



# OUR LADY OF VICTORY SCHOOL

## PARENT/STUDENT HANDBOOK

2009-2010



*A NATIONAL SCHOOL*  
*of*  
EXCELLENCE

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## I. MISSION

**Our Lady of Victory School (OLV)** is committed to providing a Catholic learning environment that promotes scholarly excellence and fosters moral and spiritual growth. OLV partners with parents to prepare students to *learn today and lead tomorrow*.

We commit to **Living Our Faith**. OLV strives to develop:

- faith-filled students nurtured in authentic Catholic principles and tradition and rooted in the life of our Parish
- students who stand up for Gospel values, understand and share their beliefs, and take pride in doing the right thing
- students open to God's call to live an active faith, visible through interaction with one another, their families, and their community

We commit to **Developing Young Scholars**. OLV provides:

- a rigorous academic curriculum that prepares students for rewarding high school and college experiences
- an intimate environment with individual attention from faculty and staff
- dedicated teachers who are highly qualified, effective, and imaginative
- classrooms that are well-equipped for students to achieve

We commit to **Enriching Our Community**. OLV offers:

- a vibrant and diverse student body drawn from the local and international community that cares for and contributes to the Palisades and metropolitan Washington communities
- a place where students learn to care for themselves and one another
- a home for community celebration through daily assembly, prayer, and worship
- the formation of young leaders through activities beyond the classroom

## II. PHILOSOPHY

The philosophy of OLV is rooted in the beliefs, traditions and educational ministry of the Catholic Church. OLV has the privilege of an educational heritage with the Sisters of Notre Dame who founded and served in the school. This order of sisters, founded by Father Bernard Overberg, taught by utilizing a philosophy of education based on four principles still embraced in the school today:

- the dignity of the teacher
- the worth of the individual student
- the thoroughness of instruction in all areas
- the centrality of faith in the curriculum

“The seed is the word of God which you are called to implant in the hearts of the children. In its time it will bear fruit, and you will see that in doing good to one child, you will have saved whole generations.” -St. Julie Billiart

### III. HISTORY

OLV was founded in the 1950's by Our Lady of Victory Parish in response to growing needs of parish families. During the mid-1940's, it became apparent that a school was needed to serve the growing number of parish families with school-age children. In 1954, Monsignor Hess broke ground for a seven-classroom school and convent at the intersection of MacArthur Boulevard and Whitehaven Parkway in the Palisades neighborhood of Washington, DC.

Monsignor Hess had a connection to the Sisters of Notre Dame (SND) from Chardon, Ohio, who responded to his invitation to serve in the school. The congregation of the SND branched from the order founded by St. Julie Billiart in Namur, Belgium, in 1806. The SND brought to the school the spirituality of the congregation: "All for Jesus through Mary," and their educational philosophy. Julie was beatified on May 13, 1906, and canonized by Pope Paul VI in 1969.

Classes began in the new school on September 12, 1955, with an initial enrollment of 143 students in grades 1-4 with an average class size of 37. The majority of students came from neighborhood public schools. On Sunday, October 9, 1955, the Most Reverend Archbishop Patrick A. O'Boyle, D.D. laid the cornerstone and dedicated the new Our Lady of Victory School and Convent.

The rapid growth of the school and parish required the addition of three more classrooms, a faculty room, and an office above the auditorium in 1959. In June 1960, the first graduates were awarded their diplomas. The school flourished through the 1960s and 1970s, adding kindergarten and pre-kindergarten in 1974. In the 1980s, however, demographic changes in the parish attributed to "aging in place," together with families moving to the suburbs resulted in declining enrollments. Enrollment fell to 86 students. Despite a consolidation of OLV with Marymount Elementary School in 1989, the school nearly closed in the early 1990s.

In 1990, the SND returned to Chardon and Susan Milloy was appointed OLV's first lay principal. Under her innovative and enthusiastic leadership, with the support of a dedicated group of parents, the Diocesan School Board allowed the school to continue. Despite the challenges of the early 90's, the school's reputation grew and attracted students from the wider metro DC area. The school added a nursery program in 1995 and the convent was renovated into a library.

The school regained momentum and, by the millennium, enrollment was stable at 160. In 2004, Sheila Martinez was appointed as the principal of OLV where she continues to serve. The school is thriving - enrollment in grades nursery through eight is 192 and the average class size is 17. In 2005 the school underwent a major renovation with new air conditioning, windows, ceilings, and lighting. Temporary modular classrooms and office space additions have also improved the instructional environment.

In October 2007, OLV was recognized as a Blue Ribbon School of Excellence by the U.S. Department of Education. This award is given to fifty non-public schools each year that consistently demonstrate student achievement in the top ten percent of schools nationally. Such schools are identified as national models of excellence.

## **IV. ACCREDITATION**

OLV is accredited by the Middle States Association until 2011. In 2007, the six-year progress report was submitted with a third goal added. The Middle States commission recognized OLV as an outstanding school.

### ***Two original goals:***

1. Academic Excellence
2. Integration of Technology and Humanities into the Curriculum

### ***Additional Goal:***

3. Catholic Identity

### ***Objectives:***

#### **1. Academic Excellence**

- Discipline
- Standards for student academic achievement
- Teacher presentation
- Increased spiritual life of the school
- Community service
- Communication – parents, teachers, community

#### **2. Integration of Humanities and Technical Science**

- More field trips
- Enhanced school programs
- Improved professional development
- Enhanced learning resources
- Increased collaboration between faculty and parents
- Additional student presentation opportunities

#### **3. Catholic Identity**

- Strengthened relationship between the school and church
- Increased participation in social justice activities
- Fostering of Christian community among children and their families
- Reestablishment of a relationship with the Sisters of Notre Dame
- Emphasis on Catholic identity with a greater number of visual representations

## **V. NONDISCRIMINATION POLICY**

OLV, mindful of its primary mission as both an effective instrument of the educational ministry of the Church and a witness of the love of Christ for all persons, does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of educational policies, admission policies, loan programs, athletic and other school-administered programs.

## **VI. REGISTRATION**

Registration is conducted during the spring semester prior to each new academic school year. Students wishing to attend OLV the following academic year must register at this time. A non-refundable deposit is required to secure the registration. This fee will be applied as a credit to the tuition for the next academic year.

## **VII. ADMISSION POLICIES**

### **Criteria**

To be successful, students must be able to meet the academic standards of OLV. In addition, they must exhibit common courtesy and behavior in accordance with the rules and regulations of the school.

Consideration for admission is based on the following criteria, in order:

1. Applicants with siblings currently attending the school
2. Our Lady of Victory Church parishioners (the order in which parishioners are admitted is determined by Sunday attendance and the sharing of time, treasure, and talent in parish life)
3. Catholics who are members of other parishes
4. Members of other faith communities or those without religious affiliation

Readiness tests for students entering kindergarten are administered in the spring of each year. For students who do not exhibit appropriate readiness, an interview with the parents/guardians is recommended to determine procedures to be followed. (Archdiocese of Washington Policy)

Children entering nursery, pre-kindergarten, or kindergarten must be three, four or five years old, respectively, on or before September 30<sup>th</sup> of that year. All children must be toilet trained before the start of the school year.

## **Procedures**

For admission to OLV, the following items are required:

1. Completed application and fee (non-refundable)
2. Copy of birth certificate and baptismal certificate (if Catholic)
3. Letter of recommendation from classroom teacher or principal of current school
4. Transcript of grades, standardized test scores and any educational assessments
5. Admissions test
6. Visiting day and, if requested, an interview with the principal
7. Verification of active parish affiliation/stewardship if applying for parish rate
8. Non-refundable deposit upon registration

Children entering OLV for the first time are required to have a health examination and immunizations as required by D.C. law. These records must be kept up to date and in compliance with D.C. law.

## **Transfers and withdrawals**

A family wishing to withdraw their child (ren) from OLV should notify the school office in writing 60 days prior to the expected date of transfer. This is to allow sufficient time to settle all records and financial obligations including tuition, Extended Day fees, book fees, Home and School Association dues/fees, and any late fees. A fee for each transcript requested will be incurred for students transferring from OLV in grades N-7.

Parents who withdraw their child for any reason on or after June 1<sup>st</sup> will be responsible for the full financial obligations for the year beginning the following September. This includes tuition and fees.

## **VIII. FINANCIAL POLICIES**

### **Financial Obligations**

The following provides information about tuition and other payment obligations for the enrollment of students at OLV for the academic year beginning in September.

**Please note that parents who withdraw their child/children for any reason at any time after June 1, 2009 will be responsible for the full financial obligation for the 2009-2010 academic year, including tuition and fees.**

### **Deposit**

A non-refundable deposit is required with the signed tuition agreement to secure enrollment. The amount of this deposit is calculated as follows: \$1,000 per child for all new applicants or \$500 per child for students re-registering. The remaining balance of the tuition is to be paid according to the payment schedule.

### **Tuition**

Please refer to the Tuition Schedule for information about how rates are calculated. Rates are different for in-parish and out-of-parish families. Families who move to the OLV parish from outside the DC metro area may be able to obtain the in-parish rates during their first year with principal and pastor approval.

