



OUR LADY OF  
**VICTORY**  
SCHOOL

# OUR LADY OF VICTORY SCHOOL

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## PARENT/STUDENT HANDBOOK

2016-17



*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 over 200 and the average class size is 19. 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.

The Middle States Association re-accredited OLV in 2011, and commended the school for working in a continuous improvement model. In the spring of the same year, *The Washington Post* selected Sheila Martinez, as a recipient of their Distinguished Educational Leadership award. She was also named Principal of the Year within the Archdiocese of Washington and National Principal of the Year in 2012 by the NCEA. These leadership honors recognize the outstanding achievements of both OLV principal and the whole school community.

During the summer of 2012, due to the success of the ‘Faith in Our Future’ capital campaign, the school and church underwent a major renovation of the basement area to create an art studio, and an additional classroom to improve instructional spaces. The following year, in 2013, all the bathrooms were renovated due to a successful ‘Fund a Flush’ at our annual gala. Further physical improvements to complete Phase I of the twenty-five year master facilities plan include establishing a fenced grass area for play, a new playground with a turf surface and the installation of an ADA bathroom and ramp for accessibility.

#### **IV. ACCREDITATION**

In 2011 OLV was re- accredited by the Middle States Commission on Elementary Schools. However, in June of 2011, all the Catholic Schools in the Archdiocese of Washington were accredited using a system wide-accreditation process by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS-CAIS) through a partnership with AdvancED. Going forward Archdiocesan schools will be always be accredited through this system-wide approach. Currently, OLV is accredited until 2019.

#### **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 on-line at this time using the Archdiocesan Re-registration Form [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 30<sup>th</sup> 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 on-line 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 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 1<sup>st</sup> will be responsible for the full financial obligations for the year beginning the following September. This includes tuition and fees.

## **VIII. FINANCIAL POLICIES**

### **Financial Obligations**

The following provides information about tuition and other payment obligations for the enrollment of students at OLV for the academic year beginning in 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, **on an annual basis**, 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,
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,
3. Monthly Payments: Under this plan, academic year tuition shall be paid over ten monthly payments on the 10th of each month, July - April.

**Non-refundable payments:** All payments are made via TADS and 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, Writing, Spelling, Listening, Speaking)	
Science	Music
Social Studies	Physical Education
Spanish	

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

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

Religion	Spanish
Mathematics (Grade 8-Algebra)	Art
Language Arts (Reading, English, Writing)	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 notification that the assignment is missing.

Homework assignments will be posted on the OLV website on the student & faculty pages; however, it is each student's responsibility to track his or her own assignments

### **Re-teaching/Reassessment**

If a scholar receives a failing grade on an assessment, a reassessment opportunity will be offered within the academic quarter.

### **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 Archdiocese of Washington in religion, reading and math. Designated aptitude and achievement tests are administered to students in grades K through 8 at times specified by the Catholic Schools Office. Results are used to improve instruction and learning and do not impact

students' grades. Results of 7<sup>th</sup> and 8<sup>th</sup> grade standardized and High School Placement Tests are included in high school admissions transcripts.

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.

### Responsive Classroom

OLV is on the process of adopting *Responsive Classroom* teaching practices and approaches. This is a way of teaching that fosters safe, challenging, and joyful elementary schools. Developed by classroom teachers, this approach consists of practical strategies for bringing together social and academic learning though out the school day.

## 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
- 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

### **Logical 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 logical 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.

### **Logical Consequence: 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

### **Logical Consequence: 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, including electronic communication
- 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
- Gambling
- Selling or distributing materials without permission
- 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]

### **Logical Consequence: 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**

### **Arrival/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 or on the street.

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.

At morning drop off, please remember that **you are welcome to bring your children into the school building between 8am and 8:15am**. During that time the door to the playground is opened and staffed by school personnel. **Please enter and exit the building through this door or the office door** to avoid the risk of a door being left open or an unauthorized person gaining access to the building.

