



# Parent & Student Handbook 2023 – 2024

*“Be the Light in Faith and Knowledge”*

# Faculty & Staff

**Designated Pastor: Rev. Joseph M. Konikattil**

Principal	Diane Burnside
Director of Curriculum and Instruction	Joyce Evans
Pre-Kindergarten	Laurel Loughery
Kindergarten	Christina Moales
1 <sup>st</sup> Grade	Sister Rita Miranda
2 <sup>nd</sup> Grade	Hannah Eddy
3 <sup>rd</sup> Grade	Sister Mary Kezo
4 <sup>th</sup> Grade	Sarah Morris Stilgenbaue
5 <sup>th</sup> Grade	Lisa Medina
6 <sup>th</sup> Grade	Autumn Menas
7 <sup>th</sup> Grade	Autumn Menas
8 <sup>th</sup> Grade	Shelby King McCullough
Religion Coordinator	Sister Reeta Lopis
Science/Technology	Sister Neetha D'Souza

## **Grades 5-8**

English/Reading.....	Lisa Medina
Math .....	Autumn Menas
Science.....	Shelby King
Social Studies.....	TBA

## **Specialists**

Music (K-8).....	Robert Ellis
Physical Education/Health.....	Mike Mainella
Technology Support.....	Hannah Bartic
Art .....	Marci Cochran
Theatre/Communication.....	Rachel Ellis

## **Staff**

Aide.....	Denise Law
Aide.....	Joyce Ward
Secretary.....	Jackie Fitch
Custodian.....	Rick George
Cafeteria.....	Penny Lee & Linda Shelosky

## **Marion County School Supporting Staff:**

Speech.....	Susan Roward
EL Specialist.....	Inez Hill

# IN THE PALM OF OUR HAND

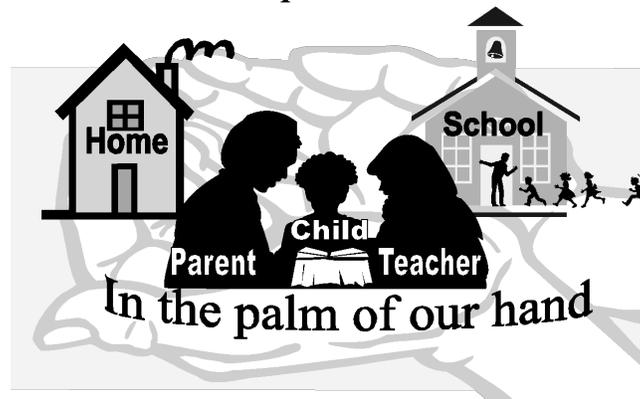
*I dreamt I stood in a studio  
And watched two sculptures there.  
The clay they used was a young child's mind  
And they fashioned it with care.*

*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](http://www.fairmontcatholic.com)

**Supporting Parishes of  
Fairmont Catholic Grade School**

**Saint Anthony**  
**Father Romeo Bacalso**  
1660 Mary Lou Retton Drive  
363-1328

**Immaculate Conception**  
**Father Kishore Babu Varaparla**  
329 Maryland Avenue  
363-5796

**Saint Peter the Fisherman**  
**Designated Pastor, Father Joseph M. Konikattil**  
407 Jackson Street  
363-7434

Name	Representing	E-mail address
Father Joe Konikattil	Pastor/School Administrator	<a href="mailto:smkonikattil@gmail.com">smkonikattil@gmail.com</a>
Diane Burnside	Principal	<a href="mailto:dburnside@fairmontcatholic.com">dburnside@fairmontcatholic.com</a>
Joyce Evans	Director of Curriculum and Instruction	<a href="mailto:jevans@fairmontcatholic.com">jevans@fairmontcatholic.com</a>
Jeff Van Volkenburg	Parent	<a href="mailto:jdvanvolkenburg@vv-wvlaw.com">jdvanvolkenburg@vv-wvlaw.com</a>
Melissa Gump	Parent/School	<a href="mailto:mgump@fairmontcatholic.com">mgump@fairmontcatholic.com</a>
John Saymansky	Parishioner	<a href="mailto:jsaymansky@gmail.com">jsaymansky@gmail.com</a>

**\*New Members TBA**

## **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 Grade 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 Mrs. Diane Burnside. The school is fully accredited by the West Virginia State Department of Education and the Diocese of Wheeling-Charleston. In 2022, 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!



