an "Incomplete" will be noted for the trimester on the report card.
- **A student must be in school at least half of a school day in order to participate in any after school activity that same day, including sports and after school classes**.
- Please plan family vacations around school vacation schedules so that students are present for school. **Students missing school for vacation trips will not be given assignments in advance.** You are encouraged to gather books and materials needed and retrieve assignments from Google Classroom or other students in class. All assignments are to be completed as scheduled by the teacher.

Tardiness

It is the responsibility of parents/guardians to see to it that their child(ren) are present in the courtyard for daily morning assembly. The first bell will ring at 7:45 AM which will be a signal to students that they are to proceed to their lines and prepare for morning assembly. After 7:48 AM, a student will be considered tardy and recorded as such in FACTS and on their report card. School gates will close at 7:48 AM and students will have to be checked in by parents after gates are closed.

Excessive tardies (10 or more in a trimester) will result in a parent conference at which point an attendance contract will be signed. Parents are asked to make all appointments for their children outside of school hours.

Participation in School Masses

It is expected that all students attend Mass each week with the school as this is a part of OLF's mission and identity as a Catholic school. Weekly Mass takes the place of a religion class on Wednesdays. **If a student misses more than 3 Masses per trimester, it will dramatically impact their overall Religion grade** on his/her report card. Being present in Mass means to participate in responses, songs, and serve as readers and other roles within school Masses. Full Mass uniform is expected at every mass.

Medical/Dental Appointments

Please email attendance@olfschool.net and your child' s teacher(s) by 8:30am for all appointments that will excuse the student(s) early from class.
Students leaving school for medical or dental appointments or for any other reason are to be signed out by a parent or guardian in the front office. **Parents are asked to schedule all appointments outside of school hours.** Upon returning to school, students must be

checked in to the front office by a parent or guardian before returning to the classroom. If the absence was due to a medical or dental appointment, **a doctor's note is required for the absence to be excused.**

School Schedule

- Children should not arrive before 7:30 AM, as there is **no supervision** before this time.
- Arrival time is from 7:30 AM to 7:45 AM
- 1st Morning Bell at 7:45 AM signals the start of our Monday thru Friday, "Morning Assembly" for prayer, pledge, and announcements. Students are expected to be on time for the Morning Assembly.
- 2nd Bell at 7:48 AM: School begins and students are considered tardy if not present. They will wait outside of the school gates until Morning Assembly is completed and be marked tardy (see attendance policy).
- School is in session at 7:50 AM and is dismissed at 3:00 PM on Monday, Tuesday, Thursday and Fridays. The school day is 7:50 AM to 2:00 on Wednesdays. On designated "Minimum Dismissal Days," students will be dismissed at 12:00. Students will be escorted to the dismissal area. Parents are required to follow all procedures for the traffic pattern. In rare instances, parents may be required to check their children out of school before 2:40 PM. Parents are not to sign children out early or to take their child/children from the dismissal area simply to avoid waiting in the traffic pattern. Students walking or biking home will be dismissed at the conclusion of the traffic pattern. Written waiver/permission forms will be held in the office.
- Any child remaining on the school grounds after the traffic pattern is finished will be sent to the After School Care Program. Parents will be charged accordingly to their FACTS account.
- **Minimum Days**: Please consult the school calendar for specific or other calendared dates that deviate from the regular dismissal time.
- On wet, cold, or rainy days, carpool drivers/parents are required to park their car and walk to each classroom to pick up children at the normal pick up time and walk them to the car.
    - The school may choose to use rainy day pick up when there is a special event or when deemed necessary by administration.
- Parents are always required to obey all traffic monitors.

Faculty Meetings and Professional Development Days

- Once a week students are let out at 2:00 pm so that the faculty and administration are able to meet.
- Faculty Meetings focus on upcoming school wide events, check-ins with teachers on how things are going, and any key topics deemed necessary to visit as a school wide community.
- Professional Development Days are opportunities for teachers to share their strengths with fellow faculty members on what is working well in their classrooms. There is also time for faculty members to learn new skills to help advance the instruction in their classrooms which will ultimately lead to better student learning outcomes.

MONDAY + FRIDAY - PERIODS 1-6

First Bell	7:45
Assembly	7:48-7:55
HOMEROOM	7:55-8:15 (20)
period 1	8:17-9:13 (56)
period 2	9:15-10:11 (56)
RECESS	10:11-10:26 (15)
period 3	10:28-11:24 (56)
period 4	11:26-12:22 (56)
LUNCH	12:22-12:59 (37)
period 5	1:01-1:57(56)
period 6	1:59-2:55 (56)
2 min passing	**Dismissal at 3:05**

TUESDAY + THURSDAY BLOCK

First Bell	7:45
Assembly	7:48-7:55
HOMEROOM	7:55-8:05 (10)
period 1A	8:07-8:50 (43)
period 1B	8:52-9:35 (43)
RECESS	9:35-9:50 (15)
period 2A	9:52-10:35 (43)
period 2B	10:37-11:20 (43)
period 3A	11:22-12:05 (43)
LUNCH	12:05-12:40 (35)
period 3B	12:42-1:25 (43)
period 4A	1:27-2:10 (43)
Period 4B	2:12-2:55 (43)
2 min passing	**Dismissal at 3:00**

WEDNESDAY - MASS + EARLY OUT PERIODS 1-6

First Bell	7:45
Assembly	7:48-7:55
HOMEROOM	7:55-8:15 (20)
MASS	8:30-9:20 (50)
RECESS	9:20-9:40 (20)
Period 1	9:42-10:16 (34)
period 2	10:18-10:52 (34)
period 3	10:54-11:28 (34)
period 4	11:30-12:04 (34)
LUNCH	12:04-12:43 (39)
period 5	12:45-1:19 (34)
Period 6	1:21- 1:55 (34)
2 min passing	**Dismissal at 2:00**

DISCIPLINE

It is expected that all students attending Our Lady of Fatima Academy will work cooperatively with the principal, teachers, assistants, and other students in an atmosphere of mutual respect and trust. Thoughtfulness and consideration of the needs of others should characterize a student's behavior at all times. An attitude of reverence and respect should be evident during liturgical functions, at morning assembly, and at times of prayer. Any behavior that does not uphold these standards will be subject to disciplinary measures.

Code of Conduct

- Catholic Christian behavior will be demonstrated at all times
- Respect will be given and shared to all members and visitors of OLF Academy
- Authority figures will be respected and listened to at all times
- Classroom behavior will be of the highest standard to not interfere with and disrupt classroom instruction for the teacher and fellow students
- Appropriate language will be used at all times and in all forms of communication
- Academic Integrity will be maintained with all assignments and assessments to the best of the student's ability (more info below)
- Adherence to the OLF Academy uniform policy will be adhered to at all times
- Classroom procedures include students remaining in class until teachers discretion as well as students not being in any room without teacher supervision
- School procedures include students remaining on school property until leaving with an appropriate adult
- Individual and school property will be respected at all times
- The AUP (Acceptable User Policy) for technology will be adhered to at all times
- Items from home shall not be brought on campus without teacher permission to eliminate potential distractions from the learning environment
- Harassment of any kind is unacceptable
- Any behavior a teacher or administration deems unacceptable (for example: relationships between students)
- Individual classroom expectations will be shared to each student and family from the student's individual teacher

Plagiarism & Cheating

Plagiarism is the practice of taking someone else's work and turning it in as your own. Plagiarism is a serious offense and will result with some or all of the following consequences based on each individual case. Students who the administration and/or faculty determine to have cheated on schoolwork of any kind will face the following consequences as defined in the OLF Discipline Plan. **The use of Artificial Intelligence (AI) programs such as ChatGPT, etc. are considered cheating unless required and explicitly outlined within the assignment directions given by the teacher.**

Consequences

- Individual classrooms will utilize behavior management models. Classroom policy will be communicated by the teacher to the students and parents.
- The school administration reserves the right to customize consequences in an attempt to appropriately respond to a particular infraction.

Suspension and Expulsion

Suspension from school participation is a serious punishment. It will be used when other corrective measures have failed or a serious offense has been committed. A student may be placed on suspension, after notification to parents, for serious misconduct on campus or off campus during a school-related activity, or for continued misconduct that has not been corrected by other consequences.

Suspension may include the following:

- A Student may attend class but lose the right to participate in any school activity on or off the campus.
- A Student may be suspended from a regular class and required to report to a specific place on campus during that particular time and lose the right to participate in any school activities on or off campus.
- A Student may be sent home for the entire period of suspension. He/she will be assigned academic work to make up for the lost class time.
- Serious offenses may immediately result in one or multiple-day out of school suspensions.
- Students are required to make up all work while suspended and turn in all assignments upon return to class.