**Between 7:30am - 8am, free morning care is available to all parents in Hess, through door #5.** Please take advantage of this opportunity to avoid the 8-8:15am busy parking lot.

After **8:15am, all entry and exit from the building needs to occur through the office**. Please take care to exit that way, if you are still in the building after 8:15. Do not prop the playground doors open or let in anyone, even another parent or student via any door. This is to ensure safety, no school door should be used during the day if a staff member is not present or a student has authorization to do so.

**When entering the building after 8:15am, the inner door to the school will be closed. If you are accompanying a student to school, please plan on saying goodbye in the office.** The student will be taken to class/church by a staff member, or an 8th grader who is serving in that capacity during morning assembly. **After 8:30am, and until dismissal a staff member will accompany students, or bring students to the office for late arrivals/early dismissals.** We trust that you understand that instruction in classrooms is underway and needs the least interruptions possible. In addition, one of the primary and successful safety strategies a school can employ during the school day is to control and limit access.

We know and understand that families' schedules and routines differ, and parents and students are often keen to enter the building together in the morning. This is why we offer such a long window, 45 minutes, between 7:30am and 8:15am. Parents are also welcome to attend morning assembly and, of course, Mass on Tuesdays or other Holy days.

Please discuss and review these routines with your children beforehand, so that goodbyes are made a little bit easier, especially with younger children.

**IF YOU NEED TO ENTER THE BUILDING DURING THE SCHOOL DAY USE THE OFFICE DOOR. IF YOU EXIT THE BUILDING DURING THE SCHOOL DAY 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 and **must be in their classrooms no later than 8:15 a.m.** Formal instruction begins with a bell at 8:15 a.m. 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 need to be present in the classroom for the bell to be considered on-time.** Those students arriving to their classroom or the Church 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 [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.

### **Attendance at After School Activities or Extended day**

OLV offers an extended day program and a number of afterschool activities. These programs operate as an extension of the school day; therefore students may only attend extended day or after school activities having attended a full day of school. A full day of school is considered to be at least 4 hours of classes. Therefore to be eligible to attend after school activities and extended day, students must have arrived at school by 10 a.m. at the latest. Students who leave and return for an appointment during the day are eligible to attend after school activities and extended day if they complete at least 4 hours of classes, lunch and recess are not considered instructional minutes.

## **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 Extended Day are separate from tuition. Children may attend Extended Day as a regular or on a drop-in basis.

### Registration:

Complete and sign the 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 apply per child with a discount for multiple children
- ii. Full time monthly fees includes half day extended day
- iii. Payment is to be made before or by the 10<sup>th</sup> of each month. If payment is not received by the 10<sup>th</sup>, a late charge of \$25 will be assessed weekly thereafter until payment is made.
- iv. Payment is made via TADS
- v. Credit is not given for absences, vacations, etc.

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

- i. Morning Care – no charge
- 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 10<sup>th</sup> of each month. If payment is not received by the 10<sup>th</sup>, a late charge of \$25 will be assessed weekly thereafter until payment is made.
- 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. 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 12:15 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 Early Vacation Dismissal Days:

On the half day before Thanksgiving, Christmas and Easter break, extended day will begin at 12:15 PM and end at 3:00 PM.

### 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. This is a free service offered to parents who have an early morning commitments or who want to avoid the busy 8-8:15 a.m. parking lot drop off. Please take advantage of this opportunity.

**Students who arrive on OLV property after 7:30 a.m. should report to morning care 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 lunch via the vendor. 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**

**Mission:** The purpose of the school uniform is to minimize distractions and undue focus on clothing and accessories in order to create an environment conducive to learning.

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 both themselves and our Catholic school's 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.

Any questions on what is allowed under the uniform policy should be directed to the school office.

**Uniform Seasons:** OLV has two different uniforms seasons: Spring/Fall and Winter. Spring/Fall uniforms are to be worn during the entire first quarter and again during the fourth quarter. Winter uniforms are to be worn for the second and third quarters.