## **MISSION STATEMENT**

Fairmont Catholic Grade School develops the whole person, promotes Gospel values and service, inspires a love of learning, and upholds academic excellence in a safe nurturing community of diverse learners.

## **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:

- To help students know Christ as the center of their lives, thereby developing a better people for God and society
- To provide a quality Catholic educational program
- To assist each student to grow to his or her potential
- 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
- To develop community, creating in each student the desire to be of service to others

## **ADMISSION POLICY**

Fairmont Catholic Grade School admits students of any sex, race, color, nationality and ethnicity to all rights, privileges, programs and activities generally accorded to students in the school. Applicants must complete all necessary registration forms and submit a non-refundable registration fee to be given full consideration for admission. Eligible students will be selected and admitted into the school based upon the maximum capacity of classrooms as set by Diocesan policy and in accordance with the following categories in order of preference:

1. Students of currently enrolled families
2. Children of full-time Fairmont Catholic Grade School employees
3. Catholic students of families not currently enrolled
4. Non-Catholic students of families not currently enrolled

Parents of new students entering from another school will need to present their child's most recent report card and must sign an authorization form for release of the child's school records. All new admissions, PreK-8, to Fairmont Catholic Grade School are probationary for the first nine weeks. At the end of the nine weeks, probationary status can either be removed or continued for a period of one additional nine week term. If probationary status is continued, the parents and student will be notified in writing as to why probationary status has been continued and what concrete actions must be taken to remove the probationary status.

## **PRE-KINDERGARTEN**

According to West Virginia law, a child must be four years of age on or before July 1 of the year of pre-kindergarten enrollment. Parents of pre-kindergarten students must submit the following documentation:

1. An official copy of the child's certified birth certificate
2. A permanent or temporary certificate of immunizations from physician

## **KINDERGARTEN ADMISSION**

According to West Virginia law, a child must be five years of age on or before July 1 of the year of kindergarten enrollment. Parents of kindergarten students must submit the following documentation:

1. An official copy of the child's birth certificate.
2. A permanent or temporary certificate of immunization

## **SCHOOL RECORDS**

Fairmont Catholic Grade School will keep a full and accurate record of each student's attendance and academic progress. Cumulative records shall be kept permanently. When a student transfers to another school a copy of the transcript of his/her records including attendance, academic progress, test scores and health records shall be forwarded to the school to which the student is

transferring. However, the school should be given a reasonable amount of time to comply with such requests. No data shall be released about pupils without the written consent of the parents.

### **TUITION POLICY**

The school budget is prepared each year by the school administration and pastor. 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.

**Tuition will not be refunded after September 30, 2023.**

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

- Parent and student access to RenWeb will be withheld
- Student grades will be withheld
- Student will not be accepted for the following school term
- School records will not be sent to other schools

### **FUNDRAISER COMMITMENT**

Fairmont Catholic Grade School is committed to maintaining an affordable tuition. This commitment is part of your responsibility as a member of our Fairmont Catholic School community. With the guidance of Fairmont Catholic's School Advisory Council Members and Designated Pastor we appreciate your support in our fundraising efforts.

### **GRANTS-IN-AID PROGRAM (TAPS)**

Limited financial aid for Catholic families in grades Pre-Kindergarten through eighth grade is available. TAPS applications are available 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.

### **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. All students are required to have updated immunizations. Documentation is required.

### **MEDICATION**

A student possessing or using prescribed medication during school hours must have the following forms on file during the current school year:

1. Medication Administration Authorization Form Completed by Physician.
2. Self-Administration of Medication Form Completed by Physician.

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**

Allergies and other health related issues should be documented on the student emergency form. Please indicate on the emergency form 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. Should new health concerns arise during the school year, please notify the office.