In Parish: To be considered for in-parish tuition rates, a family must be registered in Our Lady of Victory Parish for a minimum of one year prior to school registration. In addition, it is expected that families who claim the in-parish subsidy will attend Mass regularly, participate in parish ministries and activities, and be able to verify financial contributions in support of the parish. Families who do not meet these criteria will be expected to pay out-of-parish rates.

### **Books & Materials Fee**

A per-child fee for students in grades nursery through 8 is assessed to cover the costs of books, supplies, and materials. Payment in full is due the first week of school. This fee may be rolled into tuition payments.

### **Fundraising Requirement**

All OLV School families are required to contribute \$600 to school fundraising activities or a minimum of 30 hours of volunteer service towards fund raising activities. Families may choose a combination of volunteer hours and financial contributions. Any family with an outstanding balance at the end of the school year will be billed \$20 per hour.

### **Home and School Association Fee**

An activity fee of \$125 per family is due in September payable to the OLV Development Fund. This fee helps defray the costs of HSA activities (Sock Hop, Bingo Night, Breakfast with Santa, etc.). Please refer to the OLV Home and School Association Information for more on the purpose and activities of the HSA.

### **Payment Terms and Conditions**

Three methods of payment are available for the tuition balance:

- (1) **PAYMENT BY THE YEAR.** Under this plan, the balance of tuition for the entire year must be paid to Our Lady of Victory School by June 10<sup>th</sup>.
- (2) **PAYMENT BY THE SEMESTER.** Under this plan, one-half of the year's tuition must be paid by June 10<sup>th</sup>; with the remainder due by October 10<sup>th</sup>. Both payments should be made to Our Lady of Victory School.
- (3) **PAYMENT BY THE MONTH.** Three plans are available as follows. Monthly payments are to be made to Our Lady of Victory School:
  - a. Nine monthly payments from June to February
  - b. Nine monthly payments from September to May - only for returning families
  - c. Twelve monthly payments from June to May

These are the only authorized payment plans. All tuition payments are non-refundable.

With respect to all tuition plans, payments made after due dates will incur late charges. Child/children may not return to school until all late tuition and fees are paid. Additionally, all financial obligations must be current in order to have report cards distributed, records released or to participate in any awards or graduation activities.

### **Conditions**

a. OLV RESERVES THE RIGHT to cancel the registration of any student whose family fails to satisfactorily meet tuition payments or late fees (if any) at an Archdiocesan school during the preceding semester or in such cases to require full tuition payment in advance of registration acceptance.

b. OLV RESERVES THE RIGHT to withhold a student's school records, awards and certificates when the family fails to satisfactorily meet tuition payments, school fees, and/or late fees (if any).

c. PROMPT PAYMENTS: Since the financial obligations of the school are heavy and continuous, families must cooperate in making payments promptly. Late fees will be charged.

d. REFUNDS: **All payments are non-refundable.**

## **IX. ACADEMIC POLICIES**

### **Curriculum**

OLV follows the academic standards prescribed by the Archdiocese of Washington. In grades N-5, the classrooms are self-contained. Specially trained teachers provide instruction in Spanish, art, music, library skills, physical education, and technology.

### **Subject Areas: Grades N-5**

Religion	Technology-integrated
Mathematics	Library Skills
Language Arts (English, Reading, Spelling)	Art
Science	Music
Social Studies	Physical Education
Spanish	

### **Subject Areas: Grades 6-8**

The Middle School is departmentalized by subject. This provides the individualized attention necessary for high school preparation.

Religion	Spanish
Mathematics (Grade 8-Algebra)	Technology - integrated
Language Arts (Reading, English)	Art
Science	Music
Social Studies	Physical Education

### **Academic Honor Code**

Students are encouraged to take pride in and ownership of their academic work. Cheating and plagiarism are unacceptable. Students who fail to respect this code of honor for class work or homework, quizzes, or tests may receive a grade of zero (0), and/or a detention. Students who allow another student to copy their work may also receive a grade of zero (0) and/or a detention.

Cheating is defined as the giving or receiving of unauthorized help for academic work or the gaining of unfair advantage by means of deception. Some examples are:

- copying another student's work
- allowing a classmate to copy your work
- handing in a writing assignment written by someone else such as a friend or family member
- passing along test or quiz information to students
- submitting the same assignment more than once

Unless a teacher has given explicit instructions that students may work cooperatively, a student should assume that *all academic assignments are to be completed independently*.

Plagiarism is the taking of someone else's work, including thoughts or ideas, and presenting it as one's own. Any assignment in which information was obtained from secondary sources, such as books, magazines, or websites, should provide attribution by following the documentation style required by the teacher. Words, images, audio, and video that are taken and used in posters, slide shows, oral reports, papers, or other projects should have accurate citations.

### **Promotion and Retention**

In all grades, promotion is based on academic performance with consideration of maturity and social development. Conditional promotion, based upon successful completion of summer school or other requirements, may be used in cases deemed appropriate by the principal.

The principal, after consultation with appropriate staff members and parents/guardians, shall make the final decision as to whether to retain a student. The same requirements and procedures that apply for promotion at other levels apply for graduation. Diplomas will be issued to students who have completed eighth grade requirements and fulfilled all financial obligations to the school. Students who have not successfully completed the requirements may be issued a certificate of attendance. (Archdiocese of Washington Policy)

## **Assessment & Grading**

The assessment and reporting system at OLV is based upon the Archdiocese of Washington's Academic Standards and curriculum guidelines. Teachers assess each scholar's knowledge of classroom instruction using appropriate grade-level and subject standards.

The goal of the OLV Assessment & Grading System is to provide a fair, accurate evaluation of a scholar's academic ability to demonstrate, in a variety of assessment methods, his mastery of standards-based instruction. Assessment results are also used by teachers to direct and modify instructional methods when necessary.

Grading procedures are consistent and are provided in writing to scholars and parents at the beginning of each school year or when amended.

### **How is student achievement recorded and reported?**

Teachers will provide scholars and parents with information about achievement throughout the academic year in the following ways:

**Report Cards:** Issued quarterly to scholars, reflecting quarter-end grade averages by subject, and comments regarding scholars' strengths and weaknesses.

**Progress Reports:** Issued every three weeks for scholars in grades 4-8. Progress reports provide scholars and parents frequent opportunities to monitor progress and suggest interventions or interim parent/teacher conferences, as needed. Teachers for grades 1-3 will send portfolios of graded student work at least once every three weeks.

**Parent Conferences:** A full day is set aside annually during the first semester and time at the end of the third quarter for parents of scholars in grades N-8 to schedule a teacher conference. Additional conferences are optional as needed to discuss student progress. Parents are encouraged to confer with teachers about achievement and grades.

Conferences with teachers or the principal should be by appointment only at a mutually agreed time.

Requests for appointments can be made by telephone, email, or note to the school office. ***Please do not confer with your child's teacher while he or she is supervising children before or during school.***

**Informal Assessment Methods:** From time to time, teachers also use a variety of informal methods to communicate student achievement to parents such as notes, phone calls, and emails.

### **What is included in a student's grade?**

Report card grades are recorded at each quarter end. These grades represent a summary of achievement on all assignments and assessments given in the quarter. Such assessments are typically varied and include paper and pencil tests, quizzes, writing assignments, demonstrations, projects, oral presentations, graphic displays, performances, and/or classroom discussions. A portion

of each grade also includes an assessment of the scholar's academic skills such as the ability to work independently or in a group, the ability to follow directions, intellectual curiosity, self-motivation, work ethic, and organization.

### **How are grades determined including weights and percentages?**

#### **Grades 1-3**

In grades 1-3, teachers use letters, numbers, or other symbols on individual assessments to indicate what a scholar knows and is able to do. Teachers establish due dates for assignments and projects, and work submitted after the due date but within 5 school days will be accepted for partial credit. On report cards, academic achievement is reported using E-Excellent, G-Good, S-Satisfactory, I-Improvement Needed, and U-Unsatisfactory. The following is the current grading scale:

Grades 1–3	E	93-100
(and non-content	G	85-92
area classes for	S	77-84
Grades 4-8)	I	70-76
	U	Below 70

Weights & Percentages: A scholar's grade is computed using the following percentages in Religion, English, Reading, Social Studies & Science classes:

- Tests/Quizzes 40%
- Projects/Alternative Assessments 20%
- Daily Assignments 20%
- Homework 10%
- Academic Skills 10%

Grades are calculated using the following weights in Math & Spelling classes:

- Tests/Quizzes 60%
- Daily Assignments 20%
- Homework 10%
- Academic Skills 10%

#### **Grades 4-8**

Teachers use letters, numbers, or other symbols on individual assessments to indicate what the scholar knows and is able to do. Teachers establish due dates, and work submitted after the due date is lowered by one letter grade for each day late for up to five school days. Work will not be accepted beyond this deadline.

