

Fairmont Catholic Grade School

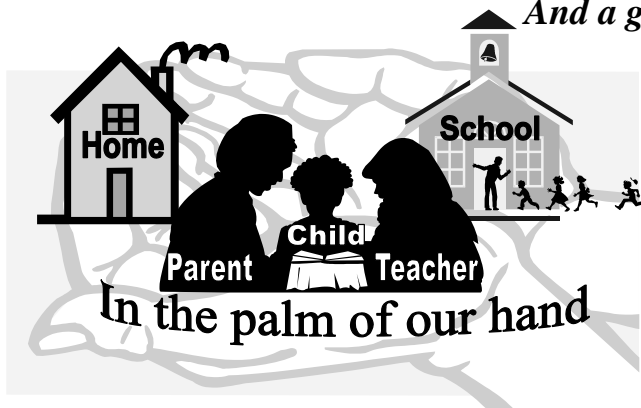


**Student/Parent Handbook
2016-2017**

In the Palm of Our Hand

*I dreamt I stood in a studio
And watched two sculptures there.
The clay they used was a young child's mind
And they fashioned it with care.*

*One was a teacher-
The tools she used
Were books, music, and art,
The other, a parent,
Used a guiding hand
And a gentle heart.*



*Day after day, the teacher toiled
With touch that was deft and sure.
While the parent labored by her side
And polished and smoothed it o're.*

*And when at last their task was done
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.*

*And each agreed they would have failed
If each had worked alone.
For behind the teacher stood the school
And behind the parent stood the home.*

Fairmont Catholic Grade School

416 Madison St

Fairmont WV 26554

304-363-5313

website: www.fairmontcatholic.com

**Supporting Parishes of
Fairmont Catholic Grade School**

Saint Anthony

1660 Mary Lou Retton Drive
363-1328

Immaculate Conception

329 Maryland Avenue
363-5796

Saint Peter the Fisherman

407 Jackson Street
363-7434

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Brief History of Fairmont Catholic Grade School

On January 13, 1913, Saint Peter's Grade School opened its doors with eighty students and six grades. Since that time, this school, begun by Father Boutlou, has been in continuous operation, providing excellence in education to the young Catholics, and others, of Fairmont and the surrounding area. In 1922, the school began offering high school courses. The opening of the high school marked the beginning of an era, which embraced a philosophy of education whose aim was the intellectual, spiritual, social and physical development of the student.

Effective July 1, 1965, Saint Peter's School became a central grade and high school by order of the late Bishop Joseph H. Hodges. The school was renamed **Fairmont Catholic School**. In 1968, much to the regret of the entire community, the high school graduated its last Senior Class.

Fairmont Catholic School remains to this day a truly great force in the education of our young people. The school maintains a superior academic standard and is staffed with highly qualified and certified faculty under the Leadership of Mr. Richard Pellegrin. The school is fully accredited by the West Virginia State Department of Education and the Diocese of Wheeling-Charleston. In 2009, the school was awarded NCA CASI Accreditation as a quality school.

We welcome you, the parents, and your child(ren) to our school and assure you that we will do our very best to provide your child(ren) with a fine, well-rounded education. We expect your full cooperation in this because without your help, we can accomplish very little. The rules and regulations in this handbook are for the good order of the school and the well-being of all our students. This good order will provide an excellent environment for growth and learning.

We look forward to this school year with confidence, enthusiasm and hope for our students and for the future!

ADMISSION POLICY

According to West Virginia law, a child must be five years of age on or before September 1 of the year of enrollment to be eligible to enter Kindergarten. Exceptions of the age criteria may be made locally by the administration based upon testing, parent/teacher/principal conferences and observation of the child's social and developmental performance.

A state-issued birth certificate and a record of all required immunizations must be submitted at the time of enrollment.

Children entering the system for the first time shall also provide evidence of screening tests to determine if they might have a vision or hearing impairment.

TUITION POLICY

The school budget is prepared each year by the school board. The budget consists of three main segments: current expenses, capital outlay, and debt service.

Tuition fees constitute the greatest percentage of the budget necessary for school operation; therefore, it is necessary that funds be collected monthly or paid in full prior to the first day of school. Monthly payments must be made through the FACTS Management Company.

Individuals found to be delinquent in the payment of tuition fees may be required to make future payments in advance and may also be assessed a late fee.

