2026-2027

Parent & Student Handbook

Fairmont Catholic Grade School

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Website: www.fairmontcatholic.com

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1. Introduction

Welcome to Fairmont Catholic Grade School. We are honored that you have chosen Catholic education and entrusted us to partner with you in the formation of your child. At Fairmont Catholic, we believe parents are the primary educators of their children, and we are committed to working together to nurture faith, academic excellence, service, leadership, and character.

This handbook is designed to provide students and families with important information regarding school expectations, policies, procedures, academics, conduct, and daily operations. Enrollment at Fairmont Catholic indicates agreement to support and follow the policies and expectations outlined in this handbook.

The administration reserves the right to amend this handbook when necessary. Families will be notified of significant changes.

Mission Statement

At Fairmont Catholic, we are Knights of FAITH:

Forming disciples
Achieving academic excellence
Inspiring service to others
Truth rooted in the Gospel
Hearts centered on Christ

Philosophy

Fairmont Catholic Grade School exists to support parents in their responsibility as the primary educators of their children while fostering a Catholic faith community rooted in Gospel values.

We believe:

- Every child is a unique gift from God.
- Jesus Christ is the center of all learning and school life.
- Catholic education develops the whole child spiritually, academically, emotionally, socially, and physically.
- Students should be encouraged to use their God-given talents in service to others.
- A safe, respectful, and nurturing environment promotes academic success and Christian discipleship.

2. Admissions

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. Students with disabilities will be considered for admission on an individual basis, with consideration given to the student's specific needs and the school's resources, staffing, accessibility, and ability to provide appropriate support within the educational environment. 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 in good standing (academics, behavior, and attendance)
2. Children of full-time Fairmont Catholic Grade School employees
3. Students of currently enrolled families
4. Catholic students of families not currently enrolled
5. 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.

Two-step Admission Policy: Admission to Fairmont Catholic Grade School is a two-step process. First, a completed application for admission must be submitted. Applicants will then participate in an academic screening and evaluation process to determine grade-level readiness and proficiency.

Students must demonstrate appropriate academic performance and readiness at grade-level expectations. Once acceptance is approved, the enrollment process may be completed.

New Student Probation: All new admissions, PreK-8, shall be on academic, attendance, and disciplinary probation for one year. The Principal and Administration of Fairmont Catholic Grade School reserve the right to review a student's probationary status at any time during the school year. If sufficient progress or compliance is not demonstrated, the student may be subject to additional conditions, withdrawal, or dismissal from the school prior to the end of the academic year. *Students with suspensions from previous school will be taken on a case by case basis.

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. PK applicants will then participate in an academic screening and evaluation process to determine grade-level readiness and proficiency.

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 immunization

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. Kindergarten applicants will then participate in an academic screening and evaluation process to determine grade-level readiness and proficiency.

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.

NON-CATHOLIC STUDENTS

Since religious instruction is an integral part of the mission and daily life of Fairmont Catholic Grade School, all students, regardless of religious affiliation, are required to participate in the Catholic religion program. Catholic religion classes are the only religion classes offered within the school curriculum.

Applicants and families seeking admission should be willing to:

- Understand and support the philosophy, mission, and goals of Catholic education.
- Attend and participate respectfully in all religion classes.
- Attend school liturgies, prayer services, and other faith-based activities.
    - Please note: Reception of the Eucharist is reserved for practicing Catholics who are properly prepared to receive Holy Communion.
- Participate in service projects and faith-centered activities connected to the religious education program.

3. Tuition and Financial Policies

Fairmont Catholic strives to provide affordable Catholic education while maintaining academic excellence and student opportunities.

Financial Agreement

Every family must complete the required Financial Agreement and finalize an approved tuition payment plan through FACTS at least five (5) days prior to the first day of school. Monthly payments must begin immediately according to the selected plan.