Academic achievement will be reported using letter grades A, B, C, D, and F according to the following scale:

Grades 4-8 (content area classes)	A	93-100
	B	85-92
	C	77-84
	D	70-76
	F	Below 70

Weights & Percentages: Grades are calculated using the following weights in Religion, English, Reading, Social Studies, Science, and Spanish classes:

- Tests/Quizzes 50%
- Projects/Alternative Assessments 10 - 15%
- Daily Assignments 10 - 15% (teacher discretion)
- Homework 10 – 15% (teacher discretion)
- Academic Skills 5 -15% (teacher discretion)

Grades are calculated using the following weights in Math class:

- Tests/Quizzes 70%
- Daily Assignments 10%
- Homework 10%
- Academic Skills 10%

Teachers will inform scholars and parents at the beginning of each academic year (or when grading procedures change) about the proportions/percentages that are included in their grades.

### **Tests/Quizzes**

Tests/Quizzes refer to an assessment in which a scholar has to independently show that he has acquired the particular knowledge or has achieved mastery on the skill(s) being assessed. This may be in the form of a traditional paper and pen exercise, or the demonstration of a task or performance of the skill.

Scholars who do not follow a teacher’s instructions during a formal assessment (such as talking to a classmate or looking at a classmate’s paper) will have their grades for such an assessment marked down 10% for the first occurrence, and will receive a zero for any additional occurrence.

### **Homework**

Homework will be assigned to practice or reinforce classroom instruction or in preparation of instruction.

In Grades 1-3, homework is assigned for practice of a new skill or knowledge review and will be graded on completion rather than accuracy. The expectation is that homework in these grades will be completed with some level of parental supervision. Teachers will provide feedback on homework in various ways, including written comments and/or individual or group discussions.

Although students will vary in the amount of time required to do homework, the average time expected of the student is:

- Grades 1 - 3                      10 - 40 minutes

In Grades 4-8, homework is assigned for practice of a new skill or knowledge and **completed to the standard according to the instructions**, will be graded on completion rather than accuracy. Some homework assignments may be used as assessments of knowledge or skills and will be graded as such.

The expectation is that homework in these grades is completed with an increasing level of student independence from parent supervision. Teachers will provide feedback on homework in various ways, including written comments and/or individual or group discussions. Although students will vary in the amount of time they require to do the homework, the average time expected of a student is:

- Grades 4 - 5                      50 - 60 minutes
- Grades 6 - 8                      70 -90 minutes

A student should begin to form good study habits during the elementary years. A regular, designated time to study in a place free from distractions and interruptions is most conducive to developing these skills and habits. Additionally, it is important to your child's success that you review his/her homework each evening to be sure that it is completed and packed for school. If your child is experiencing any difficulties with his/her assignments, **please make an appointment to meet with your child's teacher as soon as possible.**

Homework must be submitted when due to receive full credit. Partial credit will be given for late homework received within 5 school days of the due date.

Homework assignments may be emailed from school daily to parents; however, it is each student's responsibility to track his or her own assignments.

### **Reteaching/Reassessment**

If a scholar receives a failing grade on an assessment, a reassessment opportunity will be offered within the academic quarter. Only one reassessment will be offered per subject, per quarter. The highest reassessment grade possible is a passing grade.

### **Extra Credit**

No extra credit.

### **Honor Roll**

Students in grades 4 through 8 are eligible for the Honor Roll as follows:

Principal's Honor Roll:	All A's in all content areas (reading, English, mathematics, science, social studies and Spanish 6-8)
School Honor Roll:	A combination of A's and B's (with at least one A) in all content areas

In addition, students must have a minimum grade of an S in each non-content area subject, and must not have more than one 21, 22, or 23 negative comment code listed on their report cards for the quarter. Students who have received more than two disciplinary reports in a quarter will be ineligible for awards or the honor roll.

In addition to teacher evaluations, students participate in the standardized testing program prescribed by the Archdiocesan Education Office. Designated aptitude and achievement tests are administered to students in grades K through 8 at times specified by the Catholic Schools Office. Results are used to improve instruction and learning and do not impact students' grades. Results of 7<sup>th</sup> and 8<sup>th</sup> grade standardized and High School Placement Tests are included in high school admissions transcripts.

## **X. CHARACTER**

OLV encourages the development of Christ-like character. Character education is modeled and encouraged throughout the school and is grounded in the God-given dignity of every student, parent, member of the faculty and the pastor. The purpose is to teach the students responsibility for their own behavior through the words and actions of the adults who teach and serve them. The intent is to foster and protect the spiritual, physical, social, mental, and emotional growth of all students and to instill in them a desire to treat others as they wish to be treated. The goal of character education is that each student will have respect for self and others including those of different cultures, races, or abilities, and will develop leadership skills.

### **Character Award**

Faculty and staff will recognize students who exhibit Catholic Christian behavior. Teachers will determine the manner of recognition for students in grades 4-8. A character award (quarterly for grades 4-8, end of year grades K-8) is given by each homeroom teacher to students who demonstrate outstanding Christ-like behavior and adherence to the Code of Conduct.

## Values First

“Values First” has been adopted by OLV as the character formation methodology. Each teacher is expected to support and implement the Values First methodology of infusion. The Values Code is infused by teachers in the classroom and is foundational for conversations about behavior:

- Honesty: I will be an honest person.
- Responsibility: I take responsibility for what I am supposed to do.
- Hard Work: I take pride in being a hard worker.
- Concern for others: I will show concern for all other people.
- Cooperation: I will cooperate with those around me.
- Forgiveness: I can forgive those who do me wrong.
- Self-Knowledge: I will pursue knowledge of myself.
- Respect: I am respectful of others.
- Self Control: I will control my actions and words.
- Self-Respect: I have self-respect.
- Tolerance: I am tolerant of others.
- Fairness: I will show fairness to those with whom I come in contact.
- Courage: I will be brave in facing life’s challenges.

## XI. CODE OF CONDUCT

The rules and expectations outlined below are intended to enhance the educational and personal growth opportunities of all students. OLV encourages all members of the school to show respect and concern for one another and for visitors to our community.

The rules and regulations are in place to assist and guide our students to conduct themselves in a manner that will be beneficial to all with whom they come in contact. Therefore, **conduct, both inside and outside of the school that is detrimental to the reputation of the school and those who attend, will be treated as a school matter.**

Each teacher will establish age-appropriate classroom behavior guidelines and consequences consistent with the mission of the school. Middle school students are expected to be role models for younger students in their adherence to the code of conduct and all school policies.

All students attending OLV will endeavor to:

- Exhibit Christian behavior and attitudes
- Follow the Values Code
- Show respect and courtesy to others at all times
- Respect the authority of priests, principal, faculty, staff, and parent volunteers
- Treat other students as they wish to be treated
- Follow the academic honor code
- Display respect for personal and school property

- Have all assignments and materials necessary for a productive school day
- Follow rules for proper classroom decorum
- Adhere to the uniform code
- Obey the rules governing daily procedures and conduct in church, all areas of the school, and during recess
- Follow the rules outlined in the acceptable use/code for technology

### **Consequences for Code Infractions**

In order to instill a sense of responsibility for one's actions, a consequence may result when a student acts outside of the code of conduct. Depending upon the seriousness of the infraction and the age of the child, the consequence will be determined by the classroom teacher and/or the administration. Infractions may result in consequences such as detention, parent/guardian conference, or suspension and possible expulsion. In accordance with Archdiocesan regulations, the principal will determine the outcome of all disciplinary referrals.

Students who receive more than two disciplinary reports in a quarter will be ineligible for the honor roll and unable to participate in other school activities (field trips, after-school activities, or responsibilities) for the remainder of the quarter.

### **Detention**

Students may be asked to serve detention during recess or after school. The school will send written notification to parents/guardians providing the reason for the detention and the date served. This notification must be signed and returned to school the day following receipt. Reasons for detention may include, but are not limited to, the following:

- Inappropriate behavior or language
- Disrespect for those in authority
- Academic dishonesty
- Destruction of school or another person's property
- Disruptive behavior
- Non-compliance with the uniform code
- Unexcused absence or lateness for class
- Entering an unsupervised area

### **Suspension**

In serious cases of violation of the Code of Conduct or when all other appropriate disciplinary procedures have been exhausted, it may be necessary to consider in-school or out-of-school suspension.

Situations may arise when immediate suspension of a student is merited. While it is not possible to enumerate all potential situations, the following will result in immediate suspension:

- Inappropriate behavior
- Disrespect toward those in authority
- Fighting
- Aggressive behavior
- Bullying or threatening behavior
- Verbal or physical abuse of another student, even if in jest
- Sexual harassment
- Violation of technology code
- Destruction of school or another person's property
- Petty theft
- Circulating or possessing pornographic material
- Threatening harm or harming another
- Harassment

A written record of suspensions is kept on file for the duration of the student's enrollment at the school (Archdiocese of Washington Policy).

### **Expulsion**

Expulsion is viewed as a necessary and essential action when a student's negative behavior is a serious threat to the school community, or indicates that a student would be better served in another environment, or both. The primary goal of expulsion is intended to be neither punitive nor a deterrent in the criminal sense (although it may be). It is rather based upon a determination that it would be counterproductive for the student to continue as a member of the OLV community.