Our Lady of Fatima Academy Discipline Plan

Level 1 Infractions	Level 2 Infractions	Level 3 Infractions
1. Dress code violation *a. Short skirt/shorts* *b. Improper Mass uniform* *d. Visible undergarments* *d. Free dress violation* 2. Minor class disruption *a. Argumentative, uncooperative* *b. Excessive talking* *c. Unprepared/no materials* *d. Late to class* 3. Inappropriate language 4. Non-compliance 5. Unsatisfactory Locker Check 6. Physical contact (minor, horseplay)	1. Disrespectful language towards adult 2. Major classroom disruption 3. Major verbal altercation	1. Bullying/Threats 2. Alcohol, drugs, tobacco, vape 3. Immoral Conduct 4. Vandalism/tagging 5. Arson 6. Weapons

7. Inappropriate use of school prop/materials 8. Lying/cheating 9. Misuse of Technology a. *Off-task on school device* b. *Use without permission* 10. Other: _____		
Required Action by teacher: ☐ Behavior points deducted by homeroom teacher ☐ Documentation in Facts: cc admin **Optional:** ☐ Think Sheet ☐ Student conference ☐ Contact parent ☐ Time out in another classroom ☐ Student behavior plan ☐ Lunch detention ☐ Loss of privileges	**Required Action by teacher:** ☐ Discipline referral to the office ☐ Documentation in Facts - cc parents + admin ☐ Behavior points deducted by hr teacher **Optional:** ☐ Think Sheet ☐ Student conference ☐ Time out in another classroom ☐ Student behavior plan ☐ Lunch detention ☐ Loss of privileges **Required Action by administrator:** ☐ Documentation in Facts	**Required Action by teacher:** ☐ Immediate discipline referral to the office with the student; student must be escorted ☐ Documentation in Facts by Administration ***Possible consequences include:*** ☐ Required parent conference ☐ Suspension ☐ Expulsion

*Consequences/interventions for students receiving **multiple** referrals will be handled by administration and the classroom teacher on a case by case basis.*

Cell Phone Usage

- Parents who give cell phones to students assume full responsibility if they are lost or damaged at school. **Student use of cell phones is not permitted at school under any circumstance** and all cell phones **must be in backpacks and turned off WHILE ON CAMPUS;** including before and after school, lunch and recess.
- Cell phones are to remain in students' backpacks during pick up.
- Cell phones will be confiscated if a student has the phone out of his/her backpack. A parent must then claim the phone from the principal or assistant principal after dismissal is complete.
- Cell phones are not to be used by students to take pictures of other students, faculty, staff or volunteers without prior administrative permission.
- Cell phones used to text or cheat during exams are subject to confiscation, students will receive an immediate grade of "fail" on the exam and are subject to disciplinary actions.
- **No Apple Watches or smart watches are allowed during school hours.**
- ***Consequences of the misuse of cell phones on campus***:
    - ***First offense***-*Phone is confiscated and picked up by the parent in the front office after dismissal is complete.*
    - ***Second Offense***-*Phone is confiscated and a meeting is set up between student*

and administrator and is able to be picked up in front office ***after 24 hours***
- ***Third Offense-****Phone is confiscated and a meeting is set up between student, parent, and administrator* ***after 24 hours****. A behavior contract will be made and signed going forward.*

Right to Search
Our Lady of Fatima Academy reserves the right to search any items brought on campus by students.

ACADEMIC POLICY

Grading Policy
It is expected that all students will be successful academically and behaviorally. Our Student Learning Expectations, SLE's, imply mastery by all students of both the written and unwritten core curriculum. It is, therefore, essential that our assessment and reporting of student progress be authentic and tied to attainment of school-wide and grade-level Student Learning Expectations. Diocesan Student Learning Assessments (report cards). SLA's are customized to the grade level. Different SLA's with different "grading scales" are used in TK & K, Primary (grades 1-3), Intermediate (grades 4-5), and Junior High (grades 6-8). Letter grades will be given in grades 3-8. The grade point system is as follows:

A	4.0 pts.	C+	2.4 pts.
A-	3.7 pts.	C	2.0 pts.
B+	3.4 pts.	C-	1.7 pts.
B	3.0 pts.	D	1.0 pts.
B-	2.7 pts.	F	0.0 pts.

Our Lady of Fatima Academy will use the grading/achievement code adopted by the Diocese of Orange and printed on the Student Learning Assessment:

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

Grades must be accurate reflections of student work. It is assumed that "A's" and "B's" generally indicate above-average achievement. Note: It is possible with the Student Learning Assessments (report cards) to report student progress by "level". A student at "Level 1" (meaning modified curriculum because of a documented learning disability) could earn such grades by 'above average' achievement.

Behavior/Work Habits
"Responsible Behavior" and "Personal Success Skills" will be graded as ranging from "Outstanding" to "Needs Improvement" in grades K-2nd and with letter grades ("A" to "F") in grades 3-8.

Student Learning Assessments (SLA/Report Cards), Student Led Reviews, and Conferences

- Three times during the school year, parents of all students in grades TK & K will receive Progress Reports while 1st – 8th will receive formal written evaluations of their child's social and academic progress. The standard Diocesan Student Learning Assessment is used for this purpose. (Note: there are different Diocesan forms for TK & K, primary, intermediate, and junior high levels.)
- Formal Parent-Teacher Conferences are scheduled once a year for all grades and generally take place in October.
- Student Success Teams (SST) usually consist of the student's teacher, the administrator, the child's parents/guardians and the student, and possibly the Learning Support Coordinator. SSTs serve the purpose of additional learning support, when needed.
- Progress reports will be available on the FACTS Family Portal, the school information system at the end of Trimesters 1 and 2. Progress reports for TK will be sent home at the end of trimester 1 and 2. A cumulative progress report is sent home at the end of trimester 3 for all grades. Parents with students in grades 3-8 will have continual access to their student's progress via the FACTS Family Portal Gradebook online and are encouraged to check weekly alongside their student. Students in grades 5-8 have access to FACTS on their school devices.
- Parent-teacher-student conferences should be ongoing as needed throughout the entire school year. Parents are encouraged to contact their child's/children's teacher, **by appointment**, at any point throughout the year regarding their child's/children's progress. All conferences, both regarding academic and/or behavior issues, will include the parent and the student. **Please avoid compromising your child's teacher's time by making an appointment to discuss his/her progress.**
- Student Learning Assessments (SLA/Report Cards) will be posted within a week of the last day of the first and second trimester. The SLA will be posted and distributed within a week of the last day of trimester 3 grading period.

Homework
Homework is given to:
- Reinforce concepts and skills that have been presented in class.
- Prepare students for material to be taught in class.
- Foster students' creativity and discipline through enrichment projects or research.
- Train students to work independently and accept responsibility for completion of a task.
- Develop the habit of home study. (It is recommended that, on weeknights with less than the suggested time allotment of assigned homework, parents require students to read for that length of time.)

Ordinarily, homework is not assigned on weekends for TK – 3rd grade, unless it is a long-term assignment or a special project that would require additional work time.

Students are responsible to make certain that homework assignments, both study and written, are completed, and that written assignments are turned in on time. Long-range research assignments should be carefully planned to avoid last minute rush efforts.

Under normal circumstances, the amount of homework should not exceed the following suggestions. If a student is exceeding these times please communicate with the student's teacher.

Grades TK-K	15 minutes
Grades 1-2	45 minutes
Grades 3-4	1 hour
Grades 5-6	1.5 hours
Grades 7-8	2 hours

A student that is absent due to a sickness or injury may collect missed assignments from Google Classroom, if applicable. It is the student's responsibility to obtain all missing work from the teacher when he/she returns. All work must be made up within the same number of days being absent. Parents may collect books after school (at around 3:15) in the event of an absence due to illness. **Please email the teacher by 8:30 am if you would like your child's books and assignment to be sent to the front office for pick up** after school.

Graduation Requirements

- Passing grade in all subjects.
- Students must be in good standing per OLF's Discipline Policy. Failure to do so could result in loss of privileges which includes graduation exercises.
- All outstanding tuition and invoices must be paid prior to distribution of gowns and other graduation items. Graduating students with outstanding family account balances will not be allowed to participate in the graduation activities until all outstanding balances are paid in full.
- A graduation fee is charged to each graduating student to cover the cost of the items purchased for the graduates and graduation activities. This fee is billed to each family's FACTS account.
- Service Expectations are met and completed at least two weeks prior to graduation as part of their final Religion grade.

Learning Support Program

Our Lady of Fatima's Learning Support Program implements a diversified Catholic education to students who have been identified as needing additional academic intervention. Throughout the year, OLF teachers assess the needs of our students and implement the necessary programs or modifications to help them reach their full potential.

Individualized Learning Plans (ILPs) are created for our students in TK-8th grade who have documented disability either from a private evaluator or local public school district and have a need for classroom accommodations. ILPs are a non-legally binding document which allows for communication throughout the year and for years to come. It is an effective tool to have in place if a child needs modifications or accommodations. ILPs are

typically updated one time a year and additional meetings are on an as needed basis.

For grades 5-8, a study skills class is offered for those learners who require additional support. Students in middle school are able to opt out of Spanish with a documented disability either from a private evaluator or local public school district. A meeting should be set up with the Learning Support Teacher and Principal to make the determination of removal of Spanish and the addition of the study skills class. In this class, learners have the opportunity to finish assessments that may require additional time, ask specific questions regarding in class work, and work on organizational and time management skills.