If tuition payments are in arrears the following procedures may be followed until payments are paid to date:

- Student grades will be withheld
- Student will not be accepted for the following school term
- School records will not be sent to other schools

GRANTS-IN-AID PROGRAM

Limited financial aid for Catholic families in grades K-8 is available. In March of each year applications are available in the school office. This grant is under the direction of the Diocesan School Office in Wheeling.

Parish assistance is available to participating members of the three supporting parishes. Contact your parish pastor.

NON-CATHOLIC STUDENTS

Since Catholic religion classes are an integral part of the life of the school, students other than Catholic are required to attend the Catholic religion classes. To this end, only Catholic religion classes will be taught in Catholic schools. Applicants should be willing to:

- understand and accept the philosophy, purpose and goals of Catholic education, if they wish to be considered for admission.
- attend all formal religion classes with Catholic students.
- attend liturgies at the schools. (Please note: There shall not be reception of Eucharist by those individuals other than Catholic during the liturgies.)
- participate in service programs which flow from the Religious Education program.

TEXTBOOK INFORMATION

Textbooks are the property of Fairmont Catholic Grade School and are distributed to students on a rental basis from the book fee paid at the beginning of the school year. Payment for lost or damaged books is not included in the fee.

The penalty for lost or damaged textbooks is full replacement value. Additional textbooks shall not be issued until restitution is made. Report cards, certificates of progress, and other transcripts will be withheld until restitution is made. A suspension may be used in extreme circumstances.

STUDENT SCHOOL INSURANCE

School accident insurance through the Diocese is mandatory for every child enrolled in a school in the Diocese of Wheeling-Charleston. The fee is included in the book fee.

NON-CUSTODIAL PARENT

In reference to non-custodial family members, please notify the school as to who has been appointed by the Court with the responsibility for actual child custody by forwarding a copy of the court decision to the school office for the family file.

If special arrangements are made for the non-custodial parent to pick up the child from school, please notify the school in writing of these arrangements.

IMMUNIZATIONS

All children entering a school in the Diocese of Wheeling-Charleston for the first time shall have been immunized against diphtheria, pertussis, and tetanus with at least 3 doses, polio with at least 3 doses, and measles, mumps, and rubella with at least 2 doses. The last dose of each of these vaccines must be given after the child's fourth birthday.

It is recommended that parents consider vaccinations for varicella and hepatitis B prior to admission.

Students must have TDAP and MCV prior to entering grade 7.

MEDICATION

A student possessing or using prescribed medication during school hours must have the following:

1. Written permission from the parent or guardian;
2. Name of medication, dosage and time(s) at which it is to be administered.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Parents who send non-prescription medication to school with students must follow the same procedure as that outlined for students possessing prescribed medication.

At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

It is only under these circumstances and within the outlined guidelines that medication may be distributed by any employee of the school. Indiscriminate dispensing of medication (such as Tylenol or cough drops) is strictly forbidden.

ALLERGIC REACTIONS/HEALTH PROBLEMS

If your child has allergies or health disorders that the school should be aware of please notify us. Please indicate on your child's emergency card the procedure that the school should take should a problem arise. The school will do its best to contact a parent first, before contacting another emergency contact.

UNIFORM POLICY

Fairmont Catholic Grade School requires students to be uniformly dressed. Such uniformity facilitates the achievement of many of our value-oriented objectives. Students are expected to be in full and proper uniform at all times, except on special days that will be announced during the year. The uniform should be kept clean and neat. Names of students should be on all parts of the uniforms so that lost articles may be returned to the proper owner.

Criteria for uniforms will be announced each spring and catalogue(s) for the uniform will be sent home to each family. Grades 1-8 are required to wear a uniform. Uniforms do not apply to kindergarten.

Please note the following:

- Shirts must be tucked in at all times & **a belt must be worn.**
- Small earrings are permitted for girls, no earrings are permitted for boys
- Athletic shoes are permitted. **All shoes must have a heel and a toe. No sandals or flip flops are permitted.** (This also applies to Kindergarten students.)
- Socks or stockings must be worn at all times

FIELD TRIPS

Field trips that enhance the instructional program will be planned periodically. A permission slip describing the event and any associated transportation/admissions costs will be sent home and must be signed and returned with payment prior to the trip. NO student will be allowed to participate without a signed permission slip.

FUNDRAISING

Fairmont Catholic has fundraisers during the year to help with different expenses. Usually there is one major fundraiser for the school. The Athletic Program, Technology Department, and Library sometimes have a fundraiser during the year.