Situations may arise in which expulsion may be merited. While it is not possible to enumerate all potential situations, the following offenses will result in expulsion:

- Previous suspensions
- Possession of and/or use of a weapon or incendiary device
- Continual defiance/disobedience of authority
- Extortion
- Arson
- Gross disorder/misconduct
- Grave defacing or destruction of school or another person's property
- Possession of or trafficking in cigarettes, alcohol or other drugs
- Possession of or trafficking in pornographic material
- Serious theft
- Physical assault
- Vandalism (Students and their parents shall be responsible for all damage to equipment or school property)

Depending on the circumstances, the parents/guardians and student may have a joint conference with the principal, teachers, and pastor (or his designee) in the hope that a solution, in lieu of expulsion, may be found.

It is the joint authority of the pastor and principal to expel a student from the school. The principal has the right to interpret and apply the Code of Conduct in accordance with Archdiocesan regulations.

## **XII. DAILY PROCEDURES & POLICIES**

### **Drop Off**

Children arriving in private cars are to be dropped off in the U Street parking lot. If parents wish to accompany their children into the school, they should park their cars in the U Street lot. If parents must remain in the school building after classes have started, cars should be parked on the perimeter of the church parking lot so as not to interfere with P.E. classes.

### **Pick Up**

Students in grades pre-kindergarten through 5 and students in grades 6-8 with siblings in grades pre-kindergarten through 5 are to wait with designated teachers on the sidewalk next to the church

Students in grade 6-8 who have no younger siblings at OLV may be dismissed from the front doors on Whitehaven Pkwy.

Drivers should pull carefully into the church parking lot and form a semi-circle. Faculty and staff members will accompany the students to the designated cars. **At no time should drivers leave their cars to retrieve students from the line.**

We also ask that no one park at the public metered spots on U Street. This poses dangerous maneuvering for automobiles trying to enter and exit the parking lot. In addition, it requires students to be walked across the parking lot which is not allowed.

**At no time are parents permitted to drive through the alley behind the church.** It is too dangerous with the students moving through the area. There is no parking in the small lot behind the rectory at any time of the day as these spaces are reserved for the priests and the rectory staff.

### **School Hours**

School doors open at 8:00 a.m. Students should arrive at school as soon after 8 a.m. as possible. Instruction begins with a bell at 8:15 AM. Students recite the Pledge of Allegiance and leave classrooms immediately for assembly. Students arriving before 8:00 a.m. must report to Morning Care. School ends at 3:00 p.m. or 12:00 p.m. on half days. Nursery students should be picked up from the small playground at 2:45 or 11:45 on half days.

Students should not be on school premises before 7:30 a.m. or after 3:00 p.m. unless enrolled in a school-sponsored activity or Extended Day.

### **Attendance**

District of Columbia law requires compulsory attendance by all students between the ages of five and sixteen. The responsibility for compliance with the law belongs to the parents/guardians, but the school is obligated to keep an accurate record of daily attendance for each student (Archdiocese of Washington Policy). The school reports to the District of Columbia Board of Education a student's absence of more than 2 full-day sessions or 4 half-day sessions in any school month and the reasons for the absence. (D.C. Code Ann. 31-403) The school is expected to report a student absent for more than 10 days during the school year.

If a student will be absent or arrive late, parents should call the school's main number (202-337-1421) between 7:45 a.m. and 8:30 a.m. to notify the school secretary.

### **Tardiness**

Students arriving after the bell at 8:15 a.m. will be considered tardy. These students **must** report directly to the school office to receive a late slip *before* going to the classroom. Students in grades 6-8 will be required to wait until the beginning of the next class before being allowed into classrooms. This is to minimize the interruption and disruption of instruction in multiple classrooms.

### **Absence**

In the case of an absence, the parents/guardians of the student will provide the school with a written excuse giving the dates and reason for absence. If the school does not receive a written excuse within two days of the student's return, or if the school has reason to suspect the validity of the excuse, the principal may investigate the situation and take appropriate action (Archdiocese of Washington Policy).

Students are responsible for completion of all assignments missed during their absence. Parents/guardians are asked **not** to call the office or teachers to obtain assignments for an absent student. Students can obtain any assignments upon their return to school. If students are absent for only one day which is a day when a quiz/test is given or assignment is due, they will be expected to take the quiz/test or submit the assignment the day they return. If a student returns to school on the date a test is to be given, or an assignment is due, and was present when the test or project was assigned, he/she will be expected to be prepared. In the unusual circumstance that a child has an extended absence, assignments will be **issued upon the return of the student**. It is very difficult for a teacher to assign materials in advance as class pace varies with each lesson.

Parents are strongly encouraged to request a conference if a child has more than five days of consecutive absences in a quarter. Absences can result in failing grades and investigation by the District of Columbia Board of Education.

If a child has a serious illness or circumstances that result in 20 consecutive days of absence, parents will need to contact their public school for alternative educational services. After 20 days of absence in a school year, students may be retained or dropped from school rolls and parents will be required to complete the re-enrollment process.

Since regular attendance at school is important to a student's progress, parents are encouraged *not* to arrange medical appointments during school hours or to keep children from school for such reasons as travel, extended visits, and/or recreational activities. Students who miss school due to vacation will be expected to make up work/tests.

### **ABSENCES AND TARDINESS ARE DETRIMENTAL TO HIGH SCHOOL ACCEPTANCE.**

Parents/guardians are strongly encouraged to plan trips during school vacation. Absences during the academic year impede learning and progress. When a necessary trip causes a student to miss class, the school and individual teachers must be notified in writing.

#### **Dismissal**

School is dismissed at 3:00 p.m. Students not picked up by the end of car line dismissal will be sent to Extended Day and parents will be billed accordingly. On Field Day, days when field trips exceed Extended Day dismissal, or when Extended Day is cancelled, parents will incur late fees after 10 minutes.

Children who are not in the Extended Day program and are not staying for a school-sponsored activity should go directly home. Children may not be on the school premises unsupervised. Notes from parents are necessary if after-school activity plans change. Students participating in after-school activities immediately following dismissal are *not* permitted to go to the neighborhood stores or leave school property before the start of the activity. If there is a late starting activity, students must remain in Extended Day or be picked up by a parent and return for the activity at the designated time. Students who are not picked up when an after-school activity ends will be sent directly to Extended Day and parents will be billed accordingly.

Our students are expected to show courtesy and respect to adults on the streets, in the neighborhood library and stores as well as on public transportation. They are also expected to respect other people's property.

Any student who walks home from school must have a permission form on file in the office. Students who walk home may be kept at school until alternate pick-up arrangements have been made if circumstances warrant. If a student who does not usually walk home is doing so on a particular day, please send a note to the office on that day. Additionally, any student who will be picked up by someone other than a parent or designated caretaker must bring a note to school including the name of such person and the date.

Students will exit the building at dismissal time. **Students may not be picked up on MacArthur Boulevard.**

### **Extended day**

Our goal at OLV Morning & Extended Day Care program is to complement the values and skills taught during the school day, while providing high quality child care in a Christian atmosphere that is safe, convenient, and affordable. Fees for Morning Care and Extended Day are separate from tuition. Children may attend either Morning Care or Extended Day as a regular or on a drop-in basis.

### Registration:

Complete and sign the attached registration form and submit with initial payment. Registration is complete upon receipt of signed registration form and payment. It is anticipated that enrollment is for the entire school year (Sept 09 – Jun 10) unless otherwise stated.

### Fees & Payments

#### ***Regular participants (3- 5 afternoons per week)***

- i. Monthly fees September 09 – May 10
  1. \$325 - 1 child in family
  2. \$600 - 2 children in family
- ii. Full time monthly fees include any Morning Care expenses incurred by any full time Extended Day student
- iii. Payment is to be made before or by the 10<sup>th</sup> of each month. If payment is not received by the 10<sup>th</sup>, a late charge of \$25 will be assessed weekly thereafter until payment is made.
- iv. Make checks or money orders payable to Our Lady of Victory School. *Please indicate “Extended Day” on Reference line so payment is not applied to your tuition.*
- v. Credit is not given for absences, vacations, etc.

#### ***Drop- In participants***

- i. Morning Care \$2.00 a day per child
- ii. Extended Day \$10.00 per hour per child
- iii. Payment is required at drop off or pick up of each day
- iv. If payment is not made, a payment envelope will be given to the parent and must be paid the following school day.
- v. If payment is still not made, a fee of \$25 will be assessed for each drop-in billed.

### After School Activities

A student who attends other after-school activities such as sports, Brownies, etc., must be picked up promptly at dismissal from that activity. Those students who remain beyond the appointed dismissal time will be required to attend the Extended Day program and will be charged the hourly rate.

### Snacks:

Snacks will be offered in Extended Day for a fee of \$ .50 per item. Snacks available include small food items and drinks, but cannot be billed. Therefore, no snacks will be given to a student without payment. If your child has allergies, please provide him/her with a snack.

### Scheduled Early Dismissal Days:

On early dismissal days, Extended Day will begin at 12:00 PM and end at 6:00 PM. Lunch will be offered. Order forms will be sent home prior to that day in the Wednesday newsletter. Payment must be received by the date requested in order to receive lunch.

### Schedule:

In the Extended Day program, quiet time will be offered and homework will be encouraged. Crafts and supervised play time will be an integral part of the program. The Extended Day program schedule is as follows:

- 3:00 – 3:20 *Snack*
- 3:20 – 3:50 *Outside/Gym*
- 4:00 - 5:00 *Quiet time/Homework*
- 5:00 - 5:30 *Homework cont./Free time*
- 5:30 – 6:00 *Clean up*

### Sign Out Procedures:

In order to ensure student safety, every parent or designated adult will be required to sign out his or her child upon pick-up.