PERSONAL APPEARANCE AND SCHOOL UNIFORM

Personal appearance has an impact on a student's attitude and behavior. A student shows respect for herself/himself by taking pride in the appearance of his/her school uniform. It is the parent's/guardian's responsibility to see that their child/children come to school in the proper uniform. In an emergency, if a student is out of uniform, he/she must have a signed note from the parent/guardian stating "the reason for and the duration of" the uniform violation. If a student does not have a note of explanation, parents/guardians will be contacted to provide the missing uniform item. Uniforms can only be purchased at the following location:

"Uniforms 4U"
31531 Rancho Viejo Road, Suite 103
San Juan Capistrano, CA 92675
(949) 488-2616
https://www.uniforms4class.net/

SCHOOL UNIFORMS

Regular Uniform: The Regular School Uniform should be worn everyday except Wednesday, PE days (2 per week) or specifically designated special school occasions.

BOYS - TK-8th

- White, navy or gray polo shirt **with school logo**
- Gray or navy slacks or shorts
- Navy sweater, sweater vest, sweatshirt, or jacket with school logo
- 6-8th grade boys wear a black or brown belt

GIRLS - TK -1st ONLY

- Navy polo dress **(must be no more than 3 inches above the knee!)**

GIRLS - TK-3rd

- White Peter Pan collar blouse with navy piping
- Plaid jumper
- White, gray or navy polo shirt with school logo
- Navy slacks, skort or shorts **(must be no more than 3 inches above the knee!)**
- Navy sweater, sweater vest, sweatshirt, or jacket with school logo

GIRLS - 4th-5TH

- White, gray or navy polo shirt with school logo
- Navy slacks, skirt, skort or shorts
- Navy sweater, sweater vest, sweatshirt, or jacket with school logo
- Plaid skirt or skorts **(must be no more than 3 inches above the knee!)**

GIRLS - 6TH-8TH

- White, gray or navy polo shirt with school logo
- Navy slacks, skirt, skort and shorts.
- Navy sweater, sweater vest, hooded sweatshirt, or jacket with school logo
- Plaid or gray skirt **(must be no more than 3 inches above the knee!)**

Formal Uniform: Must be worn EVERY Wednesday for Mass (or school Mass day) and field trips or for special events; may also be worn any other day of the week. **Uniforms can only be purchased at Uniforms 4U.**

Please note that for special occasions, field trips and school pictures, an announcement will be made for FULL FORMAL UNIFORM. Full formal uniform INCLUDES the button up or pullover blue school sweater.

BOYS - TK-8TH

- White collared shirt, **tucked in**
- Gray or Navy slacks or shorts
- OLF school tie
- Navy sweater or vest ONLY with school logo
- 6-8th grade boys wear a black or brown belt
- Socks must cover the ankle and be solid black, white or navy with no visible trim, design or branding

GIRLS - TK -3rd

- White Peter Pan collar blouse with navy piping
- Plaid jumper with navy blue modesty shorts
- White socks
- Navy sweater or vest ONLY with school logo

GIRLS - 4th-8th

- White collared shirt
- Plaid skirt and modesty shorts
- Gray or Navy slacks or shorts
- Navy sweater or vest ONLY with school logo

PE Uniform: (All grades on 2 designated PE days-**Tuesdays and Thursdays**)

- Gray or blue PE Shirt (Dry Fit or Cotton)
- OLF Approved Sweatshirt
- Blue PE Shorts
- Blue PE Joggers/Sweatpants

On PE Days, students are able to wear the above uniform all day when at school. PE Uniforms can only be purchased at Uniforms 4U.

Uniform items are to be:

- Shirts and blouses tucked in.
- Skirts, jumpers, skorts, and shorts must be **NO SHORTER than 3 inches above the knee.**
- Worn at the natural waistline and not rolled.
- Appropriate in size, fitting, and alteration: **no holes, rips or tears** and not too short or baggy.
- Labeled inside with the student's name.

Footwear:

- Socks must be worn at all times.
    - Solid white, navy blue, gray or black socks and must completely cover the ankle.
    - Girls may wear plain white, black, blue, or gray tights. No leggings are permitted.
- Shoes must be white, gray, navy blue, or black with solid matching or white laces.
- Shoes must be closed at the heel and toe and with ½" or less thick sole and heel.
    - **No high heeled shoes, low heeled shoes or boots are permitted (for the safety of the child).**
    - **Shoes must be in good condition, free of writings and drawings.**
    - **No slip on style tennis shoes may be worn.**
- TK shoes must be Velcro form.

Appearance:

- A watch and a chain is permitted. An additional necklace is allowed at school's discretion. Jewelry should not take away from the learning experience. One bracelet on each wrist is permitted.
- Apple (or similar) style watches are not allowed unless permission is granted.
- One pair of matching stud earrings is permitted (girls).
- No hats or scarves of any kind may be worn.
- Students may wear their OLF sweatshirts every day except Wednesday. **Other sweatshirts are not to be worn during school hours.**
    - 8th graders may wear their accepted High School sweatshirt on Fridays throughout the third trimester.
- In case of severe weather, a jacket may be worn over the school uniform while outside. The jacket may carry no logo or words and must be Navy Blue, Gray or Black solid in color.
- No strongly-scented cologne or hair products.
- No make-up, glitter, or any type of tattoo.
- No pen/marker, etc. etchings or drawings on the skin or head.
- All clothing and shoes should be in good condition, free of holes, rips, or tears.

Grooming:

- Boy's hair is to be cut above the collar, off the face, above the eyebrows, and neatly

groomed.
- Girl's hair is to be off the face and neatly groomed.
- No extreme hairstyles including asymmetrical cuts or razor cut designs in hair, dye, or bleaching are permitted.
- Hair must be a natural color.
- Hair accessories for girls (such as bows and headbands) should be subtle. Hair accessories must be uniform or a neutral color.

The school reserves the right to offer additional uniform items as listed on the Uniforms 4U list of approved OLF attire.

OLF has partnered with Sideline Sports for spirit wear linked here and will allow OLF spirit wear to be worn on designated spirit days.

Non-Uniform Dress Days:
On certain specified days and occasions students will be allowed to come to school in free dress or in themes as approved by administration.
Students should wear school appropriate attire including footwear. In addition to regular Appearance and Grooming policies, the following regulations are to be observed:
- No beach wear – tank tops, hats, flip flops or sandals.
- No leggings or yoga spandex pants; no torn or ripped jeans.
- No Pajamas unless specified by administration.
- No inappropriate slogan T-shirts or extreme hairstyles.
- No unsafe shoes (all shoes must have closed toes and a back strap).
- No make-up, glitter, or any type of tattoo (hand drawn, stick on, etc).
- All clothes shall be free of political, foul language or inappropriate messaging in writing or images.

SPIRITUAL GROWTH AND DEVELOPMENT

Spiritual Formation
- **Sunday Mass** is an integral part of each family's responsibility in enriching the spiritual growth of their children. Whether the families attend Our Lady of Fatima Catholic Church or another Catholic Church in their community, Sunday Mass should be a part of every family's faith formation together. Please also remember the Holy Days of Obligation that are part of the Liturgical Calendar. It is highly encouraged by the OLF school administration and parish leadership to register within the parish. Please contact the office for more details on how to become a parishioner of OLF Parish.
  You can visit the Our Lady of Fatima Catholic Church website at the following link: https://www.olfchurch.net/
  - School Family Masses are held once a month at 9am (see school Google calendar for a list of dates). Each class will host a mass and reception and all families are encouraged to attend.

- **School Masses** are an integral part of our school community and celebrated together every Wednesday in the Parish Church. Parents are encouraged to join the school community at these school Masses in the Our Lady of Fatima Parish Church.
    - Mandatory attendance is expected on each Wednesday as mass is part of the OLF Academy curriculum and mission.

- **Daily Prayer** is practiced every morning at Our Lady of Fatima Academy led by our Student Council. Parents are welcome to join the school community for these daily

prayers. Also, each teacher leads their own prayer before lunch time and/or at the end of the school day.

- **Sacraments** are important parts in our spiritual journeys. The Sacrament of Reconciliation is part of our Catholic faith and should be practiced frequently. At Our Lady of Fatima Academy, this opportunity is presented to students in grades 3 through 8 during the Holy Seasons of Advent and Lent. We encourage all families to make time for this Sacrament as a family at their local Parish Church. First Reconciliation and Holy Eucharist are a major part of the 2nd Grade Religion Curriculum. Any parent of a 2nd Grade student will be receiving information from their teacher on mandatory meetings for these solemn occasions.
- **Stations of the Cross** are an important part of our Catholic Faith where we as followers of God commemorate Jesus' passion on the cross. Students study this in their religion classes. This is important for our students and families to practice together to relive what Jesus Christ did on His last day on Earth. As a school, we pray the Stations of the Cross weekly during Lent.
- **Altar Servers** are needed for all school Masses, the Sunday Masses at Our Lady of Fatima Catholic Church and for various other occasions at the Parish Church. Students in grades 4-8 will be trained as part of their religion class; any Catholic students who feel called to serve in this capacity will be added to the Wednesday service schedule. On very rare occasions some students may be asked to miss part of class time to serve at the Parish Church for funerals. Parent permission will be required for this to take place.
- **Retreats** are an important part of our spiritual growth and development. These retreats mainly occur in 2nd Grade as part of their preparation for First Reconciliation and Holy Eucharist. The 6th through 8th grade classes participate in their own retreats as part of their Religion Curriculum. All information on these retreats and any other retreats that may occur will come from the classroom teacher.