**Where to Purchase:** Some uniform items must be purchased from Flynn & O'Hara ([www.flynnohara.com](http://www.flynnohara.com)), whereas other items may be purchased from either Lands End ([www.landsend.com](http://www.landsend.com)) or Flynn & O'Hara. Generally speaking, watch plaid and gym uniforms can be purchased only at Flynn & O'Hara and most other items may be purchased at either Flynn & O'Hara; please refer to the table at the end of the uniform policies for more information.

Flynn & O'Hara knows OLV Uniform Policies and will only let you purchase approved items. When purchasing through Lands End, please be sure to purchase through the uniform tab on their website because items on other parts of their website may not meet OLV's uniform policy. Most items are available in 100% cotton at both Flynn & O'Hara and Lands End.

**Please remember that there is high-demand in late summer and items do sell-out so it is recommended that you shop early.**

**OLV Uniform Logo:** Existing uniform items in good condition will continue to be acceptable until they need to be replaced either due to size or appearance. Existing uniform items that bear an OLV logo must be the circular Our Lady of Victory logo or the new logo (V with Crown & Flower). The former VICTORY logo, shirts with Our Lady of Victory in cursive, or the gym uniforms with the picture of the school on them are now obsolete. Items embroidered with OLV letters are still acceptable.

**Uniform Exchange:** OLV offers a uniform exchange each school year. Parents are encouraged to contribute uniforms in good condition that their child has outgrown. Families in need of new items can get uniform items via the exchange with the hope that they will also provide contributions to the program over time. More information about the uniform exchange will be published in the school newsletter.

## **Girls Uniforms**

### Grades 1 – 5

Watch plaid drop-waist jumper of appropriate length  
White Flynn & O’Hara blouse or Lands’ End knit top with Peter Pan collar (short or long sleeve)  
Navy Flynn & O’Hara or Lands’ End plain walking shorts with black, dark brown or navy leather belt (no cargo shorts)  
Navy Flynn & O’Hara or Lands’ End slacks with black, dark brown or navy leather belt  
Navy Flynn & O’Hara pants or plain walking shorts with elastic waist do not require a belt (please note that the elastic waist is only available in small child sizes).  
Navy cardigan sweater (with or without logo) or navy sweatshirt/fleece with OLV logo

### Spring/Fall ONLY

Watch plaid skort

### Winter ONLY

White turtleneck may be worn for additional warmth in the winter  
Leggings the same color as socks may be worn for additional warmth

### Grades 6 – 8

White Flynn & O’Hara blouse with  $\frac{3}{4}$  length sleeves or white tight weave Polo Shirt (short or long sleeve)  
Navy cardigan sweater (with or without logo) or navy sweatshirt/fleece with OLV logo  
Navy Flynn & O’Hara or Lands’ End slacks with black, dark brown or navy leather belt  
Navy Flynn & O’Hara or Lands’ End plain walking shorts with black, dark brown or navy leather belt (no cargo shorts)

### Winter ONLY

White turtleneck may be worn for additional warmth in the winter  
Leggings the same color as socks may be worn for additional warmth

## **Boys Uniforms**

### Grades 1 – 5

Navy Flynn & O’Hara or Lands’ End pants with black, dark brown or navy leather belt  
White polo shirt (short or long sleeve)  
Navy Flynn & O’Hara or Lands’ End plain walking shorts with black, dark brown or navy leather belt (no cargo shorts)  
Navy Flynn & O’Hara pants or plain walking shorts with elastic waist do not require a belt (please note that the elastic waist is only available in small child sizes).  
Navy V-neck sweater (with or without logo) or navy sweatshirt/fleece with OLV logo

Winter ONLY

White turtleneck may be worn for additional warmth in the winter

Grades 6 – 8

Navy Flynn and O’Hara or Lands’ End pants with black, dark brown or navy leather belt  
Navy Flynn and O’Hara or Lands’ End plain walking shorts with black, dark brown or navy leather belt (no cargo shorts)  
Navy V-neck sweater (with or without logo) or navy sweatshirt/fleece with OLV logo

