



OUR LADY OF VICTORY SCHOOL

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PARENT/STUDENT HANDBOOK

2011-2012



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

During the mid-1940's, it became apparent that a school was needed to serve the growing number of OLV 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 today. The school is thriving - enrollment in grades nursery through eight is 200 and the average class size is 18. In 2005 the school underwent a major renovation with new air conditioning, windows, ceilings, and lighting. Temporary modular classrooms, renovations of the auditorium and office space additions have also improved the instructional environment.

In October 2007, the US Department of Education recognized OLV as a Blue Ribbon School of Excellence. 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 2018. OLV was re-accredited for seven years in 2011. A copy of the accreditation report and strategic goals may be requested through the school office.

V. NON-DISCRIMINATION 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.

OLV adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

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 using the Archdiocesan Re-registration Form (see appendix) [ADW Policy, 3519]. 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.

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

Students with Special Needs

Subject to review and approval, students with special needs may be permitted to attend OLV. The principal makes the final decision regarding the admission and re-enrollment of any student. At the time of admission, parents/guardians must make available to the principal any relevant documents, such as: Psycho-educational testing, Individualized Education Plan (IEP), 504 plan, Speech and Language Testing, ELL testing, or any other comprehensive testing or documentation written to describe the child's specific educational needs. Submitting documentation does not obligate the school to fulfill the child's documented needs.

If the principal determines that the school is able to meet the child's needs, a Catholic Accommodation Plan (copy may be requested from the school office) will be formulated indicating the types of support that OLV will be able to offer to the student. Parents/guardians will review and sign the agreed plan.

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.

Parents must complete the Authorization for Release of Student Information Form (see appendix) prior to the release of student information to another school [ADW Policy, 3591].

Records of students transferring to other schools will only be sent through the US Mail directly to the new school. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make at least a five school-day request to the School Office. All forms should be submitted to the School Office for distribution.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

A fee for each transcript requested will be incurred for students transferring in grades N-7.

Parents who withdraw their child for any reason on or after June 1st 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 August.

Please note that parents, who withdraw their child/children for any reason at any time after June 1, will be responsible for the full financial obligation for the academic year beginning in August, 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. Tuition rates are based on the full cost of educating a child [ADW Policy 4310]. Families who are financially able and willing to pay the full rate of educating their child are encouraged to do so. When families pay the full tuition rate for their child's education, it contributes to the future financial stability of our school while allowing OLV to continue to provide tuition assistance to those families with the greatest need.

Tuition rates for **all** students may be reduced through additional tuition assistance from OLV School for multiple children, and/or Norma Schlorb Scholarships for families with demonstrated need. Other sources of tuition assistance such as the ADW Student Aid Program are also available. All families seeking tuition assistance through these scholarship and tuition assistance programs will be required to submit the appropriate application materials.

In an effort to keep Catholic education affordable and accessible to ADW parishioners, tuition assistance from OLV School is available in the form of a reduced ADW Parishioner Rate. [ADW Policy 4340 and 4350]

ADW Parishioner Rate: To be considered for an ADW tuition rate, a family must be registered in an Archdiocesan Parish for a minimum of one year prior to school registration. It is expected that those families who claim the ADW rate will attend Mass regularly, participate in parish ministries and activities, and contribute financially to the support of an Archdiocesan Parish. In addition, a

letter must be furnished to OLV School from the pastor of the ADW parish, **other than OLV**, indicating that the family is in good standing and meets the requirements stated. If this criterion is not met, families will be expected to pay the full tuition rate.

Families who move to the OLV parish from outside the DC metro area may be able to obtain the ADW rate during their first year with principal and pastor approval.

Other fees

Book and Materials Fee: A per child fee, nursery through grade 8. Payment is due in full the first week of school or it may be combined with tuition payments.

Home and School Association Fee: An activity fee per family is due in full the first week of school, payable to the OLV Development Fund. This payment may also be combined with tuition payments. This fee helps to defray costs of HSA activities (Picnic, Sock Hop, Breakfast with Santa, etc).

Fundraising Requirement: All OLV School families are required to contribute \$600 to the school or contribute a minimum of 30 hours of fundraising volunteer service. Families may choose a combination of hours and financial contributions. Any families with an outstanding balance will be billed at the end of the school year.