Community Service Expectations

Students in grades TK-8 are required to demonstrate mastery of the Schoolwide Learning Expectations (SLEs) through hands-on Community Service learning. This involves a genuine desire to serve with others in the school, the parish and the local and global community. Community Service is not merely an act based upon a fulfillment of an assignment or grade, it entails prayer, leadership, action and reflection. Community Service is accomplished by utilizing one's God-given talents, a critical lens at current events, action on social justice issues, and a faith-filled, kind heart that works with others to solve challenges of the 21st Century while affirming the human dignity of every person. Every member of the OLF 21st Century Learning Community is committed to social justice, life-long service, stewardship and collaboration.

- 4th through 8th Grade students will demonstrate their practical community service application and mastery of the SLEs by:
    - Participating in a class service project that is supported by the families, teachers, administrators, and school.
    - Each class will choose an organization to support and use that to drive their service for the school year. More information will come home as the year progresses from the teachers.

- Each 6th-8th grade student will have a minimum number of service hours to complete which is handled and communicated through the MS Religion Department:
  - **6th Grade:** 20 hours — minimum of 6 per trimester
  - **7th Grade:** 25 hours — minimum of 8 per trimester
  - **8th Grade:** 30 hours — 10 per trimester

- Community Service learning begins as early as TK, with proper parental supervision. Each grade level, TK-3rd, will collectively commit to either a local, national, or international opportunity for Community Service learning during the school year but on a smaller scale than the 4th through 8th graders. Opportunities are afforded to all, whether they are OLF students, parents and/or staff.

ADMINISTRATIVE SCHOOL POLICIES

Acceptable User Policy for Technology and Digital Computer Policy

- All electronic communication to or from Our Lady of Fatima Academy shall reflect the philosophy and principles upon which the school is founded.
- The purpose of the computer resources at Our Lady of Fatima Academy is the exploration of information by students and staff. Maintaining quality resources will require the best efforts of all users. Each user is responsible for adhering to school policy.
- No user has the right to tamper with hardware, software, or other equipment.
- Information stored in electronic form is subject to the same ethical standards as printed information and is the property of OLF Academy.
- Personal software programs, including computer games, shall not be installed or used on any of the Our Lady of Fatima computers. (There will be discipline taken for violation of this.)
- **Each user is responsible for reporting any damage discovered or equipment missing**. (The school office will bill the family's FACTS account for damages or missing school owned equipment.)
- Every Internet user is responsible to respect and protect the rights of every other user in our school and on the Internet. All who use this resource are expected to act in a responsible, ethical, moral and legal manner. All use of the Internet must be in support of education and research consistent with the philosophy of OLF Academy.
- Inappropriate use of Our Lady of Fatima computer resources is punishable by the full spectrum of disciplinary action available to the principal, depending on the seriousness of the offense. This may include loss of computer privileges, financial reimbursement for damages inflicted on equipment, detention, suspension or expulsion.
- Inappropriate use includes, but is not limited to:
  - Using copyrighted materials in reports without permission.
  - Violation of software copyrights, abuse, misuse or tampering with computer equipment.
  - Accessing or using any file that contains inappropriate material, including

materials deemed by the principal to be pornographic or obscene.
    - Intentionally introducing a computer virus on an Our Lady of Fatima Academy computer or installing another program without the written permission of the teacher.
    - Sending a message under someone else's name.
    - Sending or accessing a message that is inconsistent with the school's behavioral expectations, including messages that taunt or defame other organizations or individuals.
    - Sending messages or accessing information that is sexist or racist in nature.
    - Any use of computer resources to facilitate illegal or personal gain.
    - Sending pictures or harmful words about a staff member or student.

Artificial Intelligence (AI) Use Guidelines

OLF recognizes that Artificial Intelligence (AI) can be a valuable educational tool when used responsibly and in a manner consistent with our Catholic values.

Students may use AI tools only with teacher permission and for approved educational purposes, such as brainstorming, research support, or improving writing. AI-generated work may not be submitted as a student's own work unless specifically authorized by the teacher.

All members of our school community are expected to use AI with honesty, integrity, and respect for the dignity of others. AI must not be used to cheat, misrepresent work, create harmful content, or share personal, confidential, or school-related information.

Teachers and students remain responsible for verifying the accuracy of AI-generated content and ensuring that all work reflects Catholic values and academic integrity.

The school reserves the right to determine appropriate uses of AI and address misuse according to school policies and disciplinary procedures. Please see Diocese of Orange AI Guidelines for more information.

Access to Student Records

The Family Education Rights and Privacy Act of 1974 (FERPA) states that the parent or legal guardian has "the right to inspect and review any and all official records, files, and data directly related to their child/children, including materials that are incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system…" Parents are asked to call the office to make an appointment to view their child's records under the supervision of school staff. School records are not permitted to be taken out of the administration office.

Administration and Teacher Availability and Communications

- The school day is arranged to provide availability of teachers and staff members to students, parents, and school officials both before and after regular class schedules **with**

an appointment. Please do not show up before or after school for an unscheduled parent conference. It is also not appropriate to expect a parent conference during dismissal at carline.

- **Classes should not be interrupted during school hours to let a teacher know that a child is leaving or going home with another person. Please communicate this to your child before morning drop off.**
- Parents should consult the Google Calendar, Principal and Teacher Weekly Newsletters OLF Website, FACTS Family Portal for relevant school/teacher information. Links are provided on these pages for sending emails to individual teachers and administrators.
- The administration and teachers will make every attempt to respond to all formal inquiries within a 24 hour weekday period. Please do not expect a response outside of school business hours (7:30-4:00). Weekends and holidays are an exception to this 24 hour policy.
- **School personnel should never be contacted at home regarding business.**
- **School personnel should never be imposed upon to deliver personal messages to students during or after school hours, unless it is an emergency.**
- Messages may be left for teachers by telephone through the school office and/or through school email.
- Email is the primary method of communication desired. Note: teacher and staff email accounts are by first initial and last name (e.g.pgarcia@olfschool.net) for Paulina Garcia.

Our Lady of Fatima Academy Channel of Communication for Parents and Students

Step 1 - Student communicates with Teacher

Step 2 - Parent communicates with Teacher - Recommendation is to set up a meeting between the teacher, parent, and student to review expectations, past occurrences, and plan moving forward for success in the classroom.

Step 3 - Parent communicates with Administration

Step 4- Communication will all parties for resolution

AFTER-SCHOOL SPORTS and PHYSICAL EDUCATION

Our Lady of Fatima Academy students are welcome to participate in the Diocese of Orange PAL (Parochial Athletic League) Program. The focus of this program is the following: Fun, Participation for All, and Christian behavior ahead of Winning. All students from grades 5-8 are welcome to play at least one sport during the school year. (4th graders may be given an opportunity to play on occasion) The following sports are included:

- Girls
    - Volleyball
    - Basketball
    - Beach Volleyball
- Boys
    - Flag Football
    - Basketball
    - Volleyball
- Co-Ed
    - Soccer
    - Track and Field

Coaches are volunteers and should be treated with the same respect as a teacher on campus. Please respect their time at practice and games and be communicative if a child is unable to make a game or practice.

The Athletic Director will send out a schedule of practices and games at the beginning of each season.

All parents are expected to behave in a professional and positive manner at games whether home or away. There should be no coaching or negative comments from the parents to the students on the OLF teams or other schools or to coaches from either side. It is at the discretion of the Athletic Director and any administration to ask a parent to leave a game if the following guidelines are not considered and respected.

Athletic Policy

- The student must maintain a GPA of 2.0 or above in all core subjects and conduct must be maintained at a C or above. **The Athletic Director will contact parents when a child is not eligible to continue on a team based on grades.**
- The student must follow all school rules including wearing the appropriate uniform and following all behavior standards. **The Athletic Director will contact parents when a child is not eligible to continue on a team based on failure to follow school rules and procedures.**
- Parents are responsible for the sports fee which covers: Referee Costs, PAL Membership, and other costs associated with the Parochial Athletic League. This fee is billed to the family's FACTS account at the beginning of the season.
- At the beginning of the sport season, teachers are requested to report to a coach any problems in grades or conduct of any student participating in athletics. If a coach, parent, or administrator removes a student from a team, reinstatement would be considered only when the problem has been corrected.
- Should any problems arise, please go first to the coach. If this does not provide a solution please see the Athletic Director who will discuss the problem with the Principal.
- Athletic Awards will be given out at our sports celebration held in Spring when all sports have concluded.
- If a uniform is not returned by the designated deadline at the end of the season the families FACTS account will be billed to replace the unreturned uniform.
- Students participating in after school athletics must remain on campus at all times and may not leave early unless picked up by a parent or guardian who will be

returning them to school at a later time. Students must ride with designated drivers to and from away games.