Spring/Fall ONLY

White polo shirt (short or long sleeve) for spring and fall

Winter ONLY

White oxford shirt (short or long sleeve) with a navy tie for winter

**P.E. Uniforms**

All Grades may wear gym uniform, required 1-8

Navy mesh or Navy Cotton/Poly shorts (5”, 7”, or 9” inseam) with OLV logo  
Navy or White t-shirt with OLV logo (short or long sleeve)  
Navy sweatshirt/fleece with OLV logo  
Navy sweatpants (elastic bottom) – with logo (Flynn and O’Hara) or without logo (Lands’ End)  
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

**Socks:**

Girls (Grades 1-8): Plain navy, black or white knee socks, navy, black or white crew socks that cover the ankles, white, black or navy opaque tights (combination of socks and tights must be same color).

Boys (Grades 1-8): Plain navy, black or white crew socks that cover the ankles.

The OLV logo is the only acceptable sock logo for either boys or girls.

**All Students N-8**

**Shoes:**

Boys and Girls (Grades 1-8): Black, dark brown or navy, substantial shoes appropriate for uniform use (heels no higher than one inch).

Boots, sandals, shoes with stripes, markings or colored soles are not allowed.

Athletic shoes are to be worn only with the P.E. uniform.

All Students Grades N-8: Shoes with flashing lights or sound effects are not permitted. Please

also avoid open toe, canvas or other casual shoes made from lightweight materials as they provide little protection on the playground.

**Hair (Girls and Boys Grades N-8):**

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 Dress Code for Girls and Boys in Grades N-8**

- The principal reserves the right to determine what is appropriate.
- Only alterations for size are permitted.
- 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 and tank tops may be worn, but no writing/designs etc. should show through uniform clothing
- No hats may 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  $\frac{3}{4}$  sleeve blouses/shirts.
- 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.

**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/recess (no tank tops, short shorts, unsuitable writing on t-shirts, flip flops, etc.). All shorts should be fingertip length. All tops need a shoulder straps which need to be at least the width of at least two adult fingers. Students who wear leggings must wear a suitable top which reaches at least to their mid-thigh. Please be mindful that students will have recess and may have gym on a free dress day and need suitable footwear.

GIRLS 1 – 5	F&O	LE
YEAR ROUND		
White blouse, Peter Pan Collar (short or long sleeve)	✓	
Peter Pan Knit Top (short or long sleeve)		✓
Watch plaid drop-waist jumper (appropriate length)	✓	
Navy slacks with black, dark brown or navy belt	✓	✓
Navy walking shorts (no cargo) with black, dark brown or navy belt	✓	✓
Navy slacks or shorts with elastic waist (no belt required)	✓	
Navy cardigan sweater	✓	✓
Navy sweatshirt/fleece with OLV logo	✓	
SPRING/FALL ONLY (First and Fourth Quarters)		
Watch plaid skort	✓	
WINTER ONLY (Second and Third Quarters)		
White plain turtleneck (may purchase anywhere)		✓
Plain leggings – same color as socks (may purchase anywhere)		✓
GIRLS 6 – 8	F&O	LE
YEAR ROUND		
White blouse with $\frac{3}{4}$ length sleeves	✓	
White tight weave polo shirt (short or long sleeve)	✓	
Watch plaid kilt (appropriate length)	✓	
Navy slacks with black, dark brown or navy belt	✓	✓
Navy walking shorts (no cargo) with black, dark brown or navy belt	✓	✓
Navy cardigan sweater	✓	✓
Navy sweatshirt/fleece with OLV logo	✓	
WINTER ONLY (Second and Third Quarters)		
White plain turtleneck (may purchase anywhere)		✓
Plain leggings – same color as socks (may purchase anywhere)		✓

BOYS 1 – 5	F&O	LE
YEAR ROUND		
White polo shirt (short or long sleeve)	✓	✓
Navy pants with black, dark brown or navy belt	✓	✓
Navy walking shorts (no cargo) with black, dark brown or navy belt	✓	✓
Navy slacks or shorts with elastic waist (no belt required)	✓	
Navy V-neck sweater	✓	✓