TRANSPORTATION

Fairmont Catholic uses the Marion Co. school buses. Please check the bus schedule for your child published in the Times-West Virginian newspaper. If unsure contact the Marion County Transportation Department at 367-2161.

Please inform your child of his/her mode of transportation home before sending them to school. Please send a note anytime there is a change in the normal routine. Also, make sure your child is prepared for early dismissal arrangements. Please notify the school if a non-custodial adult will be picking up your child.

STUDENT ARRIVAL/DISMISSAL

Arrival: All students must enter the building when they arrive at school. Students arriving before 7:30 a.m. must go immediately to the office area. Students arriving 7:30 a.m. or later should report as follows: K-4 report to the gym; 5-8 report to the library. Students should arrive at school by 7:45 a.m.

Dismissal: Early Back Door (grades K-4 without older siblings) will be dismissed at 2:40. Late Back Door (grades 5-8 & their younger siblings) will be dismissed at 2:50. Children will remain supervised by teachers at all times and will be escorted to cars by our staff. No sidewalk pick-up is permitted. The intersections of Madison and Jackson Streets cannot be blocked. We will use the alley behind the Presbyterian Church as an additional access to the back of the school. Every driver on Madison St. will need to let one car into the line from the alley.

LUNCH INFORMATION

Fairmont Catholic provides a nutritional, federally approved hot lunch including milk. Milk may also be purchased separately. Lunch/milk tickets must be purchased in advance. These tickets are only used (punched) when the child receives a hot lunch. Expired tickets will be sent home to inform you that another ticket needs to be purchased. A menu will be sent home monthly with what is to be served, costs of tickets and other pertinent information.

This is a federally subsidized program where reduced or free lunches are available. Applications are sent to each family at the beginning of the school year or upon request.

ATTENDANCE

Excessive absences and tardiness are to be considered serious educational hindrances; however, prolonged absence itself is not a basis for non-promotion. If the achievement is below class level, retention may be necessary; but the student should be afforded the opportunity of making up the missed work through tutoring, supervised study and/or summer school in accord with accrediting standards.

INTERNET USAGE

All students in grades K-8 must have a signed Acceptable Use Policy form on file in order to have access to the Internet at Fairmont Catholic. A new form must be signed each year by both the parent and the student.

MEDIA PERMISSION

Students in grades K-8 must have a signed form which will grant permission to photograph, film or videotape student or student's work and to interview student for the purpose of illustration, publication, display or news releases and media coverage. This form is found on the Acceptable Use Policy.

VIRTUAL REALITY SITE POLICY

Virtual Reality sites can be a positive experience. However, there are potential risks to the development and moral life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a

neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face disciplinary action that may include detention, suspension, and/or expulsion.

SOCIAL NETWORKING, BLOGS, ONLINE PUBLISHING POLICY

Everyone in the school community is expected to use technology tools in a reasonable and moral way. Remember you represent Fairmont Catholic Grade School at all times whether online or in-person.

Social network sites are not the correct forum for discussing school issues, faculty, staff or students. Any forms of inappropriate postings on social websites by parents, grandparents or other family members may result in immediate termination of child/ren's placement at Fairmont Catholic School at the principal's and pastor's discretion.

Fairmont Catholic School takes threats of any nature very seriously. Conduct of students/parents inside or outside of school that is detrimental to the reputation of the school will be disciplined/dealt with accordingly. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students/parents making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and/or expulsion of the student.

GRADING SYSTEM

Students are expected to progress through the curriculum at the average rate of one level per year. However, some students need more time to develop the skills and master the concepts. Sufficient time should be given to develop a very solid foundation so that when a student reaches grade 3 with its expanded curriculum, they will be able to handle the challenges of subject matter and greater independence in study and work.

Report cards for grades 1-8 are issued at the end of each 9-week grading period. Kindergarten report cards are sent at the end of each semester. Parents and Students in grades 4-8 can check their progress online. Teachers update their grades weekly. Parent/Teacher Conferences are held once during each semester. The date will be announced. Parents may make appointments to meet with teachers at any time during the school year. Please call the office.

Grading for grades K-2:

O	Outstanding
S	Satisfactory
U	Unsatisfactory

Grading for grades 3-8:

A	93-100
B	85-92
C	77-84
D	69-76
F	68 or below
I	Incomplete

ONLINE GRADING

In conjunction with the Diocese of Wheeling-Charleston, we are using RenWeb for online grading and communication. If you have any questions or need any help, please contact the school office. Access to grades will be restricted to families with outstanding balances.