Payment Terms and Conditions

There are three Payment Plans available:

1. Annual Payment: Under this plan, the balance of tuition for the entire upcoming academic year is due in full, on or before June 10, to Our Lady of Victory School.
2. Semi-Annual Payments: Under this plan, one-half of the academic year tuition is due June 10, and the second half due by October 10, to Our Lady of Victory School.
3. Monthly Payments: Under this plan, academic year tuition shall be directly to Our of Victory School on the 10th of each month. Three payment plans are available:
 - (a) nine monthly payments from June - February
 - (b) twelve monthly payments from June - May
 - (c) nine monthly payments, September - May**returning families only

Non-refundable payments

All payments to the school are non-refundable.

Consequences of Non-payment

Late Fees

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

Withholding Records

OLV School reserves the right to withhold a student's school record if the family fails to satisfactorily meet tuition payments or other fees in a timely manner. 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.

Cancellation of Registration

OLV School reserves the right to cancel the registration or to require full tuition payment in advance of registration of any student whose family fails to satisfactorily meet tuition payments or other fees at an Archdiocesan school during the preceding semester. Child/children may not return to school until all late tuition and fees are paid.

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, and physical education. The teaching and use of technology is integrated into the teaching of subject areas.

Subject Areas: Grades N-5

Religion	Library Skills
Mathematics	Art
Language Arts (English, Reading, Spelling)	Music
Science	Physical Education
Social Studies	
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)	Art
Language Arts (Reading, English)	Music
Science	Physical Education (incl Swimming)
Social Studies	

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 or promote a student. The principal shall make the final determination as to whether the retention or promotion will be at OLV.

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.

Assessment & Grading

The assessment and reporting system at OLV is based upon the Archdiocese of Washington's Academic Standards and assessment guidelines. Teachers assess each scholar's knowledge and skills 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 or her mastery of standards-based instruction. Assessment results are also used by teachers to direct and modify instruction.

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 parents, reflecting quarter-end grade averages by subject, and in grades N-3, comments regarding scholars' strengths and weaknesses.

Progress Reports: Issued every two/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 two 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 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. Arrangements should be made directly with the principal if a child is out ill for an extended period of time and this affects his/her ability to complete assignments on time.

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

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

Weights & Percentages: Grades are calculated using either points or proportions. Teachers use the following guideline 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 guideline 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. NO homework for students in 1-5 will be assigned for completion over the weekend.

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 per night

In Grades 4-8, homework is assigned for practice of a new skill or knowledge and needs to be **completed to the standard according to the instructions**. 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 per night
- Grades 6 - 8 70 -90 minutes per night

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. Homework assignments will be posted on the OLV website on the student & faculty pages.

Re-teaching/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 (religion, 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 a **G** in each special subject, and must not have more than one **18, 19, 20**, 21, 22, 23, or 24 negative comment code noted on their report cards for the quarter. Students who have received a disciplinary report 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 7th and 8th grade standardized and High School Placement Tests are included in high school admissions transcripts.

The principal reserves the right to require that a student has a formal psychological, psychiatric or other assessments pertaining to any academic concerns.

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. [ADW Policy 1240]

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. [ADW Policy 3570]

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, after school or during an extra-curricula activity. 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
- Unexcused missing or late assignments

- 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:

- Repeated inappropriate behavior
- Disrespect toward those in authority
- Non-compliance with the uniform code
- Fighting
- Aggressive behavior
- Bullying, Harassment or threatening behavior
- Verbal or physical abuse of another student, even in jest
- Sexual Harassment
- Violation of technology procedures/policies
- Destruction of school or another person's property
- Petty theft
- Circulating or possessing pornographic material
- Threatening harm or harming another, even in jest

A written record of suspensions is kept on file for the duration of the student's enrollment at the school. [ADW Policy 3571]

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 suspension
- 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)

The principal reserves the right to require that a student has a formal psychological, psychiatric or other assessments pertaining to any behavioral concerns.

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.

Parents are responsible for instituting and maintaining a parking lot procedure for arrival. Children should not be walking or worse, running through the parking lot unaccompanied by an adult. If you are dropping children, please drop them by the patio or alley, where they can exit the car on the right hand side, not into traffic but directly onto the sidewalk or down the alley.

If you are parking and walking in, please park and keep your children with you as you make your way to the sidewalk or alley.