- **If a student is absent from school during the day, goes home mid-day for any reason, or misses more than half of the school day, has a behavior infraction, or is not passing a class, that student may not practice, or play in a game after school that same day. The Athletic Director will work with the teachers and coaches to ensure this is respected and followed.**
- Parents are responsible for picking up their children on time. If parents are not present at the time of pick-up, students will be sent to After School Care (ASC) and charged for the service provided.
- If students stay for practices or games, siblings may not stay and wait unless accompanied by their parent or guardians.
- Any serious or sudden illness or injury requiring medical care will need a doctor's note for clearance to resume school related activities: recess play, lunch play, Physical Education class, and after school sports/activities.

OTHER SCHOOL WIDE POLICIES

Celebrations and Parties

Classroom birthday parties will be celebrated as designated by each teacher (communication will be sent home in the first weeks of school).

Invitations to birthdays or other parties given outside school **may be** passed out at school only if the entire class is invited; otherwise, they will be returned to the student.

Emergency Communication – Parent Alert

The school will communicate with parents during emergencies using the Parent Alert system. Communications will be sent via voice, text and email and flagged as EMERGENCY. Should this system not be available, every effort will be made to contact parents via other avenues.

Emergency Information-Student – drivers and student release

If a parent designates another parent as an emergency contact on the FACTS SIS database this will appear on the Student Emergency Information page and within the FACTS SIS school software used by school personnel, such arrangements will be honored by the school. **For medical/personal emergencies or personal transportation arrangements,** only drivers listed on the school's Emergency Care Card will be allowed to pick-up/drive the student. **Parents are not to give verbal permission, send written faxes/emails to teachers or use other means to bypass this requirement.** All drivers listed on the school's Emergency Care Card may be asked to present their driver's license for identification purposes at the time the student is to be released!

Parents can review their student's current Emergency Contact and Pick Up contacts in the FACTS Family Portal>Family>Family Home>Selected Student>Contacts. Updates may be made only with office personnel.

Emergency Procedures
Our Lady of Fatima Academy follows the Diocesan directives for fire, lockdown and earthquake drills. A copy of the Our Lady of Fatima Emergency Plan is available in the front office. Please read the plan to be familiar with the procedure and directives of the plan. In general, during an emergency we will follow the action of the local public schools regarding the closing of school and additional information, which can be found on our OLF school website. In case of a natural disaster, tune to your local radio station KWVE (107.9 FM) for directions.

Field Trips
Field trips must have a clear educational value. Typically, there are, on average, three to four field trips per year. Students are expected to wear their formal Mass uniform while representing the school off campus unless otherwise communicated by the teacher. There may be additional on- site "field trips" (i.e., "Walk Through" programs).

Our Lady of Fatima Academy uses buses for some field trips. No student shall go on a field trip unless all signed permission slips and documents have been returned to school at least a day in advance. A separate official permission slip must be obtained for each field trip. Permission for a field trip may not be given verbally (e.g. by telephone). Students not attending a field trip will remain at school in the care of another teacher. Please also refer to our discipline and behavior requirements in order for students to be eligible to participate. Parents who are driving and/or accompanying a class on a field trip may not bring any of their other children. Parents must submit proof of insurance, driver's license, and follow all requirements of certification in order to drive for a field trip.

Forgotten Items
- To minimize classroom interruptions, any forgotten items – lunches, books, homework, or after school items need to be placed on the rack in front of the main office with the child name clearly labeled.
    - Parents are encouraged to teach responsibility and natural consequences by very rarely bringing forgotten items to school.
- **In order to keep the school safe throughout the day we are not allowing any outside food delivery service.**
- All unmarked items found around the school property will be left on the rack outside the office. After a reasonable amount of time, unclaimed items will be donated to the used uniform sale and/or St. Vincent de Paul Society.

Lunch/Food Policies
- In order to keep the school safe throughout the day we **do not allow any outside food delivery service.** The front office will not be accepting any food deliveries.
- Only nutritious lunch and snack foods are to be brought to school. **Candy and soft drinks are prohibited during lunch time or recess**. Parents are strongly encouraged to provide packed healthy lunches.
- Because of the danger of anaphylaxis, especially due to allergic reactions to nuts, nut products, eggs, etc., parents are reminded to never distribute class snacks (like birthday goodies) which contain nuts or egg products without first consulting with the classroom teacher. **Individual teachers may provide guidelines for food items to be distributed to other children (such as birthday snacks). Please comply with the teacher's requests.**

Medications

- No medication (prescription or over-the-counter) will be administered to students by school personnel without the written consent from physician and parent/guardian.
- Consent forms, available in the office and online, must be completed and on file if any medication is to be administered to a child during school hours.
- Any medications brought to school must be in the original container with the child's name and prescribed dosage. All medication will be kept and locked in the school office. Ordinarily, students are not permitted to keep medications in the classroom. Any exception to this must be arranged through the office and school administration.
- Staff members are the only personnel on field trips permitted to administer medication except in the event of an emergency.

Health Screening Examinations

California law requires specific health screening procedures for all children entering school for the first time.

- Proper evidence of compliance is the completed "Certification of Examination for Entry into Grade One". Students with current Medi-Cal eligibility and children from low-income families are eligible for a no-cost screening examination. Participating physicians and the local health department have income tables to determine eligibility.
- No child may be admitted as a student of a school unless he/she has been immunized against diphtheria, whooping cough, tetanus, polio and measles.
- A personal belief affidavit may be signed.
- Incoming 7th graders are required to have completed the series of Hepatitis B shots required by the State of California.

Illness or Injury

Each family is required to have an Emergency Care Card on file in the school information system (FACTS). Paper copies of these contacts are kept in the office and Emergency binders.

Parents/Guardians will be notified immediately of any serious or sudden illness or injury that occurs during school hours. No student shall be allowed to go home until that contact is made. For this reason, parents/guardians must notify the school when there is a change of phone numbers or of persons to be contacted when they cannot be reached. If a parent/guardian is called to pick up a sick or injured child, they are asked to do so in a timely manner.

If a student's parent/guardian or any other authorized emergency care giver cannot be reached, Our Lady of Fatima Academy reserves the right to select emergency care givers. No liability would be attached to such a decision. Steps to provide emergency care include, but are not limited to the following:

- Attempt to contact a parent/guardian.
- Attempt to contact emergency care providers listed on the child's emergency contact list.
- Attempt to contact the child's physician listed on the child's emergency care database.
- If none of the above can be contacted, Our Lady of Fatima Academy will do any or all of the following:

- Call another physician or paramedics.
- Call an ambulance and a staff member of Our Lady of Fatima Academy will accompany the student to the hospital.

Accidents occurring on the school grounds or during school related activities are to be reported promptly to Clinic personnel. (Note: The OLF staff has been First Aid and CPR certified, but there is not a physician or "school nurse" on site). School personnel or volunteers will treat those of a minor nature with reasonable care. Those assessed as being serious will be treated as described above.

Any serious or sudden illness or injury requiring medical care will need a doctor's note for clearance to resume school related activities: recess, Physical Education class, and after school sports/activities.

Parent's Attire on Campus

The OLF staff and students are required to follow strict guidelines that pertain to appropriate and modest dress attire while on campus. The expectation also applies to all parents and visitors. Please refrain from wearing scantily-clad clothing that is inappropriately exposing in its style.

Parents on Campus

- **Parents may not walk on campus after school has started to escort a late child to class, bring an item, lunch, or anything unrelated to planned visits.**
- Parents on campus during school hours **MUST sign in** and retrieve a volunteer badge to wear while on campus if on campus to do lunch duty or help in a classroom. Parents should also **sign out** in the main office before leaving with the time and return the volunteer badge.
- Parents are not allowed to enter the classrooms unless pre-arrangements with the classroom teacher have been made.
- **All volunteers must be fingerprinted and complete the Diocese of Orange Safe Environment Training prior to volunteering on campus.**

Parent Service Positions

Parents are encouraged to be involved in all aspects of their children's education. Volunteering to serve Our Lady of Fatima Academy is an expectation to support the school. Families are expected to fulfill the responsibilities connected with an assigned service position.

- Parents sign up for one (or more) service position at the time of completion of registration and understand that this is a year- long commitment.
- Parents must be on time for assigned duties, sign in and out on the Volunteer Sign In clipboard and wear volunteer identification at all times.
- The family may have up to (5) absences during the school year. However, the family **must find a substitute and notify the school for each absence**. If the family has more than five (5) absences, Our Lady of the Fatima Academy will charge a prorated amount for volunteer hours not served that will be added to the tuition billing.
- All volunteers working with the students **must** have Diocese of Orange fingerprint clearance and on-line Safe Environment Training.
- All volunteers working at the school during school hours must attend a volunteer training session at the beginning of the school year. Dates are announced each year.

School Library

- Students are encouraged by the teachers to make use of this facility in cooperation with the librarian.
- Books may be checked out from the school library as desired.
- Students are responsible for all books checked out in his/her name and are expected to return the books in the same condition as when borrowed.
- Books damaged beyond repair or lost are to be replaced or paid for by the student. Should the book then be returned, the cost of the book will be refunded to the child.
- Failure to return books or pay fines will result in the loss of library privileges and/or non issuance of the Student Learning Assessment (report cards).
- **The school will charge the family FACTS account for any lost or damaged books during the school year or at the end of the year.**

Student Insurance

- The Student Accident Insurance Program is available for all students while attending school or school sponsored activities or while being transported to and from school or any school-sponsored activity.
- A supplemental 24 hour, year-round accident insurance policy is also available and paid by the parent/guardian directly to our insurance agent. This office should be contacted for answers to any questions regarding claims or accidents.