### Late Pick-Ups / Early Drop-Offs

Morning Care hours are from 7:30 AM until 8:00 AM. Any student dropped off during this time without adult supervision will be assessed the morning care fee of \$2.00 and will be required to pay the following school day.

Extended Day hours are from school dismissal until 6:00 PM daily. If you are unable to pick your child up by 6:00 pm, it is your responsibility to contact the Extended Day teacher on the Extended Day cell phone-(202-667-3167) to let us know your circumstances. Parents whose children are picked up after 6:00 PM according to the school clock, should be prepared to pay \$1 per minute per child to the staff on duty. If payment is not made upon arrival, the parent is required to sign a Late Pick-Up acknowledgement form and must pay the full amount the following school day. Persistent lateness will result in dismissal from the program.

Discipline:

The Extended Day program is a privilege. All school rules apply. Any student who does not abide by the rules may be dismissed from the program at the discretion of the principal.

**Lunch**

Hot lunches are available for students who elect to purchase them on a weekly, monthly, or semester basis. All other students should bring their lunches to school. As refrigeration is unavailable, please do not pack any items that may spoil, unless they are in a thermos-type container. In the case of a forgotten lunch, a simple meal will be provided at a charge of \$2.00. After five forgotten lunches, an additional fee of \$10.00 will be charged. For risk management reasons, students are not permitted to use the school's microwave ovens.

SODA or beverages in glass bottles ARE NOT ALLOWED.

Students are responsible for maintaining the same standards of conduct in the cafeteria as they are at home or in a restaurant. Tables, benches, and the floor are expected to be kept clean by each child. Students are responsible for throwing away their trash.

**XIII. SCHOOL UNIFORM POLICIES**

Students should be in the appropriate school uniform throughout the entire school day. Students are also reminded that by wearing their school uniform off campus and after the instructional day, their appearance is a reflection of themselves and our Catholic school identity. Therefore, uniform items must be worn for their intended purpose. If it is necessary for a student to come to school out of uniform, a written note must be presented to the teacher.

Summer uniforms are to be worn for the entire first quarter and again for the fourth quarter. Winter uniforms are to be worn for the second and third quarter.

The uniform requirements for OLV are listed below. We are using *Flynn and O'Hara School Uniforms* ([www.flynnohara.com](http://www.flynnohara.com)). **Existing uniform items in good condition will continue to be acceptable until they need to be replaced.**

**Girls Uniforms**

Grades 1 – 5

- Watch plaid drop-waist jumper of appropriate length
- White blouse with Peter Pan collar and OLV logo (short or long sleeve)
- Watch plaid skort optional for spring and fall
- Navy Flynn and O'Hara slacks optional for winter
- Navy cardigan sweater with OLV logo or navy sweatshirt with OLV logo

### Grades 6 – 8

Watch plaid kilt of appropriate length  
White blouse with  $\frac{3}{4}$  length sleeves and OLV logo  
Navy cardigan sweater with OLV logo or navy sweatshirt with OLV logo

### **Boys Uniforms**

#### Grades 1 – 5

Navy Flynn and O'Hara pants with black or navy belt  
White polo shirt with OLV logo (short or long sleeve)  
Navy Flynn and O'Hara shorts optional for spring and fall  
Navy v-neck sweater with OLV logo or navy sweatshirt with OLV logo

#### Grades 6 – 8

Navy Flynn and O'Hara pants with black or navy belt  
White polo shirt with OLV logo (short or long sleeve) for spring and fall  
White oxford shirt with OLV logo (short or long sleeve) with navy tie for winter  
Navy Flynn and O'Hara shorts optional for spring and fall  
Navy v-neck sweater with OLV logo or navy sweatshirt with OLV logo

### **P.E. Uniforms**

#### All Grades

Navy mesh shorts with OLV logo, white t-shirt with OLV logo  
Navy sweatshirt and sweatpants both with OLV logo  
White crew socks that cover the ankles  
Athletic shoes

### **All Students 1-8**

**Socks:** plain navy or white knee socks, white crew socks that cover the ankles, white or navy opaque tights (combination of socks and tights must be same color)

**Shoes:** Black, brown, or navy substantial shoes appropriate for uniform use (heels no higher than one inch) Boots, sandals, shoes with stripes or markings are not allowed – athletic shoes are to be worn only with the P.E. uniform

### **Additional Information Regarding Uniforms**

- The principal reserves the right to determine what is appropriate.
- Only alterations for size will be accepted.
- Make-up is not permitted.
- Colored nail polish is not permitted.
- Nail tips are not permitted.
- Bleaching of hair is not acceptable (coloring of hair must be of natural tones).
- Students' hair should reflect the tone of the dress code (neat and appropriate).

- Plain, **white**, short sleeve undershirts may be worn, but no writing/designs etc. should show through uniform clothing
- No hats are to be worn inside the school building.
- Uniforms are to be kept neat and clean at all times.
- Shirts must be tucked in except for grades 6-8 girls ¾ sleeve blouses.
- Skirts and shorts may not be rolled.
- P.E. uniforms may not be cut or altered in any fashion.
- Items must be safe for gym or playground usage (e.g., no high heels on shoes and no dangling jewelry).
- Lost, damaged or outgrown uniform pieces must be replaced in a timely manner. This also applies to 8<sup>th</sup> grade students until the end of the school year.
- A limit of one stud earring in the lobe of each ear is permitted. No bracelets, rings, ankle bracelets, necklaces, or large dangling earrings are permitted. Earrings for boys are not acceptable.

The school has on hand a number of donated uniforms which are available; see the school office for details. Parents are encouraged to donate outgrown uniforms for all grades.

### **Non-uniform days**

On free dress days, students must wear clothing and shoes appropriate for school (no tank tops, short shorts, unsuitable writing on t-shirts, flip flops, etc).

## **XIV. EMERGENCY & SAFETY POLICIES**

### **Emergency Forms**

Family Emergency Forms and ADW Emergency Forms are to be **filled out completely, signed, and returned to school by the first day of school.** ANY CHANGE OF ADDRESS, HOME, WORK, OR CELL PHONE NUMBER MUST BE REPORTED IMMEDIATELY TO THE OFFICE IN WRITING.

### **School Closings and Delays**

For school *closings*, **OLV School will follow the same policy as Montgomery County, Maryland, Public Schools.** If Montgomery County Schools are closed, OLV is closed.

**If Montgomery County Schools have a two-hour delay, OLV will open at 10:00 a.m.** Morning care will begin one-half hour before school begins, even if delayed. *Please do not leave children at school unsupervised before morning care begins as no one is in the building and the doors will be locked.*

To obtain delay or closing information, please tune in to the radio (WTOP 103.5 FM) or local television stations, check the Montgomery County Public School web site at [www.mcps.k12.md.us](http://www.mcps.k12.md.us), or call the MCPS emergency weather line at (301)279-3673. We will also blast information to

parents through email and text, and school answering machine as soon possible. Parents can also sign up for alerts from the MCPS website.

When Montgomery County, Maryland, Public Schools close early, OLV will also close. **There will be no Extended Day available on a weather/emergency-related early dismissal.** We expect parents to pick up their children as close to the early dismissal time as possible and late fees will be incurred for parents who arrive beyond such dismissal times.

### **Cancellation of After-School Activities**

When Montgomery County Public Schools have regular dismissal times but indicate that all school-sponsored after-school and evening activities are cancelled, OLV after-school activities will be cancelled. **There will be no Extended Day available.** This will include programs such as Brownies, basketball, Home and School Association events, etc. We expect parents to pick up their children at dismissal time and late fees will be incurred for parents who arrive beyond such dismissal times.

### **Crisis Plan**

OLV has an emergency plan in place should the need arise. If there is a school emergency, parents will be notified as soon as possible. Copies of the crisis plan are available from the office for parent review.

### **Fire Drills**

Fire drills are required by law, and all students must participate in them. When the first alarm sounds, students are required to proceed promptly in single file and total silence to the exit appointed for that particular classroom or location. Books, backpacks, jackets and other personal items are not to be retrieved before exiting the classroom.

### **School Security**

For the safety and protection of your children, all outside doors will be closed and locked during school hours. Visitors must ring the doorbell for admittance. We require all visitors, including parents and volunteers, to check in at the school office. Security cameras are in use.

### **Child Protection Policy**

All parents who intend to have “contact” with OLV students need to be in full compliance with the ADW child protection policy. Examples of contact include: volunteering at school in any capacity, i.e., judging the science fair, chaperoning a field trip, assisting at the book fair, working in a classroom, chaperoning a class party, volunteering at field day or supervising students at a Home and School Association event.

This mandatory process must be completed **BEFORE** you will be able to work with children. Therefore, we encourage you to begin the steps outlined below as soon as possible.