Nursery, PK and K students need to be holding an adult's hand--even older students would benefit from this safety precaution.

If parents intend to 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.

IF YOU NEED TO ENTER THE BUILDING AFTER 8:15 A.M., PLEASE USE THE OFFICE DOOR. IF YOU EXIT THE BUILDING AFTER 8:15 A.M., YOU MUST USE THE OFFICE DOOR. BE CAREFUL NOT TO ALLOW OTHERS TO ENTER AS YOU EXIT. PLEASE NEVER PROP THE DOORS OPEN.

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 12:15 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. [ADW Policy 3535] 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 mandated to report a student absent for more than 10 consecutive days during the school year to Child Protective Services for an investigation of educational neglect.

The following are valid reasons for excused absences from school, if properly documented by the student's parent or guardian upon the student's return to school:

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. **Medical or dental appointments;**
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;
5. Lawful suspension or exclusion from school by chief administrative officer.

6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
7. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is considered an unexcused absence.

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 office.

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.

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 Child Protective Services.

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 40 days of absence in a school year, students may be retained or dropped from school rolls and truancy compliant filed.

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 at the rate of one dollar per minute.

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 written and signed by parents/guardians 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.

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

Transportation Permission

Parents/guardians of every student must complete an Archdiocese of Washington Transportation Permission Form (see appendix) [ADW policy, 3546]. This form indicates the method/s by which the student will be transported to/from school each day. Parents/guardians must list the name and contact information for each person permitted to pick-up the student.

Changes in Transportation Plans

If a student is to be released to a person who is **NOT** currently listed on the Transportation form, a written note, signed and dated by the parents/guardians must be hand delivered or faxed to the school office before 2:45 PM.

If a student is to be released to a person who **IS** currently listed on the Transportation form, a written note, fax, email, or phone call will be accepted as notification.

The absence of written permission from a parent/guardian will result in a child not being allowed to leave the premises with any individual not on written record as being allowed to transport the child and the parent will incur extended day charges.

Students who walk home may be kept at school until alternate pick-up arrangements have been made if circumstances warrant.

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 (First day of school – Jun).

Fees & Payments

Regular participants (3- 5 afternoons per week)

- i. Monthly fees
 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 10th of each month. If payment is not received by the 10th, 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 expected at drop off or pick up of each day
- iv. If payment is not made, a bill will be sent, payment is to be made before or by the 10th of each month. If payment is not received by the 10th, a late charge of \$25 will be assessed weekly thereafter until payment is made.
- v. 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.*

After School Activities

A student who attends other after-school activities such as sports, Scouts, 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. Parents whose children arrive before 7:30 AM, according to the school clock, should be prepared to pay \$1 per minute per child.

Students not enrolled in morning care should remain off OLV property until 8:00AM.

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.

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. 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. 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. [ADW Policy 3580] 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). **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 or Navy Flynn and O'Hara shorts with belt optional for spring and fall

Navy Flynn and O'Hara slacks with belt 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 ¾ length sleeves and OLV logo

Navy cardigan sweater with OLV logo or navy sweatshirt with OLV logo
Navy Flynn and O'Hara slacks with belt optional for winter
Navy Flynn and O'Hara shorts with belt optional for spring and fall

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 with belt 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 – **no lights or sounds**

Grades 4-8

Swim suit – one piece for girls, swim shorts for boys

All Students 1-8

Socks: For girls, **plain** navy or white knee socks, white crew socks that cover the ankles, white, black or navy opaque tights (combination of socks and tights must be same color). For boys, plain navy, black or white crew socks that cover the ankles. The OLV logo is the only acceptable sock logo.

Shoes: Black, dark 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.

Hair: Hair should be neat with any fringe/bangs above the eyebrows.

Long hair should be tied back.

Boy's hair should be above and not touch the shirt collar and trimmed around the ears.

Scrunchies, hair clips/bands, rubberbands, etc. must be in the hair, **not worn on wrists**. Extreme hair coloring and bleaching is not permitted. No scarves should be worn in the hair.

Additional Information Regarding Uniforms

- The principal reserves the right to determine what is appropriate.
- Only alterations for size will be accepted.
- Make-up including lip stick/gloss is not permitted.
- Colored nail polish or French/American manicured nails are not permitted.
- Nail tips or artificial nails are not permitted.
- 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. All shorts should be fingertip length
- CYO or Field day shirts are not permitted as gym shirts.
- 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 8th 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.