Myer-Stevens & Toohey & Co. Inc.,
26101 Marguerite Pkwy.
Mission Viejo, CA 92692 800-827-4695

- All claims must be filed by the parent/guardian. Claim forms are available in the school office.

Telephone

- No student may be called to the phone unless it is an emergency. If it is necessary to contact a student during the school day, a message may be left at the office.
- No student is allowed to use the telephone or a cell phone without permission of the classroom teacher or staff member.
- Parents who give cell phones to students assume full responsibility if they are lost or damaged at school. **Student use of cell phones is not permitted at school under any circumstance** and all cell phones **must be in backpacks and turned off during while on campus.**
- Cell phones are to remain in students' backpacks during pick up.
- Cell phones will be confiscated if a student has the phone out of his/her backpack. A parent must then claim the phone from the principal or assistant principal after dismissal is complete.
- Cell phones are not to be used by students to take pictures of other students, faculty, staff or volunteers without prior administrative permission.
- Cell phones used to text or cheat during exams are subject to confiscation, students will receive an immediate grade of "fail" on the exam and are subject to disciplinary actions.
- No Apple Watches or smart watches are allowed during school hours.
- **Consequences of the misuse of cell phones on campus**:
    - **First offense**-Phone is confiscated and picked up by parent in front office after

dismissal is complete
    - **Second Offense**-Phone is confiscated and a meeting is set up between student and administrator and is able to be picked up in front office **after 24 hours**
    - **Third Offense-**Phone is confiscated and a meeting is set up between student, parent, and administrator **after 24 hours**. A behavior contract will be made and signed going forward.

School Office

- The school office is open from 7:30 AM until 3:30 PM on regular school days and from 7:30 AM to 1:00 PM on noon dismissal days.
- **School personnel should never be contacted at home regarding business.**
- **School personnel should never be imposed upon to deliver personal messages to students during or after school hours, unless it is an emergency.**
- Messages may be left for teachers by telephone through the school office and/or through school email.
- Email is the primary method of communication desired. Note: teacher and staff email accounts are by first initial and last name (e.g.pgarcia@olfschool.net) for Paulina Garcia.

Traffic Pattern for Drop off and Dismissal

CAR LINE DROP-OFF AND DISMISSAL POLICY
To ensure the safety of our students and to reduce traffic incidents on residential streets, we are implementing and enforcing the drop off and pick-up procedures below.
Drivers are expected to show respect to staff/volunteers at all times. All parents and students need to follow the car line drop-off and pick-up procedures for the safety of everyone.

THE SPEED LIMIT IS 5 MPH in the CHURCH/SCHOOL PARKING LOT
NO MATTER HOW LATE YOU ARE

Parents and Students are NOT permitted to use CELL phones during dismissal time for the safety of the students. Please stow your cell phones before driving onto the school grounds. We are a **CELL PHONE FREE** zone!

All students may arrive on campus between 7:30am and 7:45am. There are two ways to enter campus:

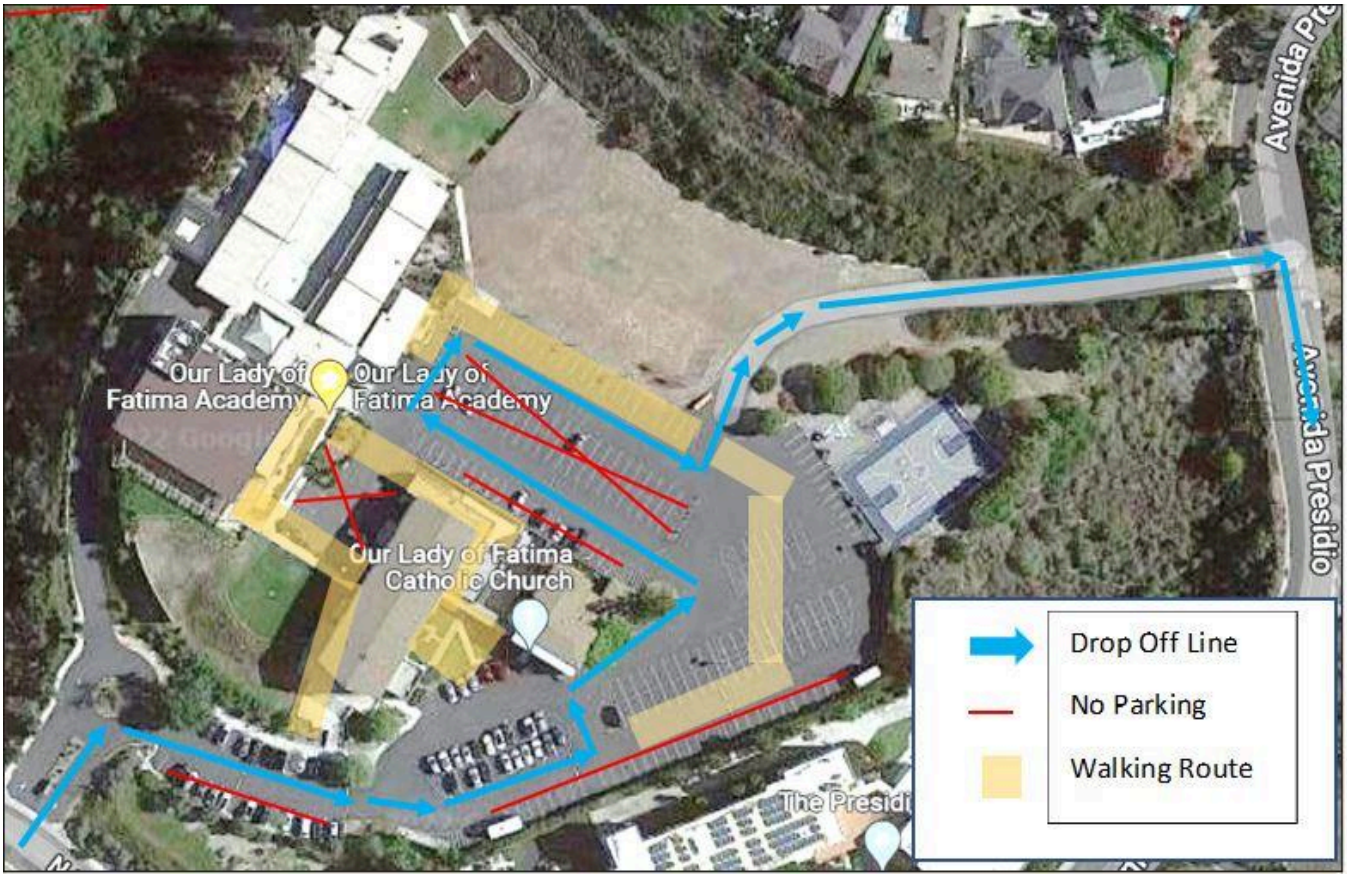
Morning Drop off via the drive-through line: Parents should enter at the front of the church and stay to the right as they enter the middle lot, behind parked cars, and then turn left at the opening between the lined parking spaces to turn left into the upper lot. Please pull all the way around the lot to the last orange cone, positioned between the field and the parking lot, and stop. This allows for 3-4 cars (or more) simultaneously to drop off students,

who then safely exit along the walkway and use the ramp at the front of the school to enter the campus.

Students should have their belongings for the day with them in the car, so that when it is their turn to exit, they may do so efficiently. Parents of younger students who require assistance exiting the car should consider parking and walking their student in. Exit the parking lot at the end of the field to the left, up the hill and out to Ave. Presidio.

NEVER PASS OR DRIVE AROUND A CAR IN THE DROPOFF LINE.

Do not allow your student to exit the car unaccompanied outside the marked dropoff zone.



<u>Morning Parent accompanied entry</u>: Parents should enter and park in front of the church next to the sidewalk, or in the parking spaces near the church office or Sports Court. **Do not park in front of the school in the open parking spaces or in teacher and staff parking along the church**.

If parking in front of or alongside the church office, please walk up the church steps and on the sidewalk adjacent to the hall to avoid crossing in front of the drop off line.

Parents parking near the Sports Court should **hold their student's hand** and safely cross the drop off line exit with their student, and then follow the drop-off pathway up the ramp and onto campus**.**

For all of our students' safety, please do not walk in the parking lot between the drop off line and teacher/staff parking.

After School Pick-Up Car Line Directions

There are three ways to pick up your student at the end of the school day.

In the main lot, parents can come up to the 3 gates and collect your student(s) from the teachers. Please be mindful that cars in the main lot are there to load and leave when notified by staff it is safe to do so.

Parents who would like to stay, chat or socialize are encouraged to park by the Sports Court and will escort their student to their car once the main lot has been cleared.

Parents wanting to collect their students and NOT wait for a Staff member in the main lot to notify them when it is safe to leave (example, appointment after school), please park in front of the church and walk up to the main parking lot via the stairs.

Students remaining in line after dismissal pick up will be sent to After-School Care (ASC).