1. Log onto [www.virtus.org](http://www.virtus.org) and create an account.

2. Complete the Application Form available at [http://www.adw.org/youth/protect\\_index.asp](http://www.adw.org/youth/protect_index.asp) (make a copy) and send the original to the school office. Wait for verification from the school that your application has been entered into the database. Then complete steps 3 and 4 and 8 simultaneously.
3. Log onto [www.adw.org](http://www.adw.org), and in the “Protecting God’s Children” section, register for a training class. Please make sure that you attend the training class and sign in, or you will not receive credit. Afterwards, please log in to your virtus account to print off a proof of attendance and submit it to the school office.
4. Call 301-853-5363 to make an appointment for the FBI/State Criminal Background Investigation. Take a photo I.D. There is a charge; if you need the school to cover the cost, please contact the school principal at 202-337-1421.
5. Send the receipt provided by the technician to the school. Keep a copy.
6. Follow up with the Diocese if you do not receive the results from CJIS. If your prints fail and you are not re-printed within three months your file is closed and you will have to begin the process again.
7. Make copies of both of the letters you receive from CJIS (4-6 weeks after printing) and send the originals to the school.
8. Read the ADW policy available at [www.adw.org](http://www.adw.org) in the child protection section. Sign the last page which states that you have read and will abide by the policy. Send the signed page to the school. Keep a copy.

For more information and additional forms, log onto [www.adw.org](http://www.adw.org) and click on the yellow tab on the left hand side called Protecting God’s Children.

If you are transferring from another Archdiocesan school and know that you are in compliance with the policy, please contact the diocesan office at 301-853-5363 and ask for your records to be transferred to Our Lady of Victory School, location 128. Please submit the application, receipt from fingerprinting, proof of virtus training, policy signature and letters from CJIS to the school as soon as possible.

### **Child Abuse and Neglect**

It is the policy of the Archdiocese of Washington that all Catholic Schools within its jurisdiction comply with applicable state laws regarding child abuse and neglect. D.C. law requires all professional members of an institution to report any suspected child abuse or neglect. The law does not require the reporter to have any proof that abuse or neglect has occurred before reporting. Any doubt about reporting suspected child abuse is to be resolved in favor of the child. (Archdiocese of Washington Policy)

### **Child Custody**

All custody concerns should be reported to the school office. This report should also be updated regularly. In cases of restricted visitation rights, the school should be provided a copy of the court document stating the conditions for visitation.

### **Harassment**

In the interest of safety for all members of the community, harassment of any kind is in violation of Archdiocesan policy and will not be tolerated.

## **XV. HEALTH POLICIES**

OLV should have on file any relevant information (for example, allergies, diabetes, seizures, medications) about what your child may experience so that we will know the proper way to respond to your child should the need occur. It is also necessary for parents to inform the student's home room teacher of any such information.

It is mandated by D.C. law that all children entering school **ARE REQUIRED** to show proof of **CURRENT** immunizations. Children are also required to have physical and dental examinations before entering school. Vision and hearing examinations are also strongly recommended.

### **Medication**

If a student must take medication during the school day, including non-prescription medication, it must be sent to school in the original container with the child's name on it, accompanied by physician's instructions and a note from the parent giving the school permission to dispense the medication. All medication including inhalers, EpiPens etc. must be delivered to the office by a parent. **Children may not keep medication in their backpacks.**

### **Sickness and injury**

A volunteer nurse and/or trained faculty or staff will attend to minor illnesses and injuries during the school day. Members of the faculty and staff are trained to administer basic first aid and CPR when needed. Parents/guardians will be notified of any major injury.

Parents/guardian will also be called to take a sick or injured child home immediately for the following:

- Temperature above 100° F
- Vomiting
- Diarrhea
- Pinkeye
- Head lice (must be nit-free to return to school)
- Broken bones

- Laceration that may require stitches

Parents may be called to collect their child if the teacher makes a determination that the child is not well enough to be in school. We ask that you respond promptly in such cases – within an hour. After one hour parents will incur late fees.

In order to keep the student body healthy, and in the best interest of your own child, a student may not attend school in the following situations:

- He or she has any skin rash, until it has been checked and diagnosed by a doctor.
- He or she has vomited that morning before leaving for school.
- He or she has had a fever over 100° F within the last 24 hours.

### **Communicable Diseases**

In the event that a student is believed to have a serious communicable disease such as strep, influenza, chicken pox, measles, etc., the principal should be informed immediately of the diagnosis and kept informed by the parents/guardians about the progress and treatment. The principal, in consultation with the student's physician, will make educational decisions regarding school attendance.

### **Allergies**

**Please notify the school office of any allergies.**

As OLV has students with life-threatening peanut allergies, it would be appreciated if students did not bring peanuts or peanut butter into the building. OLV is striving to be a **peanut-free zone**. Please do not use peanuts or peanut products for class projects or snacks.

## **XVI. TECHNOLOGY POLICIES**

Inappropriate use of technology in or out of school will be treated as a school matter. The following policies are in effect at OLV:

- For personal safety reasons students will **NEVER** post personal contact information about themselves **OR** other people. This includes name, address, telephone number, school name or address, photos, or other information posted on any social network or similar website. Noncompliance will result in disciplinary action. **As such, OLV students are prohibited from maintaining a social network page.**
- Students will not access material that is profane or obscene, or that advocates illegal acts, violence, or discrimination towards other people.
- Students will not plagiarize work they find on the internet. Plagiarism is taking ideas or writings of other people and presenting them as if they were one's own.
- Students will not use obscene, profane, lewd, vulgar, rude, or threatening language, even in jest. Nor will they through means of the internet, harass, or annoy other users.
- Students will not knowingly or recklessly post false information about other persons or organizations.

- Students will not make deliberate attempts to disrupt computer systems or destroy data by the spreading of computer viruses or by other means.

Please find enclosed the Archdiocesan *Acceptable Use Guidelines and Computer and Internet Use Agreement*. **This must be signed and submitted to the school office.**

### **Cell Phones**

Cell phones must be turned off and may not be used during school hours. Students who must carry a cell phone for purposes of contacting parents after school must send a note from the parents to the principal. Students with written permission to keep phones will be required to give them phones to the office for holding during the school day. The school will not assume responsibility for missing/damaged property.

### **Electronic Devices**

Electronic devices (MP3 players, a walkman, electronic games, etc) may not be brought to school.

## **XVII. PARENT INVOLVEMENT & EXPECTATIONS**

### **Parents as Partners**

OLV recognizes parents as the primary educators of their children. As partners with the school in the education of their children, parents and the faculty must work together in the best interests of the students. It is expected that parents will honor the code of conduct and be role models for their children, especially in their relationships with school employees.

A positive working relationship between parents and teachers models our shared commitment to the growth and development of our students. If parents behave in a way which is deemed inappropriate by a teacher or the school, it may be determined that it would be counterproductive for the family to continue as members of the OLV community.

### **Parent Volunteers**

OLV encourages parent volunteers to contribute their time to the classroom for the enrichment of educational programs and to promote a sense of cooperation between parents and faculty. Parental involvement in the classroom as a volunteer is at the discretion and invitation of the teacher. There are many opportunities offered by the OLV Home and School Association to support the school community as a volunteer.

### **Parent Visitors**

All parent visitors must report their arrival to the school office. Parent visitors may be asked to show an I.D., sign in/out, and wear a badge while on the premises.

### **Classroom Visits**

Opportunities to visit the classrooms are at the invitation and discretion of the teachers. Impromptu visits to a classroom for any reason are not permitted. Parents/guardians who need to contact a child or teacher must do so through the school office.

## **XVIII. GENERAL INFORMATION**

### **Publicity Release**

Each student is expected to have a signed publicity release form on file acknowledging that Our Lady of Victory School and the Archdiocese of Washington have opportunities throughout the year to promote Catholic Education. If a student has personal circumstances prohibiting the acceptance of this policy, please discuss with the matter with the principal.

### **Family Education Rights and Privacy Act - The Buckley Amendment**

OLV adheres to the Buckley Amendment regarding access to student records and academic confidentiality.

### **Class Preparation**

Students must bring all necessary books, papers, pens, and supplies to each class. All assignments should be ready to be handed in on the day they are due. Written works and projects are to be legible, clean, and free from ragged edges. Specific directions from teachers should be carefully followed.

### **Weekly Newsletter**

In an ongoing effort to keep parents informed of events at the school, a weekly newsletter will be published every Wednesday. Parents will be asked at the beginning of the year if a hard copy is preferred. While every effort will be made to ensure that your child brings home a copy of the newsletter, please note that it is available at [www.olvschooldc.org](http://www.olvschooldc.org). The office also keeps extra copies if you need another copy. Please take the time to read the contents and to fill out any forms necessary.

### **Messages**

Only messages of vital importance will be relayed to students during classroom hours. In an emergency situation, a parent may come to school to deliver a message or to take a child from the school premises; however, the parent *must* come to the school office, and the child will be called to the office by school staff.

### **Field Trips**

Throughout the year, field trips are planned to complement classroom instruction. Participation is expected, as these trips correspond to the curriculum. In order for a student to participate, a field trip and medical release form must be completed and signed by parents/guardians. These forms, along with any applicable fees, should be submitted to the school as indicated. The office is only able to accept checks made payable to Our Lady of Victory School in order to cover the cost of the trips. The cost of each trip is budgeted on full participation; therefore if a student is absent on the day of the activity, the money is not refunded.