### **STUDENT ILLNESS**

Students should not attend school if they have symptoms of vomiting, diarrhea, pink eye or a fever (100+ degrees). If students are sent home due to these symptoms, they must remain home and symptom free for 24 hours.

Fairmont Catholic Grade School has a NO NIT policy. Any student identified with nits or lice will be sent home. Parents will be advised to begin treatment. Students may return to school with a written note from the Marion County Health Department or pediatrician office. Should an identified case of nits or lice be determined, all families of Fairmont Catholic Grade School students will receive notification. The notification will not include the identification of the student or grade level.

### **DRESS DOWN/DRESS UP SPIRIT DAYS**

Students will have the opportunity to dress down/dress up during the school year. Dress down days/dress up will include: school pictures, class parties, or other days determined by the administration. Students must choose clothing that follows these guidelines: \*See Uniform Policy

First Friday of each month

Dress Down/Up for Charity (\$1.00 donation)

### **FIELD TRIPS**

**\*ALL FIELD TRIPS ARE SUBJECT TO CHANGE BASED ON SAFETY GUIDELINES**

Field trips that enhance the instructional program will be planned yearly, per grade level. A permission slip describing the event and any associated transportation/admission costs will be sent home and must be signed and returned with payment prior to the trip. Parents assisting with field trip transportation must complete the Driver Information Sheet. The school reserves the right to deny field trip participation to any student with excessive absences, tardiness, and disciplinary issues. Students denied field trip participation must report to school. Students not reporting to school will incur an unexcused absence. **NO student will be allowed to participate without a signed permission slip. There will be no exceptions.**

### STUDENT ARRIVAL

Students may be dropped off as early as 7:00 am and will report to their homeroom at 7:15. All students must be in homeroom by 7:45 am. Students arriving after 7:45am will be considered tardy. 5 tardies = 1 day absent

### STUDENT DISMISSAL

For the safety of our children, parents are asked to remain in their vehicle. Students will be escorted to vehicles by school personnel. To ensure the safety of the children, **NO SIDEWALK PICK-UP IS PERMITTED**. The intersection of Madison and Jackson Streets cannot be blocked. We will use the alley behind First Presbyterian Church as an additional access to the back of the school. Every driver on Madison Street will need to let one car into the line from the alley.

- **Back Door (Grades K-4)** will be dismissed starting at 2:20
- **Bridge by Science Lab (Grades 6-8)** will be dismissed starting at 2:20
- Those students not riding the bus or being picked up by 3:00pm will be sent to Keeper of the Knights. Afterschool fees will apply.
- **PreK has two options:** 2:00 Pickup backdoor PreK student only  
2:20-3:00 Pickup backdoor PreK student plus sibling(s)

### BUS PROCEDURES

In the event that a student misses the bus, the school will contact the MCBOE transportation supervisor. If an available bus is in the vicinity of Fairmont Catholic Grade School, that bus will transport the student to their designated drop-off. If no bus is available, a MCBOE transportation employee may be sent to the school in a MCBOE vehicle to transport the student to their final destination. Parents will be notified by the school that their child has missed the bus and will be late. **Marion County Transportation: 304-367-2161**

### 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 after conference with family.

School calendars are distributed to families to aid them in planning family vacations. Families are strongly encouraged to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.

When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence, either hand-written or email to the "classroom teacher" which will then be forwarded to the office. **The communication must include: the child's full name, date(s) of absence, and the nature of illness or reason for absence.** In the case of

prolonged medical absences, three or more days, parents are asked to notify the school office; as well as provide a doctor slip upon the student's return to school.

**Assignments will be given in advance for any time missed by students in middle school. Parents of students are asked to contact the classroom teacher for missing assignments due to absences.** It will be the parent's responsibility to review the skills taught while the student is absent. For every day a student is absent, he/she has that number of days to make up the classwork (Ex. 2 days missed = 2 days to make up work).

Dental and medical appointments should be made outside school hours when possible. If they must be attended to during school hours, the parent will provide an explanation at the time the student is signed out.