GUIDELINES FOR ATHLETIC PROGRAMS

Elementary school athletics, policies, and regulations are under the jurisdiction of the principal.

Secondary school athletics are governed by the rules of the West Virginia Secondary School Activities Commission. The principal has jurisdiction over secondary school programs and organizations.

School athletic programs must be kept in proper perspective. Essential values such as the development of physical skills, healthy competitive attitudes, and the value of sportsmanship should never be superseded by an overriding demand to produce "champions."

The student athlete is required to:

- Have annual physical
- Have parent permission
- Have insurance coverage
- Maintain a 2.0 average and an S in conduct

Reasons for suspension of athletic privileges:

- Poor sportsmanlike conduct
- Disrespect to coaches or adults
- Fighting, before during or after a game
- School/classroom misbehavior
- Unexcused absence from school (day of absence)

Students who are sitting out due to injury or disciplinary reasons are expected to attend all practices and meetings.

WVSSAC demands good sportsmanship from student athletes as well as all parents.

DISCIPLINE

Courtesy and good manners are expected from students at all times. They should act in a way that does not disrupt instruction nor deny others their right to learn.

Correction for inappropriate behavior will at times be necessary. Supporting the dignity of persons of all ages, corporal punishment in any form is not an acceptable means of punishment.

In general, our discipline code proceeds in the following manner:

- When a problem arises, the teacher will discuss it with the student to find the possible causes and recommend a solution.
- If the problem persists, the teacher will arrange for an appointment with the principal and/or student. Parents may be notified.
- If there is no improvement, the principal and teacher will schedule a meeting with the parents.
- If the student continues to behave in an inappropriate manner, loss of privileges, detention or suspension/expulsion may result.

IN-SCHOOL SUSPENSION

Parents will be notified if their child receives an in-school suspension. The student will report to an appropriate place to do the assigned work for part/all of the school day. The principal has the authority to suspend/expel a student from school.

SUSPENSION/EXPULSION

Students may be suspended or expelled for serious cause, such as, but not limited to:

- Use of obscenities
- Disrespect/insubordination toward teachers and/or staff
- Chronic disciplinary problems
- Vandalism
- Causing or threatening harm to persons or property
- Carrying, distributing or using drugs, alcohol or tobacco
- Repeated failure to do assigned work
- Cheating or assisting others in cheating
- Stealing
- Possessing a deadly weapon - any instrument which is readily adaptable to produce bodily injury

BULLYING/CYBERBULLYING POLICY

Fairmont Catholic is committed to providing a safe, positive, productive, and nurturing environment for all students. Harassment, intimidation, bullying or aggressive behavior toward a student is prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. We will not tolerate any gestures, comments or threats, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all school activities.

Any student that believes he/she has been a victim of harassment, intimidation, bullying or aggressive behavior should immediately report the situation to the school principal. The student may also report their concerns to a teacher.

Every student is encouraged, and every staff member is required to report any situation that they believe to be harassment, intimidation, bullying or aggressive behavior directed toward a student to principal. Parents or guardians of any student all edged to have been the perpetrator or victim of harassment, intimidation, bullying or aggressive behavior shall be notified.

All complaints that may violate this policy shall be promptly investigated.

If the investigation finds an instance of harassment, intimidation, bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include detention, suspension, and/or expulsion of student.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, or otherwise participates in the investigation concerning allegations of harassment, intimidation, bullying or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of this policy. Suspected retaliation should be reported in same manner as harassment, intimidation, bullying or aggressive behavior.

Making intentionally false reports about harassment, intimidation, bully or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Intentional false reports may result in disciplinary action as indicated above. The following definitions are provided for guidance only:

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal psychological, or a combination of all three.. Some examples of bullying are:

- A. Physical-hitting, kicking, spitting, pushing, pulling, taking and or damaging personal belongs or extorting money, unwelcome physical contact.
- B. Verbal-taunting, malicious teasing, insulting, name calling, making threats
- C. Psychological-spreading rumors, manipulating social relationships, coercion, engaging in social expulsion.

“Harassment” is defined as any threat or act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature.

“Intimidation” is defined as any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience.

“Menacing” is defined as to place a student, school employee or third party in fear of serious physical injury.