Field trips are privileges, and a student may be denied participation if he/she fails to meet academic or behavioral requirements. If a student chooses not to participate, a written notice must be provided from the parent/guardian explaining the reason and the absence will be recorded on attendance records.

Students are to abide by all school rules and regulations while on field trips.

### **Directory/Email lists**

At the beginning of the school year, the school publishes an annual directory that includes the names, addresses, phone number and email addresses of each school family. The school office is prohibited from giving out any other information about families. A form for families to “opt-out” and not have their names published is provided at the beginning of the school year. If a family does not want to be published in the school directory, their “opt-out” form must be returned to the school office. The directory is for the sole use of OLV families. It should NOT be used as a means of soliciting business. The directory is *not* published on the school website.

Class emails lists are generated at the beginning of the school year and used to share relevant and timely information with the school community. These email lists should not be used by parents for business purposes.

### **Chewing Gum**

Gum is prohibited on OLV premises.

### **Tobacco and Drugs**

Smoking and/or illegal drug use is prohibited on OLV premises.

### **Recycling**

OLV recycles cans, paper, and cardboard. Please support these efforts.

### **Pets**

Please remember that many children have fears of or allergies to certain animals. Please do not bring your pets into the school premises.

### **School Sponsored Events**

Throughout the year, various events will be sponsored by the school and/or the parish. You will be notified as to whether these events are family-oriented or strictly for the parents.

During family functions, you may not leave your child at the school unsupervised. **Parents need to supervise children at all times.** Children are not permitted to roam the school or school grounds during family functions. Children must remain in the areas designated for the particular function for which they are in attendance. School personnel cannot be responsible for any unattended child.

If the event is for parents only, please do not bring your child with you as the function or hour of the event may be inappropriate for your child and there is no child care available.

### **Classroom and Birthday Parties**

An opportunity for celebrating most holidays will be available to all grades. Traditional class parties will be limited to grades N-3. Room parents may be asked to organize the food for the parties; food should be sent on the day of the party.

In an effort to maintain a strong academic program, classroom birthday parties or lunch time parties are not allowed. Parents may send in cupcakes or cookies (no cake) for their child's class, which will be distributed at recess. Additionally, students are permitted to come to school out of uniform on the day of (or near) their birthdays. Students with birthdays occurring over the summer may select a school day in June as their no-uniform day.

Parties held outside of school are solely the responsibility of the parents/guardians; however, we ask that all children in a class be invited. If parents cannot accommodate all children in a class, then we suggest that children of only one gender be invited (all the boys or all the girls). Invitations may be distributed during the school day only if they include every student (i.e., all students or all girls/all boys).

### **Lost and Found**

**At the start of the school year, please *write your child's name* on all school items including *uniforms/clothing, books and materials* (“Sharpie” pens are recommended for this). Any unidentified or lost articles of clothing, textbooks, notebooks, sports equipment, etc. are stored in the school's Lost and Found, located outside of the 4<sup>th</sup> grade classroom. Please check the Lost and Found often; unclaimed items are donated to a charity at the end of each quarter.**

Articles of value, such as wallets, watches, eyeglasses, etc. will be brought to the school office and may be claimed there. **It is strongly recommended that no unnecessary valuable articles be brought to school.**

### **Textbooks and supplies**

Students in each grade are required to have specific supplies. A list is sent home to notify parents/guardians of what each child needs for the following school year.

Textbooks are school property and are on loan to the students. All hardback books must be covered at the beginning of the school year and remain covered. No highlighting or writing is allowed in any hardbound book or novel belonging to the school. Restitution is required for lost or damaged books.

**No backpacks with wheels are permitted.**

### **Visitors**

All visitors must report their arrival to the school office. Visitors are expected to show identification, sign in/out, and wear a badge while on the premises.

**Forgotten Items**

In order to encourage responsibility in all our students, we request that no forgotten items be brought to school during the day (e.g., band instruments, homework, books, etc.). Due to security and supervision concerns, we ask that students or parents not enter the classrooms after dismissal.

**Deliveries**

Due to the structure of the school day, it is impossible for the office to accept deliveries (e.g., balloons, flowers, etc.) for students.

**Snacks**

When providing snacks or treats, please send only items that are single, self-serve portions such as brownies, cookies, or cupcakes. As no refrigeration is available, please do not send sodas or drinks in glass bottles.

**Movies**

Occasionally, to complement the curriculum or in Extended Day, teachers may show students a movie. Grades PK-5 will be allowed to watch G-rated movies. Grades 6-8 will be allowed to watch PG-rated movies.

## **XIX. HOME AND SCHOOL ASSOCIATION**

OLV's parent organization has a three-fold purpose: to foster communication among parents, to establish communication lines between the school and the home, and to offer service to the school. The Home and School Association relies on the annual activity fee, paid by each family, to support the events designed to help it achieve its purpose.

**Parental Involvement**

As soon as a student enters OLV, every effort is made to involve the parents in as much of their children's activities as possible. This is done primarily through the events sponsored by our Home and School Association. Each of these events requires the assistance of our parents to ensure its success. Each class will be assigned a function to organize, set-up and clean-up. Chairpersons will be recruited to supervise the event. All parents of the hosting class are expected to participate. This is not only advantageous to the school by fostering a spirit of community that is so important to a school's successful functioning, but it also provides the parents with an opportunity to get acquainted with the parents of their children's friends. It is equally important for each child to be aware of his or her parents' commitment to the school through volunteerism. All parents know that children learn by observing the behavior of those around them. What better way to teach the children the necessity of community involvement than to become involved yourself?

**Participation Policy**

Parental involvement is crucial to ensuring the best possible experience for your child at OLV. Strong parental involvement builds a sense of community among the families within the school. It also develops strong bonds between parents and teachers and greatly improves the education OLV can offer. To this end, the school board asks all parents to pledge a minimum level of involvement

in school activities. This includes participation in raising funds for the school as well as in school-wide activities.

Participating as a room parent and for in-class events such as field trips, individual class parties, and reading in the classroom is greatly appreciated, encouraged and expected. Without this parental participation, the children of OLV would not experience the benefits and bonds which are the results of this involvement. However, these activities do not contribute to the maintenance of the level of financial responsibilities required of the School. Tuition alone does not cover the daily and long-term operating expenses of the School.

In order to facilitate the success of OLV's fundraising activities, the school has implemented the following policy:

**Each family is required to make a monetary commitment of \$600 per year in fundraising for the school. This commitment can be fulfilled through a variety of methods, including solicitation of donations, participation in fundraising activities, and direct monetary contributions to the OLV Development Fund. If this is not possible for a particular family, then part of this fundraising can be achieved through a time commitment to serving in the ways described below under TIME (Service) commitment donations. Each hour of service is valued at \$20 making the total monetary commitment for each family of \$600 per school year.**

**In-kind donations are considered:**

- The dollar value of one's donation(s) to the annual Auction/Gala.
- The dollar value of one's donation(s) to the Friends of OLV Spring Golf Tournament (held every other year)
- The dollar value (50% of your total sales) one raises through Sally Foster or Pizza sales.
- The dollar value of the amount paid for purchases at the annual Auction/Gala (less \$25 for Auction/Gala tickets).
- The dollar value of the price paid at the Friends of OLV Golf Tournament (less \$25 for the Golf Tournament fees) (held every other year)

**Service commitment donations are considered:**

- **Serving on the Auction Committee which includes:**  
Chairing a committee, soliciting donations, addressing invitations, stuffing/ mailing envelopes, writing solicitation and thank you notes, basket shopping and stuffing, catalog editing and binding, set-up and clean-up on auction day/night, and working the registration table.
- **Sally Foster Gift Wrap or Pizza Kit Sales includes:**  
Serving as Chair of the sale which includes promoting sales, tallying, sorting and/or distributing orders. This will be tracked by reports at the conclusion of sale time. OLV receives 50% of the total sales. Therefore, 50% of your total sales are what will be considered as your share.
- **Book Fair includes:**

Set-up, serving as cashier, pack-up.

- **Friends of OLV Golf Tournament (every other year) includes:**  
Soliciting donations, promoting the event, gathering foursomes (teams), set-up, clean-up, and working registration the day of the event.
- **Serving as an HSA Event Chairperson includes:**  
Being the chair or co-chair of an HSA event which invites participation of the entire school community. **These include and are limited to:**  
Breakfast with Santa                      Father-Daughter Dance  
Bingo/Bowling Night                      Sock Hop
- **Trivia Night**  
Setting up, serving food and beverages, easy pass/ticket sales, and clean up.

All service hours will be tracked by an at-large HSA coordinator who will work with the chairs of events. In order to receive credit for your hours, **please keep track of the dates and times of your service and report them to your event chairperson. This is the only way to ensure that you will receive full credit!**

**Monetary Donations include:**

- Any actual dollars donated directly to Our Lady of Victory School. These will be tracked by the auction software via the auction treasurer.

**If you do not fulfill your commitment of \$600 by the end of the school year, you will be billed for the balance. If you have special circumstances that prevent you from fulfilling these obligations as stated, you will need to speak with the school principal.**

\* Please remember to check with your employer for matching gifts and with your accountant regarding tax deductibility for monetary contributions.