Families receiving Diocesan, Parish, HOPE Scholarship, or other tuition assistance are still required to complete all financial agreements and establish payment arrangements prior to the start of school.
Failure to fulfill financial obligations may result in the following consequences:
delayed enrollment or attendance; withholding report cards, records, or transcripts; suspension from extracurricular activities, athletics, field trips, and school events; students will not be accepted for reenrollment for the following school term.
All tuition and fees for the current school year are the responsibility of the parent/guardian as outlined in the signed financial agreement.

FACTS Tuition Management
All families are required to enroll in FACTS Tuition Management for tuition payment plans and financial agreements.
Tuition Assistance
Families may apply for:

- HOPE Scholarship
- TAPS Tuition Assistance
- Parish assistance where applicable

Families are responsible for completing all required applications and meeting deadlines.

HOPE Scholarship Information
Families participating in the HOPE Scholarship program are responsible for:

- Maintaining an active HOPE account
- Releasing quarterly payments through the HOPE portal
- Monitoring account balances and payment deadlines
- Completing all required verification processes

Failure to release HOPE funds does not remove the parent/guardian's responsibility for tuition payment obligations.

4. Academic Standards

At Fairmont Catholic Grade School, a strong partnership between home and school is essential to the success and development of each student. By working together, we support students in their spiritual, academic, social, and personal growth.

Parents/guardians are expected to:

- Ensure students arrive rested, prepared, and on time each day
- Support the mission, values, and educational goals of the school
- Read and respond to school communications in a timely manner
- Notify the school of any changes in contact information or health concerns
- Participate in school activities and programs when possible

- Communicate respectfully and cooperate with faculty and administration regarding student progress and discipline

Together, we strive to create a positive, faith-filled learning environment that encourages each child to reach his or her fullest potential.

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. PreK and Kindergarten progress reports are sent at the end of each semester. Parents and students (Grades 1-8) can check their progress online.

Parent/Teacher Conferences are held once 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.

Diocesan Grading Policy 6411

Grades K–2

Grade	Meaning
O	Outstanding
S	Satisfactory
U	Unsatisfactory

Grades 3–8

Grade	Percentage
A	90–100
B	80–89
C	70–79
D	60–69
F	59 and 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.

HOMEWORK POLICY

Homework is valuable for reinforcing concepts and skills and for mental discipline. Students are expected to review daily what 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 1st.

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 designated snow day work.

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.

4. Attendance

Regular attendance and punctuality are essential for academic success.

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.

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.

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).

STUDENT ARRIVAL

Students may be dropped off as early as 7:00 a.m. and report to their homeroom beginning at 7:15 a.m. All students must be in homeroom by 7:45 a.m. Students arriving after 7:45 a.m. will be considered tardy.

Any student arriving late must be signed in by a parent/guardian in the school office and obtain a tardy slip before reporting to class. Students will not be permitted to enter the school without a parent/guardian signing them in through the office when arriving tardy.

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 5-8)** will be dismissed starting at 2:20
- Those students not riding the bus or being picked up by 2:30pm will be sent to Keeper of the Knights. Afterschool fees will apply.

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**

Absences

Parents must notify the school when a student is absent. Written or electronic communication should include:

- Student name
- Date(s) of absence
- Reason for absence

Doctor excuses may be requested for extended absences.

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.

Excessive unexcused absences may jeopardize a student's continued enrollment, and the student may be asked to withdraw from the school.
In addition, excessive absences totaling twenty (20) days or more, whether excused or unexcused, may result in retention at the current grade level and/or withdrawal from Fairmont Catholic Grade School due to the impact on academic progress and instructional continuity.