Scout Uniforms

Brownies, and girl/boy scouts may wear the scout uniforms on meeting days.

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). All shorts should be fingertip length. All shoulder straps need to be at least the width of two fingers.

XIV. EMERGENCY & SAFETY POLICIES

Emergency Forms

In the event of an emergency, only those individuals designated by the parents on the Emergency Contact Information (see appendix) section of the most recent admission application or re-registration form for the current school year will be notified [ADW Policy, 3545]. 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 Montgomery County, Maryland, Public Schools.** If Montgomery County Schools are closed, OLV is closed.

If Montgomery County Schools have a two-hour delay, classes begin 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, 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

In accordance with ADW Policy 3581, OLV has an emergency plan in place should the need arise. This plan is updated regularly in consultation with the School Advisory Board and ADW Catholic Schools Office. If there is a school emergency, parents will be notified as soon as possible and instructed on what to expect. Please note that only those individuals with emergency forms on file with the school office shall be notified [ADW Policy 3545]. Copies of the crisis plan are available from the office for parent review. Comments about this plan maybe provided during the first two weeks of the school year. [ADW Policy 3581]

In case of an emergency evacuation, parent re-unification would occur at The Lab School of Washington, located at 4759 Reservoir Road NW, Washington, DC 20007.

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 and create an account.
2. Complete the Application Form available at 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, 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 virtue 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 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 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 virtue 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.

Child Custody

Parents/guardians who are (or become) divorced, separated, unmarried, or who have any other kind of special circumstances regarding the custody of their children must provide the school with a court order or decree of custody for the student's file [ADW Policy, 3571]. This information must be provided and updated upon applying for admission, re-registering for the next academic year and whenever a custody arrangement changes.

Prevention Programming

As a Catholic school, Our Lady of Victory believes and teaches that each of us is called to love our neighbor and to treat them with respect. OLV is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

Harassment

In the interest of safety for all members of the community, harassment of any kind is in violation of Archdiocesan policy [ADW policy, 3570] and will not be tolerated. The principal shall investigate all complaints of harassment. In general "harassment" is conduct that meets all of the following criteria:

- Is directed at one or more individual
- Substantially interferes with educational opportunities, benefits or the program/activities of OLV for one or more individuals
- Adversely affects the ability of an individual to participate in or benefit from the educational opportunities or programs/activities because the conduct, as reasonably

perceived by the individual, is so severe, pervasive, and objectively offensive as to have this effect

- Is based on an individual's actual or perceived distinguishing characteristic, or is based on association with another person who has or is perceived to have any of these characteristics

Bullying

Harassment or bullying of any member of the school community is prohibited. All reports of harassment or bullying will be treated seriously. Bullying is a type of harassment occurring when the following specific criteria are present:

- A student is exposed, usually regularly/repeatedly and over time, to negative actions on the part of one or more persons, and has difficulty defending him/herself
- The intention of the repeated negative actions over time is to cause mental/physical harm through written, verbal, graphic, subtle, physical or non-physical acts, or gestures, including electronically transmitted acts
- Typically motivated by either an actual or perceived distinguishing characteristic

The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

XV. HEALTH POLICIES

All students shall comply with the health regulations of DC in accordance with archdiocesan requirements.

Immunizations

The Archdiocesan policy [ADW Policy 3514] requiring immunizations as a condition of admission for all students is based on Catholic social and moral teachings concerning the sanctity of human life and serious concern for the health, safety and well-being of students, staff, school communities and the common good. It is mandated that all children entering school **ARE REQUIRED** to show proof of **CURRENT** immunizations using the Archdiocese of Washington Immunization Policy Acknowledgement Form (see Appendix). Students who do not have on file an updated immunization form within the first 10 days of school will not be permitted to return to school until all immunizations are current and recorded.

All parents of rising sixth grade female students will receive the HPV Immunization Form (see appendix). Parents are required to verify that they have been informed of the HPV vaccine and either indicate that they have decided to opt-out of the HPV vaccine; or obtain the signature of their daughter's physician, indicating the HPV vaccine was administered.