“Harassment, intimidation bullying” is defined as any intentional gesture, or any intentional written, verbal or physical act or threat that a reasonable person under the circumstances should know will have the effect of harming the student; damaging the student’s property; placing the student in a reasonable fear of harm to his/her person or placing a student in reasonable fear of damage to his/her property; or sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

All of the above also applies if the Harassment, Intimidation or Bullying is done online.

NARCOTICS, DRUGS, AND ALCOHOL

Any student who possesses, uses, or is under the influence of any un-authorized controlled substance or alcohol in school, on school property or during attendance at school-related events will be liable to corrective action by any authorized school official. "Unauthorized controlled

substances" are defined by the Uniform Controlled Substance Virginia Code, Chapter Act, West 60A-1-101 through 60A-6-605. This policy also applies to facsimiles purported to be controlled substances.

Under all circumstances, the student's parents or guardians will be notified. If necessary, emergency medical personnel will also be notified.

SCHOOL TELEPHONE

Students should not use the telephone unless it is an emergency. After-school arrangements must be made before the children leave for school in the morning. Messages will be taken in the school office in case of necessity. Please be mindful of this issue.

CELL PHONES

A student may possess a cellular telephone in school, on school property, during after school activities and at school related functions, provided that during school hours the cellular telephones remain off and in their backpack. Students may not use cellular telephones on school property or at school related events to access and/or view Internet web sites that are otherwise blocked to students at school.

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Cellular telephones are not permitted, in any way to disrupt the education setting of the school.

Violation of this policy may result in disciplinary action and/or confiscation of the cellular telephone. If the cellular telephone is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed.

The student who possesses a cellular telephone is responsible for its care. The school is not responsible for preventing theft, loss or damage to cellular telephones.

Parents and/or guardians are advised that the best way to get in touch with their child during the school day is by calling the office.

SEXTING POLICY

Any Fairmont Catholic Student involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary action.

LOST & FOUND

Parents are urged to clearly mark all student belongings. Found items are brought to the office. Students should check with the office for lost belongings.

VISITOR POLICY

All visitors are required to enter the building at the Madison St. entrance. Visitors should ring the bell and when requested, identify themselves before entering the school. Upon entry, visitors should report to the office. Visitors are not to stand in the hallways, visit classrooms or loiter on school property without approval from the office.

COMMUNICATION

Information will be communicated electronically (email & texts) and in paper form. A quarterly newsletter will be distributed with the report cards. In addition, we maintain a school Facebook Page.

PARTIES/TREATS

Parties are held throughout the year for students. Please refer to your school calendar/menu for dates and grade levels. Homeroom teachers will inform parents of their class policy regarding treats during school time.

VIRTUS TRAINING

The Virtus Workshop, “Protecting God’s Children,” is a child sexual abuse awareness and prevention workshop. It is mandated for all church employees and for all volunteers who work directly with children or volunteer where children are present. All Parents who volunteer at the school for any reason must complete this training process which includes online training, a background check and policy review. Please contact your child’s teacher or the office for directions on completing this process.

I have reviewed, with my child, this handbook.

Parent's Signature / Date

_____ / _____

Student Signature(s):

**Please detach and return this form to school where it will be placed in the student's folder.
Thank You.**

**Please sign and
return this
page.**





MISSION STATEMENT

Fairmont Catholic Grade School is dedicated to the academic development of all students and to their ongoing formation in faith, morality, and social justice. We recognize and nurture the gifts and talents of each individual.

PHILOSOPHY

Fairmont Catholic Grade School exists for the purpose of building a faith community and assisting parents in fulfilling their responsibility to provide a quality Catholic education for their children. We believe that parents are their children's primary educators and that every child is created by God as a unique individual.

Fairmont Catholic Grade School strives for excellence in providing teaching/learning experiences through which students can grow intellectually, physically, emotionally, culturally, and spiritually in a Christian atmosphere.

We believe that Jesus Christ is the foundation for all our activities.

Fairmont Catholic strives to provide a program that enables students to advance their development as Christians as well as their academic growth and preparation for future productivity and Christian living.

STATEMENT OF GOALS AND OBJECTIVES

In keeping with Fairmont Catholic philosophy and statement of Mission, the following are the general school goals:

1. To help students know Christ as the center of their lives, thereby developing a better people for God and society
2. To provide a quality Catholic educational program
3. To assist each student to grow to his or her potential
4. To nurture in each member of the school community the gifts of the Holy Spirit: wisdom, understanding, right judgment, courage, knowledge, reverence, and wonder and awe of the Lord
5. To develop community, creating in each student the desire to be of service to others