TARDIES
Students arriving after 7:45 a.m. are considered tardy. Tardy arrivals must report to the school office with a parent/guardian to be signed in. Students will not be admitted to class without a parent/guardian signing them in and obtaining a tardy slip or release-to-class pass.
Students arriving late disrupt the learning environment and interfere with instructional time for both students and teachers. For the safety of the student and to minimize classroom disruption, students arriving between 7:45 a.m. and 8:00 a.m. are to remain in the hallway outside their classroom until the conclusion of Morning Prayer before entering the classroom.
Three (3) tardies will be recorded as one (1) unexcused absence. Excessive tardiness may result in administrative conferences with parents/guardians. Parents/guardians of students who accumulate five (5) unexcused tardies within a nine-week grading period will be required to meet with the Principal. Families are encouraged to make every effort to ensure students arrive at school on time each day.

Vacations During School
Families are encouraged to schedule vacations during school breaks. Students remain responsible for missed work.

6. Health and Safety

Illness
Students should remain home if experiencing:

- Fever
- Vomiting
- Diarrhea
- Pink eye
- Contagious illness symptoms
- Students must be fever-free for 24 hours before returning to school.

MEDICATION
A student requiring 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.
3. All medications are to be kept in the office, even OTC medications.

4. All medications must be kept in their original container and affixed with the student's name; labeled with directions, dosage amount, dosage time, and purpose of the medication.
5. All medications must be brought to the office by a parent or guardian.
6. No student is permitted to have OTC or prescription medications in possession during the school day.
7. **Parents who send non-prescription medication to school must follow the same procedure 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 not permitted.**

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.

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.

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.

7. Parent Partnership/Volunteers

Parents, grandparents, and parish volunteers are a vital part of Fairmont Catholic. The Diocese of Wheeling-Charleston requires that anyone volunteering in the school follow a three step approval process:

1. Complete an online VIRTUS training at virtus.org
2. Read and sign for understanding the Diocesan Policy on child Sexual Abuse.

3. Complete a Background check and be cleared.
4. Maintain up to date renewals per VIRTUS requirements.

8. Technology Use/Electronic Devices/Cell Phones/Social Media

To help maintain a safe, respectful, and focused learning environment, Fairmont Catholic Grade School has established the following expectations regarding electronic devices, cell phones, smart watches, social media, and technology use during the school day. Students and parents are expected to review and support these guidelines carefully. Violations of these expectations may result in disciplinary action, including the loss of technology privileges, detention, suspension, or other consequences deemed appropriate by the administration.

1. Cell phone usage is not permitted during the school day.
   If a student must have a cell phone for after-school activities or transportation purposes, the phone must remain off and secured in the classroom's designated storage area during the school day and may be retrieved at dismissal.
   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.
2. Violation of the electronic devices 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.
3. 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.
4. Smart watches are not permitted during the school day.
5. Students may not text, email, or communicate electronically using school technology or personal devices during the school day unless authorized by a teacher or administrator for educational purposes.
6. The possession, sharing, or transmission of inappropriate messages, photographs, videos, or other electronic content is strictly prohibited.
   Violations may result in disciplinary action, including suspension and/or dismissal from school.
7. The use of social media during the school day is prohibited and may result in disciplinary action.
8. Unauthorized recordings, photographs, screenshots, videos, or images of students, staff, classrooms, lectures, or school activities are prohibited without express permission from

school administration or faculty.
Violations may result in disciplinary action.

9. Publishing, posting, or sharing disparaging, inappropriate, threatening, or defamatory comments, images, or content regarding the school, students, families, faculty, staff, or parish community is prohibited and may result in disciplinary action.
10. Parents/guardians may be financially responsible for lost, stolen, or damaged school-issued Chromebooks.
11. School photographs and media releases: Student photographs and videos may be taken throughout the school year for educational, promotional, yearbook, website, social media, or school-related purposes in accordance with the school's media release policies.

9. Uniform Policy

The uniform policy at Fairmont Catholic Grade School reflects our commitment to school pride, student safety, modesty, and a positive learning environment. Students are expected to be neat, clean, and in proper uniform each day unless otherwise designated by the administration. Please review the following guidelines carefully to ensure compliance with the school dress code.