Children are also required to have physical and dental examinations before entering school. Vision and hearing examinations are also strongly recommended.

Medication

Parents are encouraged to administer any required medication to students while at home. If a student must take medication during the school day, including non-prescription medication, the parent must provide the medication to the school in the original container with the child's name on it, accompanied by a Student Medication Authorization (see appendix) BEFORE personnel can consider the request. [ADW Policy 3544] **Children may not keep medication in their backpacks.**

Allergy

Admission and continued enrollment may be granted to students requiring special accommodations due to allergies if the required treatments and precautions are documented by the student's physician on the Archdiocese of Washington Allergy Agreement and Action Plan, and authorization for use of EpiPens, other medication, or inhalers is complete and signed by parents/guardians (see appendix).

OLV recognizes that life threatening food allergies are an important condition affecting many school children.

Some OLV students have life-threatening peanut allergies. OLV is striving to be a **peanut-free zone**. Please **do not** use peanuts or peanut products for class projects or snacks.

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. Any injury to the head will be reported to the parent.

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

- Temperature above 100° F (students must be fever free for 24 hours before returning)
- Vomiting (students must have not vomited in the 12 hours prior to returning to school)
- Diarrhea
- Pinkeye (students should be deemed non-contagious by a physician before returning)
- 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, mono, 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.

XVI. TECHNOLOGY POLICIES

Acceptable Use of Technology and Internet by Students in Catholic Schools [ADW Policy 3212]: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber-bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not 'surf' the Internet or visit 'Facebook,' or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

As such, OLV students are prohibited from maintaining a social network page.

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

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, parental written permission is required to be on file with the school office. Upon arrival in the morning, the cell phone in the off position must be

placed with the other cell phones. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker/backpack or in his/her possession. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year. The school will not assume responsibility for missing/damaged property.

Electronic Devices

Electronic devices used for recreational purposes 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.

As partners in the educational process at OLV, we ask parents:

To ensure that your child:

- Gets to bed at a reasonable time on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code in clean uniform, having bathed and brushed their teeth
- Has the materials needed for assignments and completes assignments on time
- Has a lunch and a nutritional snack every day

- To attend Mass, contribute to the offertory (if Catholic) and teach the Catholic faith by word and example
- To actively participate in school activities
- To notify the school with a written note when the student has been absent or tardy
- To notify the school office of any changes of address, email addresses or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and check the web site to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the policies of the school

- To treat the OLV employees with respect and courtesy in discussing any problems

Once you have chosen to enter into a partnership with us, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her spiritual, moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home, will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. 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 administration, it may be determined that it would be counterproductive for the family to continue as partners with the OLV community.

Parent/Guardian Cooperation

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Our Lady of Victory. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that OLV derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Our Lady of Victory. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Our Lady of Victory.

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. Guidelines and policies are provided in the OLV Volunteer Handbook.

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.

Initial Counseling Services

During the school day, your child may be referred to talk with the school counselor, in order to ensure that all scholars are able to function in the classroom to the best of their abilities. The counselor works in the milieu, in whole class lessons, in small group and occasionally one-on-one, to support social-emotional development, especially as it pertains to students being fully available for learning in the classroom. Parents will be notified if your child is referred to the counselor and parent permission requested (Form in appendix) if a follow-up to an initial contact is recommended.

Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Our Lady of Victory School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

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. 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. Any change in dismissal routine must be authorized by a parent/guardian in the form of a signed written note either hand delivered or faxed to the school office (see page 22).

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.

Community Resources

OLV has access to resources in the local community. For example, the CVS building is used for music and computer classes. During the school year the various classes regularly uses the swimming pool and wetlands at the Lab School of Washington, Foxhall Park and the Palisades Library. Students access these resources by walking with adult supervision. Parents will be notified if a class intends to utilize one of these local resources.