## **XX. TRADITIONS**

### **Opening Mass of the Year**

This Mass is offered during the first week of school. It is a Mass to which all members of Our Lady of Victory community are invited. It is designed to set the tone for the coming academic year by acknowledging our need for God's assistance in all that we do.

### **Christmas Program**

Our children participate in an annual Christmas Program. This is a wonderful opportunity for all of the OLV community to gather in the spirit of the season and give praise, through word and song, to the Savior.

**Christmas Eve Mass**

School students combine with parish students from other educational settings to participate in many aspects of the children's liturgy.

**Gala/Auction**

Each year we hold an event that is the major fund-raising event of the year.

**Blue - White**

The students are divided into two teams, blue or white, when they enter OLV. These teams compete at our annual Field Day event, and the colors are sometimes used for other school spirit activities during the academic year.

**Field Day**

This is the culmination of the school year for the athletic program. The students compete for blue and white points in field day activities, resulting in one team's dominance until the next year.

**Born for This**

Middle schools students participate in a dramatic presentation of the Stations of the Cross

**Reconciliation and First Holy Communion**

This is, perhaps, one of the most compelling of our traditions, as it is the introduction to the first participatory sacraments for our younger children. First Communion is followed by a reception for the children and their families.

**Confirmation**

This traditional bestowal of the sacrament takes place every other year. It provides an opportunity to the entire OLV community to reaffirm their commitment to their faith.

**Spring Music and Arts Night**

In this finale for the school year, the choir, band, art department and 8<sup>th</sup> grade host an evening for the enjoyment and entertainment of all—school, families, friends and parishioners.

**Graduation**

Graduation is held the first Friday in June. It is a time for the school community to gather together in liturgical celebration for our eighth grade students upon completion of the academic curriculum.

**Awards Assembly and Mass**

An Awards Assembly is held at the end of each quarter to celebrate the achievements of our students. The last day of school finds the entire school community gathered to share their thanks for a year well-ended through celebration of the Eucharist. Kindergarten graduation is held at this Mass, and yearly awards are given to students.

## **XXI. AMENDMENTS**

OLV's principal has the right to amend this handbook for just cause. Parents will be given prompt notification of any changes.

# OUR LADY OF VICTORY SCHOOL EXTENDED DAY REGISTRATION FORM

Please check one: Full Time \_\_\_ Morning Care Only \_\_\_ After Care Only \_\_\_ Drop-in \_\_\_

## Student Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Home Ph: \_\_\_\_\_

## Parent/Guardian Information

Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Office Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Email: \_\_\_\_\_ Home Ph: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Office Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Email: \_\_\_\_\_ Home Ph: \_\_\_\_\_  
Other person to contact when neither parent/guardian can be reached:  
Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
Office Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_ Email: \_\_\_\_\_ Home Ph: \_\_\_\_\_  
Authorization for Pick-Up: persons, other than parents authorized to pick up:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Medical Information: Please list allergies/special instructions:** \_\_\_\_\_

In an extreme emergency student will be transported to a local hospital by ambulance.

Physician: \_\_\_\_\_ Ph: \_\_\_\_\_

I accept that Our Lady of Victory School's Extended Day is part of the school and that the code of conduct outlined in the parent/student handbook applies in Extended Day. I accept that the consequence of my child not being able to remain in/or attend Extended Day may result if my child acts outside of the code of conduct. I will collect my child immediately if requested. I accept that students who receive more than two disciplinary actions in the quarter will be ineligible for the honor roll and unable to participate in other activities (including Extended Day) for the remainder of the quarter. In accordance with Archdiocesan regulations, I accept that the principal will determine the outcome of all disciplinary referrals. I accept that Extended Day follows Montgomery County Public Schools Policy for emergency/weather related delays/closures.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Our Lady of Victory School  
Record of Participation**

Family Name:

Name and Grade of Oldest Child:

Date:

**Please complete and submit this form to the school office.**

<b>Event</b>	<b>Hours</b>	<b>\$ Value</b>	<b>Date</b>
Sally Foster Gift Wrap Sales 50% of \$ amt of your total sales			
2009 Auction/Gala Committee/Volunteer Hours Ticket Price Paid (less \$25)			
Book Fair Committee/Volunteer Hours			
Trivia Night Committee/Volunteer Hours Fees Paid (less \$25)			
Pizza Sale 50% of \$ amt of total sales			
Total Hours	(A)		
Total Dollars		(B)	

Total Number of Hours(A) X \$20 = (C)	(C) \$
Total Dollar Amount Donated	(B) \$
(C) + (B) = Total Participation	\$



***Thank you for your cooperation, time, and donation!***

**Archdiocese of Washington  
CATHOLIC SCHOOLS**



**Acceptable Use Guidelines and  
Computer and Internet Use Agreement  
For Elementary School Families**

**I. GUIDELINES**

Electronic information systems offer vast, diverse, and unique resources to students. It is the goal of the Catholic Schools to provide this service to promote educational excellence by facilitating resource sharing, innovation, and communication.

All diocesan schools that provide Internet access use Internet filtering software to help ensure the protection of students from exposure to objectionable or offensive materials. Student use of computing and network resources is intended to be a supervised activity. Staff members will guide and monitor student use of the Internet. If a student has a question about the appropriateness of an action with regard to the Internet, the student should ask the supervising staff member before proceeding. Staff will not be responsible if a student accidentally or willfully proceeds to an objectionable site.

The benefits to students' educational experiences from access to the Internet can far exceed any disadvantages given the form of information resources and opportunities for collaboration now available. Ultimately, however, parents and/or guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, parents and guardians must read and discuss with their children the following terms and conditions for computer and internet use, sign the agreement in the appropriate places below, and return the signed agreement to the Principal.

**II. STUDENT/PARENT/GUARDIAN TERMS**

- Students will use all computer equipment with care and respect and will not type or use any inappropriate or unacceptable words or display inappropriate or offensive images, sounds or messages. A student may not use the School's computing and network resources in a manner which violates any local, state or federal laws. Students will print only that information approved by the teacher. If the student observes or becomes aware of any inappropriate material or misuse of equipment, he/she will immediately report it to the teacher or supervising staff member. Viruses are unauthorized computer programs that may destroy or damage computer files on an infected computer. Students should be aware of the possibility that a virus may be located in any file or disk obtained by a third party. Students must obtain the permission of a teacher or staff member before loading a file or disk onto a school computer.
- Most software is protected by both copyright law and contractual restrictions. A student may not use the School's computing and network resources to create, store, transfer or execute software in a manner which violates the rights of the holder of copyright in the software. Under no circumstances may a student load any software onto one of the School's computers without first obtaining the teacher's permission.
- While using a computer, whether in a classroom, lab, office, the media center or other locations in the school, we understand that students will use the Internet only for school-related projects and visit only the sites assigned by the teacher. Students will NOT "surf" the Internet or visit "chat rooms." Students will never log-on to the Internet without permission from a teacher or supervising staff member. Students will not give out or post personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.
- If a violation of these guidelines is observed or reported, the School will conduct an investigation. During such an investigation, the user's privileges may be suspended. If the student is found in violation of this policy, the user's privileges may be permanently revoked, and other disciplinary action may be taken by the appropriate authorities. During such Students and guardians understand that use of the Internet may be monitored. The School may, to the extent permitted by law, assume access rights to a student's computer files when required for the maintenance of the school's computer resources, in emergencies or in the course of investigation possible wrongdoing.

- Students and their parents/guardians may be held responsible for any liability damages and expenses resulting from any use of the School's computer resources in violation of this policy.

### III. AGREEMENT

I understand that if I fail to honor all of the terms of this agreement, my Internet privileges may be revoked and disciplinary action may be taken by the Principal or other appropriate authorities.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent/Guardian Signature/Date

\_\_\_\_\_  
Student Signature/Date



# Archdiocese of Washington

## CATHOLIC SCHOOLS



### Publicity Release Form For Elementary School Student

Our Lady of Victory School and the Archdiocese of Washington have opportunities throughout the year to promote Catholic Education through publicity and news stories on radio, television, print, and electronic media.

Permission is hereby grant to Our Lady of Victory School and the Archdiocese of Washington to use voice/audio recordings, photographs, video and quotations of

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(Name of student)

to assist in community awareness, educational and related public relations efforts, including media coverage of school events and activities and public relations/advertising that may include brochures, print, radio, TV, or electronic media.

In exchange for the opportunities to participate in community awareness programs, educational efforts, and publicity endeavors of Our Lady of Victory School and the Archdiocese of Washington, I hereby agree to release and hold harmless Our Lady of Victory School and the Archdiocese of Washington and their agents, servants, and employees for any and all claims, demands, causes of action, and/or liability of any kind or nature arising out of or connected to the use of said use voice/audio recordings, photographs, videos, and quotations.

I hereby waive any right to compensation, royalty, or fee for myself, the student/participant, or our successors, heirs, or assigns in connection with the production or use of aforesaid materials.

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Signature and date

## Handbook Read and Consent Form

I have read the 2009-2010 Handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**SIGNED FORM DUE TO SCHOOL OFFICE BEFORE SEPTEMBER 3, 2009.**