Fairmont Catholic School Uniform Guidelines

Girls (PK-8)	**Uniform Top**	**Uniform Bottom**
Mon-Wed	Maroon polo, vest, sweater/fleece zip-up, or white blouse	Plaid skort or plaid jumper
Thu-Fri	Maroon polo, vest, sweater/fleece zip-up, or white blouse	Khaki pants, skort, or skirt
Mass/Special Events	White blouse or approved uniform top	Plaid jumper or plaid skort

***Skorts and skirts must be no more than 2 inches above the knee.**

Boys (PK-8)	**Uniform Top**	**Uniform Bottom**
Mon-Fri	Maroon polo, vest, sweater/fleece zip-up, or white Oxford shirt	Khaki pants
Aug-Oct 31	Approved uniform top	Khaki shorts permitted
Apr 1-End of Year	Approved uniform top	Khaki shorts permitted
Mass/Special Events	White Oxford or approved uniform top	Khaki pants only

Additional Uniform Information

Category	Requirements
Logo Requirement	Grades PK–4: FCS logo optional. Grades 5–8: FCS logo required on polos and white dress shirts.
Footwear	Black dress shoes required. Athletic shoes may only be worn for PE or approved dress-down days. Sandals and flip-flops are not permitted.
Belts & Socks	Black belt with simple buckle required with khaki pants. Boys must wear maroon or khaki socks visible above the ankle.
Accessories	Maroon or gray/plaid hair accessories, maroon and gray plaid tie, logo vest or cardigan (Grades 5–8), small earrings, religious medal, watch, or one small bracelet.
Appearance	Shirts must remain tucked in. Hairstyles should be clean and neatly groomed. Skirts and skorts must follow length requirements.
Outerwear	Sweatshirts and hoodies are not permitted unless approved for a dress-down day or special event.
Dress Down Days	The first Friday of each month is designated as a Dress Down/Spirit Wear Day. A $1 donation may be requested.
Prohibited Items	Jeans with holes, cargo pants or shorts, leggings worn as pants, bright-colored nail polish, sandals, and flip-flops.
Winter Footwear	Boots may be worn to and from school during inclement weather but must be changed upon arrival.
Uniform Vendors	Lands' End and School Belles (School Code: S0732).

The administration reserves the right to determine the appropriateness of student attire and appearance. Any item not specifically addressed in this handbook may be deemed unacceptable if it is considered distracting, unsafe, immodest, or inconsistent with the standards of Fairmont Catholic School.

10. General Policies

ACCIDENTS/INJURY

In the event of an accident, the parent will be notified immediately. Action will be taken in the best interest of the child's well-being.

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)

BIRTHDAY PARTIES/INVITATIONS/GIFTS

Birthday parties at school are not permitted. Students may bring in a snack to share with the class. Invitations to parties must include all classmates **or** all of the same gender in order to be distributed at school.
To avoid disruptions and hurt feelings, students may not hand out gifts, treats, or other items to classmates at school unless the distribution includes the entire class and has prior approval.

CHILD ABUSE LAWS

WV State Law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services with DHHR by any staff member.

CLASSROOM POLICIES

Students are expected to be in the classroom by 7:45AM prepared and ready to learn each day. Chromebooks should be fully charged and students prepared with all necessary materials for the day.

The classroom teacher may establish additional classroom expectations and procedures as needed.

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. This is the only Facebook Page managed by the administration and faculty of FCS. Faculty members will not be responsible for managing private parent groups.

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 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/Spirit Wear for community service ($1.00 donation)

FIELD TRIPS

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.**

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

HOLIDAY PARTIES

Parties are held throughout the year for students for Halloween, Christmas and Valentine's Day. A head Homeroom Parent will be selected to organize the party and communicate party details with the other homeroom parents. We encourage nutritional snacks.

INCLEMENT WEATHER DAYS

Fairmont Catholic will follow Marion County Schools Inclement Weather Schedule for delays/early dismissal/closing of school. It will be announced through texts and email.