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 plastic bottles, 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 in 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 request 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 (Permanent markers such as "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 4th 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, including parents, 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.**

Fundraising Requirement

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 donations to the OLV Development Funds. 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 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 (50% of your total sales) one raises through Sally Foster.
- The dollar value of one's solicitations/donation(s) to the annual Auction/Gala.
- The dollar value of the amount paid for purchases at the annual Auction/Gala
- The dollar value of one's solicitation/donation(s) to the Friends of OLV Golf Classic
- The dollar value of the amount paid for purchases at the Friends of OLV Golf Classic
- The dollar value of one's solicitation/donation(s) to Trivia Night
- The dollar value of the amount paid for purchases at Trivia Night

Service commitment donations are considered:

- **Serving on the Auction Committee which includes:**
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.
- **Book Fair includes:**
Set-up, serving as cashier, pack-up.
- **Friends of OLV Golf Tournament includes:**
Set-up, clean-up, and working registration the day of the event.
- **Scrip**
Sales and administration of gift card program
- **Development Activities**
Other activities such as data entry or mailings, as determined by the Director of Advancement.

All service hours will be tracked by the Director of Advancement, 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.

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

If you do not fulfill your commitment of \$600 by the end of the school year, you will be expected to pay 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.

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 8th 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.

EXTENDED DAY PROGRAM - GRADES Nursery through 8
REGISTRATION FORM
Enrollment Limited

A non-refundable registration fee of \$50/per student is payable with this Registration. First months payment is due on September 10th. (The \$50 registration fee is included in the Annual rates. This fee applies to Drop-in participants ONLY!) All Families that will be utilizing Extended Day must have these forms on file prior to their child be admitted to the program. (Annual and/or Drop-in)

COST PER CHILD

1. Cost for one child - (3 to 5 afternoons a week) -----\$2,925.00/year or \$325.00 per month
2. Cost for two children - (3 to 5 afternoons a week) ----- \$5,400.00/year or \$600.00 per month
3. Drop-in Cost per child ----- \$10.00/per hour

<u>STUDENT NAME</u>	<u>GRADE</u>	<u>DATE OF BIRTH</u>	<u>Full-Time</u>	<u>Drop-in</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Enrollment Fee: \$ _____

Payment by Year: \$ _____
 (due on September 10)

Bi-Annual Payment Option: \$ _____
 (September 10 and February 10 as well as any late fees that apply)

Monthly: \$ _____
 (due September 10 through June 10 as well as any late fees that apply)

LATE FEE PAYMENT

THE FOLLOWING LATE FEES APPLY TO ALL PARTICIPANTS IN THE EXTENDED DAY PROGRAM:

LATE PICK UP FEE

Extended Day hours are from school dismissal until 6:00pm. Parents, whose children are picked up after 6:00pm according to the school clock, must be prepared to pay **\$1 per minute per child** to the staff on duty. If payment is not made upon arrival, parents are 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.

LATE PAYMENT FINE

1. Payments are to be made on the 10th of each month. If payment is not received by the 15th, a late charge of \$25 will be assessed weekly thereafter until payment is received.
3. If Drop-in payment is not made by the following morning, a late fee of \$25 will be assessed for each drop-in billed until payments are current.

ENROLLMENT CANCELLATION

If you have to cancel enrollment in the Extended Day Program your financial obligation will be pro-rated for the time enrolled. Prior written notification to the Principal is required for all early withdrawals. Any withdrawal without notification will be subject to the full payment for that period. There is no reimbursement for days **not** attended due to family circumstances.

PARENT SUPPORT

I understand that in signing this contract I agree to abide by the policies and procedures of Our Lady of Victory’s Extended Day Program and to support its Staff and Director. **I understand that the school has the right to refuse admittance to the Extended Day Program and/or withhold report cards and transcripts for any student whose financial account is delinquent. I accept that Our Lady of Victory’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 a 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 Police for emergency/weather-related delays/closures.**

ENDORSEMENTS

I have read, understand and accept this Financial Contract and I agree to be responsible to these commitments.

Signature

Home Phone

Street Address

Work Phone

City & Zip Code

Date

EXTENDED DAY EMERGENCY CONTACT FORM

All Extended Day Parents **MUST COMPLETE** and **RETURN** this form prior to the start of school in order to attend Extended Day on the First Day of School. No child may begin the EDP with incomplete or missing emergency information form!

PLEASE FILL OUT COMPLETELY!!!