### **UNEXCUSED ABSENCES**

- Three (3) unexcused absences: parents will be notified in writing.
- Four (4) unexcused absences: parents will be contacted by telephone.
- Five (5) unexcused absences: a mandatory parent meeting will take place with school administration.
- More than five (5) unexcused absences shall be referred to the Marion County Attendance Director and may result in legal action against the parents/guardians.

**Attendance will be recorded per class in middle school.**

### **TARDIES AND EARLY OUTS**

Students arriving late for class distract students and teachers involved in the learning process. Students arriving after 7:45am are considered late for school. For the safety of the student and to minimize class disruption, students arriving between 7:45-8:00 are to wait in the hallway outside their classroom until after Morning Prayer. The parent of any student who has five events of unexcused tardiness during a nine-week period, will be required to meet with the principal. Additionally, the school reserves the right to implement an in school suspension for any tardy events exceeding ten in a nine-week period. Please make every effort to arrive on time.

### **HOMEWORK POLICY**

Homework is valuable for reinforcing concepts and skills and for mental discipline. Students are expected to review daily that which was learned in class and practice the skills worked on in class. All homework assigned will be checked and returned to the student.

Though some students need more study time than others, the following time schedule for homework is suggested for students:

- Grades K-2 15-30 minutes
- Grades 3-8 45-60 minutes

Students are responsible for completing all homework assignments by due dates. Parents, please report to the teachers if homework takes longer than the recommended time.

## **SNOW DAYS**

Students (PreK-8) or parents of the students, should access Google Classroom to find the assignments for the day. The students are expected to complete the assignments that are posted for a designated snow day and hand them in when school resumes. In the event that a student does not have reasonable access to the internet during a snow day, teachers will make other efforts to provide the class work for the student.

**Families without internet access are asked to contact the school no later than October 1<sup>st</sup>.**

All Fairmont Catholic Grade School teachers will be available between the hours of 8:00-10:00AM and 1:00-3:00PM to answer emails concerning snow day work.

## **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 can check their progress online.

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 or email the classroom teacher to schedule an appointment.

### **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

## **LATE OR MISSING WORK (5-8 Grades)**

Middle school students who do not return an assignment when it is due, will receive 10% off the earned grade for the first day it is late, 20% for the second day, and 30% for the third day. Beyond that, late or missing assignments could result in a zero and a conference with the Principal. Students may be given a maximum of 10 points per semester as extra credit. Examples may include but are not limited to: test corrections, in class assignment corrections, reteach and review assignments.

### **ONLINE GRADING (1-8 Grades)**

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.

### **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 PreK-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.

### **GUIDELINES FOR ATHLETIC PROGRAMS**

Elementary school athletics, policies, and regulations are under the jurisdiction of the athletic director and 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 coaches and families.

## **CONDUCT AND SCHOOL-WIDE EXPECTATIONS**

### **FAIRMONT CATHOLIC KNIGHTS ARE:**

**K. knowledgeable**

**N. noble**

**I. inspired**

**G. growing (Body, Mind, Spirit)**

**H. hard-working**

**T. thinking**

**S. self-disciplined**

The Discipline Policy consists of inappropriate behaviors, consequences of poor choices and, if necessary, an action plan that is developed which involves the student, parent, teacher(s) and administrator working together for change. Ultimately each student is responsible and accountable for his/her own actions.

### **BE RESPECTFUL**

Appropriate behaviors may include but are not limited to:

- Using kind words
- Maintaining your personal space
- Being reverent in church
- Following classroom/school expectations

### **BE RESPONSIBLE:**

Appropriate behaviors may include but are not limited to:

- Putting forth your best effort (classwork and homework assignments)
- Exhibiting self-control
- Being honest in doing your own work
- Using technology appropriately

### **BE SAFE:**

Appropriate behaviors may include but are not limited to:

- Respecting classroom or personal materials
- Following the school expectations in and out of the classrooms
- Keeping your hands and feet to yourself

**CONSEQUENCES:** (Order of consequences may vary due to severity of action)

- Re-direction
- Warning
- Loss of privilege (recess/field trip)