Afternoon Pickup - Parking in Main Lot

Enter from the front of the church and drive in as you do in the morning carline. Park facing the field. If there is no car parked in the front most spot in the center of the lot, pull forward into that space.

NEW for the 2026-27 school year:

***TK and Kinder will exit through the grotto gate (cream colored gate).**

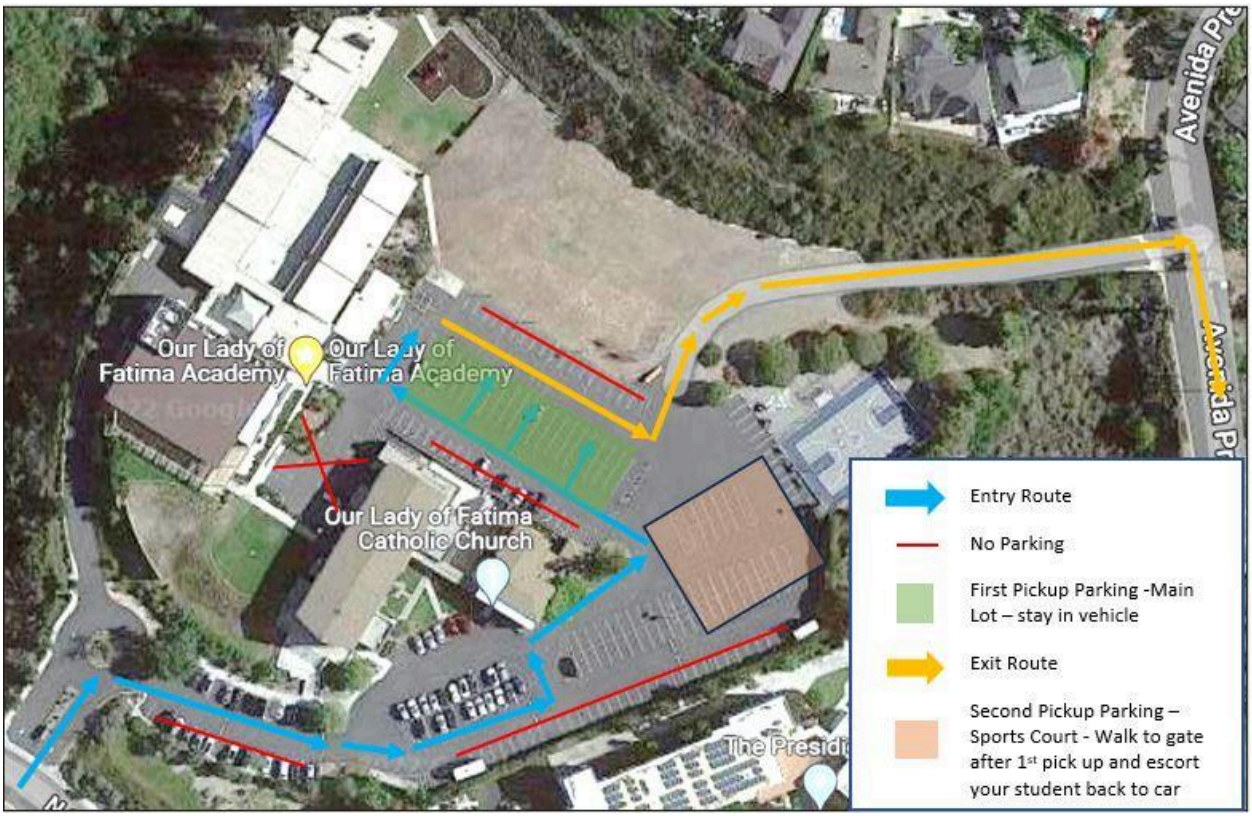
***1st-5th grades will exit the black gate on the left of the field (to the right of the grotto).**

***6th-8th grades will exit through the middle black gate.**

Students may leave the fenced field area at dismissal time with permission from an OLF staff member (3pm on Monday, Tuesday, Thursday, Friday and 2pm on Wednesday). Parents can come up to the 3 gates and collect your student(s) from the teachers. Students will not be allowed outside the gated area without a parent or authorized pickup person at the gate. Kindly return promptly to your car and load your student(s).

"Rainy Day Pick-Up"

Parents will be notified via text when raining or other special event to pick up students using "rainy day pick-up." This is a method that OLF uses to keep the children safe in weather or special events when there are many people on campus. Parents should park in the main lot and enter campus at 3:00 through the gates by the main office and check our students through their homeroom classroom. Students will NOT be allowed to cars by themselves on "rainy day pick-up" days.



Student pickup by someone other than parent:

- Students going home with someone other than their own parent, caregiver, or designated person on their Pick Up list in FACTS MUST have a written note. The person picking up will be entered in FACTS; this includes other Our Lady of Fatima families.

Walking/Biking Home

Students must have permission on file to walk or bike home. Please email pgarcia@olfschool.net for permissions.

- Bikers/Walkers are released after all students have been released.
- Students going to After School Care will be released from the pick-up area after all cars have exited the main parking area.

To/from school sponsored events

If a student participates in any school sponsored event off-campus, after/outside of regularly scheduled instructional hours or meets up at any specific meeting point/venue, where school activities/events take place, the parents are solely responsible to make personal transportation/carpool arrangements. This includes, but is not limited to athletic/sports events and special events such as school dances, etc. The school is not liable for any personal transportation arrangements. It is understood that such personal arrangements are the sole privilege and responsibility of each parent/guardian.

Volunteer Drivers

- Our Lady of Fatima Academy uses school buses for field trips when necessary. For most

field trips the school allows volunteer drivers to transport students.

- When volunteer drivers are used, specific forms and documents must be submitted in a timely manner by the volunteer driver. For private cars, the school does require proof of the validity of a required California Driver's License, and proof of required insurance coverage. Parent volunteers at OLF must meet Diocesan fingerprinting and training requirements.
- Parents who are driving and/or accompanying a class on a field trip may not bring other children.
- **Parents who are driving and/or accompanying a class on a field trip may not purchase food or other items for the students they are responsible for or take detours to or from the field trip.**
- All volunteers must be fingerprinted and complete the Diocese of Orange Safe Environment Training prior to volunteering on campus.

AFTER-SCHOOL CARE PROGRAM (ASC)

- **Statement of Philosophy**
  - The After-School Care Program is viewed as the natural extension of the normal school day and will be guided by the philosophy of Our Lady of Fatima Academy. Our Lady of Fatima Academy's After-School Care Program will support and supplement the family by providing quality care. Our staff is dedicated to providing a safe and nurturing environment for all children.
- **Objectives**
  - The objectives for this program are:
  - To provide an extended program in a Christian environment.
  - To create a family bond between children of different ages and cultural backgrounds and grade levels.
  - To provide quiet time for the completion of homework assignments with assistance from the After-School Care Program staff.
  - To offer a variety of activities that enhance the school curriculum.
- **Registration and Emergency (FACTS SIS Database)**
  - An emergency contact (other than a parent or guardian) must be on file in the school database (FACTS) for each family attending Our Lady of Fatima Academy. This guarantees that necessary paperwork is available in the event a student needs to be sent to the After-School Care Program. This form must always be updated with current information.
- **Hours of Operation**
  - Our Lady of Fatima Academy's After-School Care Program will operate as follows:
  - 12:00 p.m. on Minimum days and 2:00 pm on Wednesdays to 6:00 p.m.
  - 3:00 p.m. to 6:00 p.m. Monday through Friday - All students
  - Each minute past 6:00 PM will incur a $10.00 charge per minute.
  - If the staff is kept waiting past 6:00 PM, the following procedures will be

followed:
    - A call will be made to the parents of the child.
    - If there is no response, then a call will be made to the designated persons listed on the information form.
    - If there is no response, and it is after 6:30 PM, the police will be called.
- **Communication with After School Care**
  - The ASC program can be reached through the school office until 4:00 PM. After 4:00 PM, the ASC director can be reached at (949)-337-0442 Parents picking up their child from After School Care are required to exit their car and sign their student(s) out. After School Care personnel need to ensure that the person picking up each child is on their designated pick up list. For this reason, even once signed out you must notify staff that you are checking the student out.
- **Late Pick-Up**
  - Students who are not picked up by 3:00 p.m. (12:10 on minimum days or 2:10 on Wednesdays) will be required to attend the After-School Care Program. Regular fees will apply. For their own safety, no student will be allowed on the school premises unsupervised. If a child is directed to the After-School Care Program for any reason, he/she must be signed out by an authorized person before leaving the program.
- **Fee Schedule**
  - The After-School Care Program is self-supporting and thus fees will be charged (Grades TK-8) in addition to regular school tuition.
  - TK children not picked up by the end of traffic after dismissal (about 3:15) will go directly to ASC and be charged at the drop-in rate, unless previously contracted.
  - Contracted rates for those families using ASC from between 3:00-6:00 five days a week are $300.00 per month for the first child, $500 for 2 children and $600 for 3 children; charges will be added to the family FACTS Incidental billing account and are due by the invoice due date listed.
  - Drop-in rates are $12 per hour (prorated to the quarter hour). Drop-in charges are billed to the family FACTS account monthly. Charge details are available on the FACTS Family Portal under Family Home>Family Billing for the selected school year or by request from the office.
  - **Late Payment of Fees**
    - Delinquent payments and returned checks will be handled in the same manner as tuition payments. A late fee of $25.00 per month will be charged if monthly or hourly fees are not paid by the due date.