KEEPERS

Fairmont Catholic Grade School offers the "Keepers" After-School Care Program for students who require supervision beyond the regular school day. (2:30-5:00PM) The program provides a safe, structured, and caring environment for students after dismissal. Registration and payment information for the Keepers Program will be provided separately.

LUNCH INFORMATION

Fairmont Catholic Grade School provides a nutritious, federally approved hot lunch program. The cost of hot lunch is **$3.75 per day**, which includes milk. Milk choices include whole, 1%, and chocolate milk. A monthly lunch menu will be sent home with students. Invoices for lunch purchases will be sent home on the first of each month.

Students bringing a packed ("cold") lunch may purchase milk for **$0.50**. Water is also available.

To ensure student safety, microwaves are not available for student use to heat lunches or snacks.

Fairmont Catholic participates in a federally subsidized lunch program through which free and reduced-price lunches may be available for qualifying families. Applications and income guidelines for free and reduced lunches will be distributed on the first day of school. Families are encouraged to return applications promptly. Once applications are processed, families will be notified of their eligibility status.

LOST & FOUND

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

MAP GROWTH ASSESSMENT

Fairmont Catholic students grades K-5, will participate in the MAP Growth Assessment three times during the school year. (Fall, Winter, Spring) Results will be shared with parents following each testing window.

MONEY COLLECTIONS

Fairmont Catholic will not accept CASH PAYMENTS unless otherwise stated for specific events.

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.

SCHOOL CELEBRATIONS AND TRADITIONS

Fairmont Catholic Grade School takes great joy in cultivating a vibrant community spirit through our school-wide celebrations. Throughout the year, our calendar, classroom activities, and

decorations reflect both the beautiful seasons of the Catholic liturgical year and traditional holidays, including Halloween, Thanksgiving, Christmas, and Valentine's Day.
We use traditional seasonal symbols, crafts, and themes to celebrate fellowship and the changing seasons. We deeply respect that families from various faith backgrounds may observe these holidays differently at home. However, to maintain consistency for our teachers and students, the school proceeds with its standard scheduled events and classroom decorations. Fairmont Catholic Grade School is unable to alter school-wide celebrations or provide separate alternative activities or supervision based on individual family preferences. Enrollment implies an understanding that these traditional celebrations are a standard, joyful part of our school environment.

SCHOOL PICTURES
School pictures will be taken in the Fall and Spring. Picture purchase is optional.

SCHOOL SUPPLIES
Students are responsible to bring the necessary school supplies. Students will receive a list of materials required by the teacher at the beginning of the school year.

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.

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. (locks are not permitted on lockers)

SNACKS/DRINKS
Students may bring a healthy snack and drink from home each day. Water is the only beverage permitted in classrooms. Energy drinks, coffee drinks, sodas, and similar beverages are not permitted.
Beginning this school year, whole-class snacks or treats brought in for sharing will no longer be permitted. Students should bring their own individual healthy snack each day. Families are encouraged to send nutritious snack options that support student wellness and learning throughout the school day.

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 tuition.

STUDENT SOCIAIZATION AND MEDIA CULTURE

At Fairmont Catholic Grade School, we strive to foster a natural, friendly, and age-appropriate social environment where our students can interact happily with their peers. We recognize that mainstream children's media, games, movies, and popular culture are natural topics of conversation among children during recess, lunch, and daily social times.

Our faculty and staff actively monitor student interactions to ensure that all peer conversations and playground games remain kind, respectful, and age-appropriate. The school does not restrict or censor general student-to-student conversations regarding mainstream popular culture that aligns with standard Catholic values. While we understand and respect that families set different boundaries regarding media and entertainment at home, Fairmont Catholic Grade School cannot monitor or police peer conversations to match the individual media restrictions of every household.