Navy sweatshirt/fleece with OLV logo	✓	
WINTER ONLY (Second and Third Quarters)		
White plain turtleneck (may purchase anywhere)	✓	
BOYS 6 – 8	F&O	LE
YEAR ROUND		
Navy pants with black, dark brown or navy belt	✓	✓
Navy walking shorts (no cargo) with black, dark brown or navy belt	✓	✓
Navy V-neck sweater	✓	✓
Navy sweatshirt/fleece with OLV logo	✓	✓
SPRING/FALL ONLY (First and Fourth Quarters)		
White polo shirt (short or long sleeve)	✓	✓
WINTER ONLY (Second and Third Quarters)		
White Oxford shirt (short or long sleeve) with a navy tie	✓	✓

GYM UNIFORM (BOYS & GIRLS, 1 – 8) – P.E. Days Only	F&O	LE
YEAR ROUND		
Navy mesh shorts (5", 7", 9" inseam) with OLV logo	✓	
Navy cotton/poly shorts (5", 7", 9" inseam) with OLV logo	✓	
Navy or white t-shirt with OLV logo (short or long sleeve)	✓	
Navy sweatshirt with OLV logo	✓	
Navy sweatpants with elastic bottom (with/ or without logo depending on where purchased) – if purchasing at Lands' End, be sure to purchase from Uniform Department with elastic bottom	✓	✓
White crew socks that cover the ankles (may purchase anywhere)	✓	
Athletic shoes – no lights or sounds (may purchase anywhere)	✓	

#### XIV. EMERGENCY & SAFETY POLICIES

All families need their own emergency plan. Children should know from their parents the plan in the event of an emergency situation or incident. Please make sure that you have listed on your transportation form adults who could collect your child if you are unable to in the case of an emergency.

##### Emergency Forms

In the event of an emergency, only those individuals designated by the parents on the Emergency Contact Information 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 weather/emergency related 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. OLV will blast information to parents through email and text. Parents can also sign up for alerts from the MCPS website.

When Montgomery County, Maryland, Public Schools close early due to weather/emergency related dismissal, 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.

## **Threats**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, OLV reserves the right to take any action it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

## **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 has two essential components: a live training class and a background check. The entire 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. A detailed checklist for completion of the Virtus process can be obtained from the school office.

1. Log onto [www.virtusonline.org](http://www.virtusonline.org), select Registration, select the Washington Archdiocese, and create an account.
2. As soon as you complete the account signup, you can sign up for a Child Protection training class. You can also find a link to the training schedule and sign up at <http://site.adw.org/child-protection>, in the section Volunteer and Employee Information, Child Protection Training. Please make sure when you attend the training class that you sign in, or you will not receive credit. Please also note that you will not be allowed at the training if you arrive late.
3. Complete the Application Form available at <http://site.adw.org/child-protection>, in the section Volunteer and Employee Information, make a copy and send the original to the school office. The application form is also available in the school office.
4. After you attend the live training, make a copy of the certificate of training and bring the original to the school office.
5. Call OLV to schedule the online Criminal Background Check. This check has to be completed at school, in the presence of the school Virtus coordinator. Bring with you two government-issued IDs. There is a charge; if you need the school to cover the cost, please contact the school principal at 202-337-1421.

6. Read the Booklet that is given to you at the training, detach the last page, with the heading "Acknowledgement", sign it and bring it to the school office.

The school will contact you as soon as the results of the check are uploaded on the Virtus database by the Archdiocese. Please note that at peak times (such as at the beginning of the school year) the wait for the results may be longer than at other times during the year. For more information and additional forms, log onto [www.adw.org](http://www.adw.org), click on the red tab on the top "Youth" and click on the yellow tab on the left hand side called Child Protection.

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, proof of Virtus training and Acknowledgment form to the school as soon as possible.