- Conference with teacher
- Conference with principal
- Creation of a behavior plan
- Conduct Notification sent to parent
- Telephone call/email to parent
- Parent conference
- Suspension (in or out of school)

Due to the developmental stage of middle school students, it is important to have behavioral expectations and consequences that are clearly stated. Behavior management relies on the joint partnership between school staff and parents. All students are expected to be responsible for their behaviors, as well as their actions. Cooperation and support from the parents is necessary and expected in order for this management plan to be effective. This plan will encourage students to learn from previous mistakes and make good, moral choices. The general rules of conduct are based on the mutual respect, health, safety and welfare of all students, staff members and adult volunteers.

Appropriate Christian behavior is expected of all students anywhere on the school property or at any school-sponsored events that are on or off campus, in the classrooms, church, lunchroom, restrooms, playground, on field trips, at school sponsored athletic events, at extended day, and all other areas of the school campus.

#### **IN-SCHOOL SUSPENSION/OUT OF SCHOOL SUSPENSIONS/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
- Misuse of technology
- Chronic disciplinary problems
- Vandalism
- Intentional physical contact causing harm
- 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

**Any student that intentionally makes physical contact with another student will be sent home for the day. If this behavior continues, a mandatory conference will be held with the designated pastor, administration, student and parent. Additional consequences may be given.**

## **CONDUCT NOTIFICATION**

Written notification or a phone call may be given in grades K-8 indicating an infraction of a school expectation. **Any student losing a reward or privilege must report to school on the day of the reward. Non-attendance will result in an unexcused absence.** A meeting with the student, parents/guardians, and principal will also occur.

Uniform Notification – Failure to follow the school uniform expectations will result in a uniform notification in the form of an email or written note in the student’s planner.

Suspension – Suspension is given to a student with multiple conduct notifications or a very serious offense. Students that receive a suspension will also be given an Unsatisfactory in conduct for the nine weeks. Notification will be sent in the form of an email or phone call.

\*\*More serious offenses will be handled on an individual case-by-case basis.

\*\* Expulsion – Expulsion from Fairmont Catholic Grade School will be used, in most cases, after a variety of measures have been used to deal with a student’s misconduct or in cases of extreme disciplinary problems posing a risk to other students. The principal must consult with the pastor before a student is expelled from school. Parents/Guardians will be informed in writing of the steps taken to solve the problem and the reasons for the expulsion. A family may appeal the decision to the pastor. A student may be expelled for the same reason for which he/she has been suspended.

\*\*For all grades, in critical situations, suspension and/or expulsion may take place without any formal procedure of the above.

\*\*Fairmont Catholic Grade School has a zero tolerance policy. Bringing any type of weapons or illegal substances on campus or to a school function will be grounds for expulsion.

\*\* Fairmont Catholic Grade School reserves the right to make changes to the discipline policy. Parents will be notified in the form of an email of any changes made to the discipline policy.

## **HARASSMENT, INTIMIDATION OR BULLYING/CYBER BULLYING 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 alleged 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:

- Physical-hitting, kicking, spitting, pushing, pulling, taking and or damaging personal belongs or extorting money, unwelcome physical contact.
- Verbal-taunting, malicious teasing, insulting, name calling, making threats

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.

### **SEARCH AND SEIZURE**

The administration may search student desks, lockers and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. Two adults must be present during the search. (no locks are permitted on lockers)

### **SCHOOL TELEPHONE**

Students should not use the office 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 out of site. 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 Grade School 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 Street entrance. Visitors should ring the bell and when requested, identify themselves before entering the school. Upon entry, **visitors MUST report to the office and sign in.**

Any person(s) picking up a student prior to the regular scheduled dismissal time **MUST** report to the office. The secretary will call for the student to be dismissed. **Teachers WILL NOT, FOR ANY REASON, dismiss a student to an authorized person who comes to the classroom!** Should you have a physical disability that prohibits you from coming to the office; the office will dismiss the student to the back door once an authorized person has arrived. Students will not be released from school before daily dismissal time each day due to safety and instructional minutes in grades K-8.