Child's Name(s): _____

Date of Birth(s): _____

Home Address: _____

Mother's Name: _____

Telephone: Home #: _____

Work#: _____

Cell#: _____

Father's Name: _____

Telephone: Home #: _____

Work#: _____

Cell#: _____

Child/Children's Primary Physician: _____

Business #: _____

Specific Concerns (i.e. allergies, etc.): _____

EMERGENCY CONCERNS: *In the event I cannot be reached for an emergency and/or early closing, the following people should be contacted:*

1. Name: _____

Telephone #: Home _____ Work _____ Cell _____

Relationship to child: _____

2. Name: _____

Telephone #: Home _____ Work _____ Cell _____

Relationship to child: _____

3. Name: _____

Telephone #: Home _____ Work _____ Cell _____

Relationship to child: _____

Date

Signature of Parent/Guardian



HSA RECORD OF FUNDRAISING

School Year _____

OLV FAMILY NAME (by child's last name): _____

OLV Child Name: _____ **Grade:** _____

E-mail address: (mother) _____ **(father)** _____

*Each family is required to volunteer 30 hours per year (at \$20/hour) or make a \$600 contribution.
You may combine hours worked and monetary donations to meet the requirement.*

GOLF, AUCTION, BOOK FAIR, OR TRIVIA NIGHT HOURS (Hours must be initialed by chair,
or Director of Advancement,)

Date:	Hours:	Activity:	\$ Value:	TOTAL	Chair Verification

TANGIBLE DONATIONS (Sally Foster, Golf Classic, Gala Contribution/Solicitations, Trivia Night etc. with attached registration confirmation, donations must have a **completed Donor Contract** or record of participation in event)

Description	\$ Value

GRAND TOTAL (HOURS & DONATIONS VALUE) _____

It is your ongoing involvement and support that enables us to continue to operate as a strong school community. Thank you!

HSA Chair

Director of Advancement

Thank you for your cooperation, time, and donation!



TECHNOLOGY AND INTERNET USAGE AGREEMENT

ARCHDIOCESE OF WASHINGTON – Catholic Schools

Student Responsibilities

When using any Technology Equipment, all students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment.
- Shall not use Technology Equipment in a manner which violates any local, state or federal laws.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not use Technology Equipment in any way to engage in cyber-bullying behavior.

When using the School’s Technology Equipment, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- Shall print, download, or otherwise transfer only that information approved by the teacher or supervisor.
- Shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall not load any software onto school computers without first obtaining the teacher’s permission.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not ‘surf’ the Internet or visit ‘Facebook,’ or any other social networking websites while at school.
- Shall not log-on to the Internet without permission from a teacher or supervising staff member.
- Shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones and any other electronic mobile devices during school hours is strictly prohibited, except in the case of a medical emergency.
- That any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- That use of all Technology Equipment may be monitored.
- That the school reserves the right to access a student’s computer files or any other Technology Equipment when required for the maintenance of the school’s technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child’s misuse of the school’s Technological Equipment in violation of this agreement.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student’s technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

Student’s Name

Parent/Guardian Name

Student’s Signature

Date

Parent/Guardian Signature

Date



Publicity Release Form

ARCHDIOCESE OF WASHINGTON – Catholic Schools

Our Lady of Victory School and the Archdiocese of Washington have opportunities throughout the year to promote Catholic education through news stories in radio, TV, print and electronic media.

Permission is hereby granted to Our Lady of Victory School and the Archdiocese of Washington to use the voice/audio recordings, photographs, video and quotations of _____
Print Name of Participant
to assist in community awareness, educational efforts and related public relations purposes, including media coverage of school events and activities and public relations/advertising that may include brochures, posters, print, radio, internet, TV or any other electronic media.

In exchange for the opportunity to participate in the community awareness programs, educational efforts and related 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, the Archdiocese of Washington and their agents, servants and employees from any and all claims, demands, causes of action and/or liability of whatever kind or nature arising out of or connected to the use of said voice/audio recordings, photographs, video and quotations.

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

If Participant is a minor,

Name of Participant: _____
Please Print

OR

Name of Parent/Guardian: _____
Please Print

Signature of Participant: _____
Please Sign

Signature of Parent/Guardian: _____
Please Sign

Home Address: _____
Street Address *Suite #*

City *State* *ZIP Code*

Dated: _____
Month/Day/Year

Handbook Read and Consent Form

I have read the OLV mission statement & 2011-2012 Handbook and agree to follow the school policies and procedures as stated.

Parent Name

Parent signature

Date

SIGNED FORM DUE TO SCHOOL OFFICE BEFORE AUGUST 30, 2011.