TEXTBOOKS

Textbooks are the property of Fairmont Catholic Grade School and are distributed to students at the beginning of the school year. 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.

TOYS/GAMES/FIDGETS

Students are not permitted to bring toys, gaming devices, or personal electronic devices to school unless approved in advance by the teacher or administration for a school related activity. Fidget spinners and similar distraction items are not permitted at school unless approved by the administration.

MONEY COLLECTIONS

Fairmont Catholic Grade School operates on a checks only policy for school-related payments. Cash payments will not be accepted unless otherwise noted for specific events or activities.

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 and sign the student out. 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 bring the sign out sheet to the door and 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 PreK-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.

11. Student Code of Conduct/Dress Code/Behavior

Not every disciplinary situation can be anticipated or specifically addressed within school policy. Therefore, Fairmont Catholic Grade School reserves the right to determine and implement appropriate disciplinary action based on the circumstances of each individual situation.

The purpose of Fairmont Catholic's discipline policy is to foster a Christ-centered environment rooted in respect, responsibility, self-discipline, and accountability. All students are expected to contribute positively to the school community and demonstrate appropriate behavior throughout the school day and at all school-related activities.

Parents play an essential role in helping students develop responsibility and accept the consequences of their actions. A strong partnership between home and school is necessary to support student growth and maintain a positive learning environment.

Student Conduct:

1. Students are expected to conduct themselves in a respectful and orderly manner at all times. Running, shouting, excessive noise, and other disruptive behaviors are not permitted.
2. Students are expected to use good manners in dealing with each other and the staff.
3. Students may not leave class unless they have permission from the teacher.
4. Students are prohibited from chewing gum on school or church property.
5. Any misconduct or disruption during Mass or at church may lead to disciplinary action.
6. In public, when representing Fairmont Catholic, students are required to follow all codes of conduct and policies stated within the Student handbook.
7. The Principal and/or Assistant Principal have the right to determine the appropriateness of an action.

A. Care of School Property:
   1. Defacement of school property such as: lockers, doors, walls, desks, bulletin boards, books and equipment is a serious offence and parents will be responsible for payment of the damaged equipment and supplies and may result in withdrawal from Fairmont Catholic.
   2. Textbooks are the property of the school and must be replaced for full cost by the parent if damaged.

B. Personal Property:
   1. The school is not responsible for any personal item brought to school by a student.
   2. Items that are deemed distracting to the learning environment may be confiscated and held in the school office until the end of the school day. Examples include, but are not limited to, trading cards, toys, Sharpie markers, laser pointers, and similar items.

C. **Dress Code and Personal Appearance**:
Fairmont Catholic requires students to be uniformly dressed. Such uniformity facilitates the achievement of many of our value-oriented objectives. Students should take pride in themselves and in the way they think, act, and feel.

The following guidelines must be adhered to by students and support our objectives:

1. No costume jewelry is permitted. Only small, discreet Christian jewelry is permitted.
2. No piercings beyond an earlobe. Earrings must be small and discreet and no costume jewelry earrings. No gauges in lobes.
3. No tinsel weaved in hair.
4. No unnatural hair dyes permitted in hair.
5. No facial piercings permitted.
6. Nail polish is to be neutral in color: clear, beige, pale pink.
7. No sandals, crocs, slippers, high heels, or hiking boots.

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.

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.

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 administration will also occur.

Fairmont Catholic Discipline Committee will review infractions and submit recommendations to the administration. Chairperson of the Discipline Committee is Sister Reeta Lopis.

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.

** 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, bulling 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:

<u>"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent</u>. 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.

Please refer to the Discipline Levels Chart for specific behavioral infractions and corresponding consequences.

PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S TEACHER

Sign and Return This Form (one per family)

Parent/Student Handbook can be found on our website:

www.fairmontcatholic.com

I have reviewed, with my child, the Fairmont Catholic Grade School Handbook for the 2026-2027 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):

_____

_____

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