**All visitors are advised that morning pray begins promptly at 7:50AM and concludes at 8:00AM. Please be respectful of our Morning Prayer time.**

### **PARTIES/TREATS**

**Parties are held throughout the year for students for Halloween, Christmas and Valentine's Day.** 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. We encourage nutritional snacks.

### **LUNCH INFORMATION**

Fairmont Catholic provides a nutritious, federally approved hot lunch which includes milk. Students not eating hot lunch may purchase milk or water will be available. Invoices for lunch purchases will be sent home on the first of every month.

Cost of hot lunch is \$3.75 per day which includes milk. If a child gets milk with their "cold lunch" you will be charged \$.50. Choices available are whole, 1% and chocolate. A menu will be sent home monthly. Invoices for the lunch program will be sent home on the first of every month. **Make checks payable to Fairmont Catholic Lunch Program. Please do not combine lunch payments with any other payments.**

This is a federally subsidized program where reduced or free lunches are available. Guidelines and applications for free and reduced lunch will be sent home the first day of school. Please

return applications as soon as possible. Once approved, families will receive notification of their free or reduced lunch status.

### **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. [Virtusonline.org](http://Virtusonline.org)

### **COMMUNICATION**

Information will be communicated electronically (email & texts) and in paper form. A monthly calendar will be provided with the lunch menu. In addition, the school maintains a school Facebook Page. [https://www.facebook.com/416Madison/?ref=br\\_rs](https://www.facebook.com/416Madison/?ref=br_rs) is the only Facebook Page managed by the administration and faculty of FCS. Faculty members will not be responsible for managing private parent groups.

### **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 and pastor 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.



**K. nowledgeable**  
**N. oble**  
**I. nspired**  
**G. rowing (Body, Mind, Spirit)**  
**H. ard-working**  
**T. hinking**  
**S. elf-disciplined**

**FAIRMONT CATHOLIC GRADE SCHOOL**  
**KINDERGARTEN THROUGH 4<sup>TH</sup> GRADE**  
**2023 -2024 UNIFORM POLICY**

**Uniform combination include:**

<b>TOP - GIRLS</b>	<b>BOTTOM- GIRLS</b>
Maroon polo/vest/sweater/fleece zip up or White Button Up Blouse <b>(FCS Logo Optional)</b>	<b>Monday Tuesday Wednesday</b>  Gray/Maroon plaid skort or V-Neck Jumper
Maroon or Navy polo/vest/sweater/fleece zip up or White Button Up Blouse <b>(FCS Logo Optional)</b>	<b>Thursday Friday</b>  Khaki pants or Khaki skort  Gray/Maroon plaid skort or V-Neck Pleated Jumper
<b>TOP - BOYS</b>	<b>BOTTOM- BOYS</b>
Maroon polo/vest/sweater/fleece zip up or White Button Up Oxford Shirt <b>(FCS Logo Optional)</b>	<b>Monday Tuesday Wednesday</b> Khaki pants or Khaki shorts (May 1 – Sept. 15) <b>No shorts on Mass Day</b>
<b>TOP - BOYS</b>	<b>BOTTOM- BOYS</b>
Maroon or Navy polo/vest/sweater/fleece zip up or White Button Up Oxford Shirt <b>(FCS Logo Optional)</b>	<b>Thursday Friday</b> Khaki pants or Khaki shorts (May 1 – Sept. 15) <b>No shorts on Mass Day</b>

**Monday Tuesday Wednesday Maroon Tops (or white blouse/oxford shirt)**  
**Thursday Friday Maroon/Navy Tops (or white blouse/oxford shirt)**