Holidays and Vacations

Our Lady of Fatima Academy After-School Care program will be closed on all holidays and vacations as published in the school calendar. The program may or may not be closed on minimum days before a holiday. Any change will be communicated through the school's weekly communication and updated monthly calendar.

Early Dismissal Days

Our Lady of Fatima Academy After-School Care program will be open on all minimum school days except those outlined under holidays and vacations**.**

School Activities

Students who take part in after-school activities are not part of the After-School

Care program and will be under the supervision of a coach or other adult. If a parent is unable to pick the student up once the activity is completed, the student will be placed in the After-School Care program and parents will be charged accordingly.

Discipline Policy

Our Lady of Fatima Academy After-School Care Program is an extension of the school and is guided by the school's discipline policy. Registration of your child/children in the After-School Care program is equivalent to a commitment on the parent's part to adhere to all disciplinary action and on the child's part to adhere to all disciplinary action and to obey all the rules.

Emergency Policy

In the event of an emergency, all possible measures will be taken to reach the parents first. If the parents are reached, we will then follow their plan of action. If we fail to reach the parents, the additional persons whose names appear on the emergency contact list in FACTS will be called. If the emergency is life threatening, we will make arrangements immediately for proper care for the injured child and then contact the parents. All school families must have a completed and updated emergency contact in FACTS. It is extremely important that the school be notified in the event a phone number, address, or the person to contact in an emergency changes.

After-School Care Program Schedule

Following the taking of attendance, students attending the After-School Care program will be given time for snacks, supervised outdoor play, homework and reading, and other activities.

Snacks

Snacks will be provided by the After-School Care program.

Cell Phones

Cell phones **may NOT be used in After School Care.** They must remain in backpacks in the off position at all times.

Toys/Games

Children who wish to bring personal games/toys to After-School Care (not to the classroom) may do so. No toy weapons, sharp objects, electronics, or tiny, fragile toys that can easily become lost or broken are allowed. The After-School Care Director and school principal may also decide that other toy "fads" may be inappropriate and will notify parents as necessary. The After-School Care program will not be responsible for lost or broken games/toys.

Drugs and Medications

Medication will not be administered by the After-School Care personnel. If a student is to take medication, it must be administered during the school day according to school procedures.

Leaving After-School Care

No student is permitted to leave the school grounds at any time during the day unless accompanied by a parent/guardian or an individual (over 18) designated on the family emergency card.

Parents/guardians must exit their car and sign children out each day.

If a signature and time are not present on the sign-out sheets, the

family will be charged until 6:00 PM.

Permission for Dismissal

In the event that a student attending After-School Care is to be picked up by someone other than the parent, their name must be a FACTS pick-up contact. The person picking up will be required to show a valid identification. If a child is going home with another Our Lady of Fatima Academy family, they must also be a FACTS pick-up contact for the child.

APPENDIX #1 – Parent Boards

The Parents of Fatima Association (POF)

The primary purpose of the Association is to support the pastor and administration by building and maintaining a strong and involved parent community. It helps plan and carry out fundraising, with volunteer support, to supplement school income from tuition and strives to foster a closer relationship between home and school through sponsorship of activities of the parents of all school children at Our Lady of Fatima Academy. Officers of the Board are elected by the parents. Fundraising by the Association is used to sponsor spiritual, educational, cultural, and athletic activities for students, parents and faculty; for operational expenses, equipment, materials, books, and other supplies which will enhance the educational programs of the school as well as for the operational expenses of the Association. Expenditures by the Association require the approval of the principal and either majority vote of Association Officers or authorization by person(s) specified in the by-laws. Each family is expected to be an active member of the Parents of Fatima Association. Active **participation** includes attendance at general meetings, involvement with fund-raisers and other community building programs.

The Consultative Board

The Consultative School Board is modeled after the design of the Diocesan School Board and as such comes under the guidance of the bishop and the superintendent of Catholic schools. The Board is appointed by the pastor and the principal with the approval of the Department of Catholic Schools and operates in an advisory capacity to the administration. The Board does not enact policy, but assists the administration in the formulation and adaptation of policy and participates in decision-making and designated areas of responsibility. Usually, these areas include long and short-term planning, public relations, and marketing. The by-laws governing the Board and policies, which have been formulated in the past, are contained in the Consultative Board Handbook, which is kept on display in the office. The Board meets each month and welcomes written communications from parents or suggested topics for discussion. These items should be sent one week before the meeting so that they may be placed on the agenda.

APPENDIX #2-Sports Registration Forms

Our Lady of Fatima Academy

After School Sports PAL Registration

The After School Sports PAL Program is an ongoing program that offers various sports throughout the school year. Membership on a team simply requires a desire to play and the appropriate commitment to being a team player. In this after school program, Our Lady of Fatima students compete against other middle schools in the PAL (Parochial Athletic League) in the Diocese of Orange.

Program Objectives

- Provide an opportunity for students to experience a variety of competitive sports in a safe and supportive environment.
- Develop fundamental athletic skills that prepare participants for advanced competition.
- Reinforce life skills of respect, cooperation, and effort in a competitive environment.
- To have fun and promote school pride.

Program Funding

- The After School Sports program operates solely on a fee basis.
- These monies help pay for uniforms, coaches, referees, and use of fields and facilities. A payment of $125 for each sport played will be required during sign-ups for the year. This fee will be charged through FACTS.

Transportation

- Parents in private vehicles will provide transportation to and from away games. All drivers who will be transporting students, other than their own, must complete and have on record at the school the Drivers Authorization as well as SAFE Environment completion certificate and fingerprinting a minimum of 2 weeks prior to the start of the season.
- These forms may be picked up in the main office.

Students who participate in After School Sports are expected to

- Commit to all practices and games.
- Respect opponents, team members, coaches, referees and spectators.
- Exercise self-control at all times.
- Accept and respect the officials' judgment and interpretation of the rules.
- Maintain a 2.0 grade point average in school in order to be eligible to participate in after school sports.
- Not use drugs, alcohol, tobacco, or any other harmful substances.
- Demonstrate good sportsmanship and cooperative behavior while representing the school.
- Respect school property and the property of students and people in the community.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Grade: _____ Age: _____ Date of Birth: _____

Check box for EACH sport you intend to participate in:

Boys Football		Boys Basketball		Boys Volleyball	
Girls Volleyball		Girls Basketball		Soccer (Coed)	

Total Number of boxes selected _____ x $130 = _____

Bill Through FACTS (please check) _____ or Cash _____

Parent Permission Form
I hereby permit (Child's Name) _____ to participate in Our Lady of Fatima's Academy sponsored PAL program.

- I agree to direct my child to cooperate and conform to instructions of the supervisory personnel in charge.
- I understand that it is my responsibility to find transportation to and from games and practices.
- I hereby give permission for my child to be taken to games and practices by the parents that are listed on my child's emergency card in the Clinic.
- Should it be necessary for my child to have medical treatment while participating in a sport, I hereby give the school personnel permission to use their judgment in obtaining medical service for my child.
- I give permission to the physician selected by the school personnel to render medical treatment deemed necessary and appropriate by the physician.
- I understand that any insurance benefits that are effective have limited application.

Parent or Guardian (Please Print):_____

Home Phone: _____ Cell Phone: _____

Signature: _____ Date: _____

Name of Student _____

PAROCHIAL ATHLETIC LEAGUE
EMERGENCY INFORMATION
DIOCESE OF ORANGE

STUDENT INFORMATION:

Date of Birth _____ First Name _____

Last Name _____ Date _____

The above named pupil has permission to participate in the inter-school athletic program of OUR LADY OF FATIMA ACADEMY for the school year of to . I understand that the school does not assume responsibility for payment of a physician. However, in an emergency you may choose a physician and/or approve of emergency care. I realize that there is a risk of being injured that is inherent in all sports. I realize the risk of injury may be severe, including the risks of fractures, brain injuries, paralysis or even death. Accordingly, the undersigned do hereby individually, collectively, and on behalf of the above names pupil, release, acquit, and forever discharge OUR LADY of FATIMA ACADEMY and the Diocese of Orange, their agents, servants, successors, heirs, executors and administrators, and all other persons associated therewith, from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensations whatsoever which the above named pupil as the undersigned on his/her behalf may hereafter accuse on account of or in any and all known, foreseen and unforeseen bodily and personal injuries and the consequences thereof resulting or to result from said above named pupil's participation in inter-school athletics.

FAMILY INFORMATION (please print clearly)

Last Name: _____ Phone: _____

Address: _____ City: _____ Zip Code _____

Father's First Name: _____ Employer _____ Hours _____

Address _____ Cell _____

Mother's First Name _____ Employer _____ Hours _____

Address _____ Cell _____

Emergency Care Information

Name _____ Relationship _____

Cell Phone _____ Address _____

Doctor's Name _____ Doctor's Phone # _____