Please remember that if you are transferring from another location outside of the Metropolitan Washington area, you will be required to repeat the Criminal Background Check.

### **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(s)
- 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.

Parents are strongly encouraged to make a copy of all medical forms BEFORE submitting them to the school office. A \$20 fee will be charged if a copy of medical forms is requested from the school office.

## **Immunizations**

The Archdiocesan policy [ADW Policy 3514] requiring immunizations and medical forms 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 meet DC health regulations and show proof of **CURRENT** immunizations using the Archdiocese of Washington Immunization Policy Acknowledgement Form. 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. 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 on file physical and dental examinations each school year. 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 BEFORE personnel can consider the request. [ADW Policy 3544] **Children may not keep medication in their backpacks.**

## **Asthma/Allergy Policy**

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

## **Peanut Free Efforts**

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. Peanuts are the only food product that the community is asked to avoid as the school is aware of severe, life-threatening peanut allergies.

## **Food Allergies/Dietary Restrictions/Preferences**

OLV recognizes that some of its students face a variety of dietary restrictions (e.g. diabetes, celiac disease, food color allergies, egg allergies, dairy allergies, other nut allergies, etc.) and will attempt to accommodate such restrictions, wherever reasonable. An example of such a reasonable accommodation would be to provide at least one food option with no known allergens at a particular event. Because of the variety and complexity of dietary restrictions in our community, however, it is

impossible to accommodate every child by ensuring every food product available at school events is acceptable for every child. **Parents are encouraged to provide food that meets their child's specific needs.**

### **Sickness and injury**

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 or had diarrhea before leaving for or on the way to 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**

### **Technology and Internet Usage**

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, tablets, hosted or cloud-based environments, 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. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- 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 engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied wi-fi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher’s permission.
- 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 only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.

- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, 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, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, 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.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. 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 a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

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 use of the school's Technology Equipment.

Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.

- 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 violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

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.

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

### **Cell Phones**

A student only needs a cell phone at school due to using public transport, walking to/home, entering a house where no one is home, or attending activities/sport practices or games unaccompanied. Upon arrival in the morning, the cell phone must be tuned off and students may not enter school with headphones in their ears. The phone must be placed in the cell phone container in the classroom. 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. If a student attempts to use their cell phone during the school day without permission or their phone makes noise to interrupt instruction, the phone will be confiscated for 24 hours and only be able to be collected by a parent. If the cellphone is confiscated a second time during the school year, it 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, 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. While every effort will be made to ensure that every parent receives the newsletter via email, please note that it is available at [www.olvschooldc.org](http://www.olvschooldc.org). The office also keeps extra copies if you need another copy. Please take the time to read the contents and to fill out any forms necessary.

### **Messages**

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

### **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 in the school office. 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 arrival/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/Soda**

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

### **Movies/Videos**

To complement the curriculum or in Extended Day, teachers may show students a movie or on-line resource. 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, reading in the classroom and volunteering at HSA events 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. Again, please note as mentioned above, volunteering at HSA events does not constitute fundraising. 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 our fall fundraiser.
- The dollar value of one's solicitations/donation(s) to the annual Auction/Gala.
- Donations of all kinds are appreciated for the Gala. If a particular item has not sold in the past, please consider a different donation. Items with a history of not selling or deemed inappropriate for the event may be declined at the time of donation. Top sellers include children's gifts, big night out packages and hospitality baskets.
- The dollar value of the amount paid for purchases at the annual Auction/Gala. Please note the cost of tickets to the Gala **does not count** toward fundraising, as this covers the cost of your food and drink.

**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.
- **Scrip**  
Sales and administration of gift card program.
- **Development Activities**  
Other activities such as data entry or mailings, as needed.

**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 8<sup>th</sup> grade host an evening for the enjoyment and entertainment of all-school, families, friends and parishioners.

**Graduation**

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

**Awards Assembly and Mass**

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

## **XXI. AMENDMENTS**

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



OUR LADY OF  
**VICTORY**  
SCHOOL