**\*Khaki pants or Khaki skort is added to Thursday and Friday as an added option to the pleated jumper.**

**5<sup>th</sup> GRADE THROUGH 8<sup>th</sup> Grade**  
**2023-2024 UNIFORM POLICY**

**Uniform combination include:**

<b>TOP - GIRLS</b>	<b>BOTTOM- GIRLS</b>
Maroon polo/vest/sweater/or fleece zip up or White Button Up Blouse <b>FCS Logo Required</b>	<b>Monday Tuesday Wednesday</b> Grey/Maroon plaid skort or V-Neck Jumper
Maroon or Navy polo/vest/sweater/fleece zip up or White Button Up Blouse <b>FCS Logo Required</b>	<b>Thursday Friday</b>  Khaki pants or Khaki skort  Gray/Maroon plaid skort or V-Neck Pleated Jumper
<b>TOP - BOYS</b>	<b>BOTTOM- BOYS</b>
Maroon polo/vest/sweater/ fleece zip up or White Button Up Oxford <b>FCS Logo Required</b>	<b>Monday Tuesday Wednesday</b> Khaki pants or Khaki shorts (May 1- Sept. 15) <b>No shorts on Mass Day</b>
<b>TOP – BOYS</b>	<b>BOTTOM- BOYS</b>
Maroon/Navy polo/vest/sweater/ fleece zip up or White Button Up Oxford <b>FCS Logo Required</b>	<b>Thursday Friday</b> Khaki pants or Khaki shorts (May 1- Sept. 15) <b>No shorts on Mass Day</b>

**Monday Tuesday Wednesday Maroon Tops (or white blouse/oxford shirt)**  
**Thursday Friday Maroon/Navy Tops (or white blouse/oxford shirt)**

**\*Khaki pants or Khaki skort is added to Thursday and Friday as an added option to the pleated jumper.**

## **MASS DAYS / SPECIAL EVENTS**

- Female students will be required to wear their plaid jumper and/or skort on Mass days/special events.
- No shorts on Mass days for males

### **Every uniform combination for female students also includes:**

- Maroon/navy knee-high socks to match top on designated days
- Maroon/navy tights to match top on designated days Winter months (November-February)
- Black belt with a simple buckle to be worn with khaki pants
- Black Dress shoes (Loafers, Mary Jane or Ballet Flats)
- Athletic shoes for gym classes only or on Dress Down/Dress Up day (FIRST FRIDAY of the Month)
- No sandals or flip flops

### **Every uniform combination for male students also includes:**

- Maroon or navy socks to match shirt (must be visible above the ankle)
- Black belt with a simple buckle to be worn with khaki pants
- Black Dress shoes (Loafers or black shoes with laces)
- Athletic shoes for gym classes only or on Dress Down/Dress Up day (FIRST FRIDAY of the Month)
- No sandals or flip flops

### **Additional items that are optional include:**

- Maroon, navy or gray & maroon plaid hair accessories: headbands, barrettes, clips, small bows
- Boys: maroon & gray plaid tie
- Boys/Girls: Vest with logo or cardigan with logo required for (5-8)
- Girls: post earrings
- Religious medal, watch and/or one small bracelet

### **To complete the look:**

- Shirts must be tucked in at all times
  - Hairstyles need to be clean and neatly styled
  - Skorts or skirts must be less than 2" above the knee
  - No sweatshirts or hoodies at any time unless dress down/dress up day or designated by administration for special events
- Dress down/Dress up Day will be the FIRST FRIDAY of each month (Spirit Wear) (\$1.00 donation)

## **LOGOS**

- Middle school students (5-8) are required to have FCS Logo on polo or white dress shirts.
- FCS Logo is optional for elementary students.

## **PROHIBITED ITEMS INCLUDE:**

- Boots can be worn to school on snowy days but not during school hours
- Cargo shorts or pants
- Leggings/tight pants
- Bright colored nail polish
- Jeans with hole

**PLEASE SIGN AND RETURN THIS FORM  
TO YOUR CHILD'S HOMEBASE TEACHER  
(one per family)**

**Parent/Student Handbook can be found on our website:  
[www.fairmontcatholic.com](http://www.fairmontcatholic.com)**

I have reviewed, with my child, the Fairmont Catholic Grade School Handbook for the 2023-2024 School Year. Signed updated forms will be filed in student folders. Please contact the office if you would like a paper copy.

\*All information is subject to change. You will be provided up to date information by the Principal if guidelines change.

**Parent's Signature / Date**

\_\_\_\_\_ / \_\_\_\_\_

**Student Signature(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_