

## ***PARENT- STUDENT HANDBOOK***

### ***FORWARD TO PARENTS***

*Welcome to our partnership in education. Together we share the responsibility and the privilege of passing on the rich heritage of faith and providing the educational excellence each child deserves. By choosing to send your child to Our Lady of Victory, you have demonstrated your trust in us. For this, and for the many ways you show your support and spirit of cooperation, we are grateful.*

*This handbook has been prepared to provide you with a copy of school rules and policies and other general information. A common understanding of rules and policies by all concerned - parents, school staff, and students - is essential.*

*To this end, we recommend that you study this handbook carefully, discuss it with your child, sign and return the Acceptance of Terms page, and retain the handbook for future reference.*

*We realize that there is no way that we can foresee every event or circumstance that may occur, therefore the administration of Our Lady of Victory Catholic School reserves the right and obligation to make decisions in the best interest of all.*

#### ***Accreditation***

Our Lady of Victory Catholic School is fully accredited by the Texas Catholic Conference Education Department (TCCED). The Texas Education Agency recognizes the authority of the Texas Catholic Conference Education Department to accredit Catholic schools in the state of Texas. Our accreditation manuals have a letter of understanding written by the Commissioner of Education verifying “the continuing recognition of the Texas”.

Private School Accreditation Commission (TEPSAC) and its affiliates associations for the purpose of determining the accreditation of non-public schools (*Guide to Quality and Effectiveness: An Accreditation Manual for Catholic Schools of Texas, III-6*.)”

*Handbook reviewed and revised 7/2016*

## **PREFACE**

*Herein is provided basic information about Our Lady of Victory Catholic School (hereinafter called OLV) that we believe will benefit all. We call on all parents and students to become familiar with the mission statement, philosophy, vision, goals, objectives, guidelines, and policies as they are outlined in the following pages.*

*History shows our school to be a most reliable and efficient educational institution. But OLV's special attraction lies in experiencing the school as a living and loving community, continuously striving for a greater appreciation of the intrinsic value of each student, and eliciting from that student continual growth toward the full measure to which he/she is called by God.*

*May these pages bring a deeper understanding of what we are about, and the spirit of good will and cooperation, that is part of Our Lady of Victory Catholic School, continue to bring God's blessing on all.*

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## Catholic School Parents' Rights and Responsibilities

**-excerpts from the NCEA publication *Home and School Working Together: Catholic School Parents' Rights and Responsibilities* by Sister Mary Angela Shaughnessy, J.D., PH.D.**

When you enroll your child in a Catholic school, you have expectations of the school, parish, and administrators. You may not fully understand how legal rights and responsibilities apply to parents and students in independent schools. Government schools (public schools) and independent schools are governed by different rules.

Constitutional protections are guaranteed by the government, which pledges to respect certain rights outlined in the U.S. Constitution. Since a public school is a government agency, it is held to the same constitutional requirements that bind any governmental agency.

A Catholic school is an independent agency and private agencies do not have to enforce constitutional protections. Thus, one can make rules in a Catholic school that could not be made in a government school. In effect, a parent enrolling a child in a Catholic school or other independent school leaves the protection of the Constitution at the door of the school because such a school is not a government entity.

Although not protected by the Constitution, Catholic school students and parents have rights conferred by contract, as does the school. Catholic schools and parents also have contractual responsibilities. The Catholic Church and this Catholic school recognize parents as the primary educators of their children acting in partnership with Our Lady of Victory School. For example, in enrolling a child in Our Lady of Victory School, a parent agrees to follow the rules of the school. *The parents or guardians of students enrolled at Our Lady of Victory Catholic School must demonstrate a willingness to comply with the school policies, particularly as they are described in this handbook and implemented by the school's administration. A deliberate or persistent disregard, whether stated or demonstrated, for school policies, or in the opinion of the administrators, the partnership between the parents and the school is irretrievably broken, the school reserves the right to require the parents to withdraw their child from Our Lady of Victory School or have their registration for the following year denied. This is a very serious decision that is not made lightly and the administration will make the final decision in this regard.*

When the Catholic school administrator accepts the parent's payment of tuition or other consideration, the Catholic school has entered into a contract to educate the student.

Catholic school parents have legal rights. Among them are the following:

1. to have children receive an academically sound education in a Catholic environment
2. to talk with school personnel and to have requests for meetings answered in a timely manner
3. to receive fair hearings on concerns and grievances
4. to have students supervised in a safe and

- appropriate manner
- 5. to review records and respond
- 6. to participate in the life of the school

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- 1. to be a partner with the school in the education of your child
- 2. to understand and support the religious nature of the school
- 3. to read all communications from the school and to request clarification when necessary
- 4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- 5. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
- 6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- 7. to promote your school and to speak well of it to others
- 8. to meet your financial obligations in a timely manner and to support the fund raising efforts of the school when possible
- 9. to appreciate that Catholic education is a privilege that many persons do not have.

*Our Lady of Victory Catholic School is first and foremost, a Catholic school. The religious formation of students is at the very heart of the school's mission. The parents or guardians of students who are not Catholic should realize that their child will be required to participate in the full educational program, including the taking of religion courses during which Catholic doctrine will be taught. Likewise, students will be expected to participate in the prayer and liturgical life of the school.*

So, welcome to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic Education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts taken in His name.

## **HISTORY OF OUR LADY OF VICTORY CATHOLIC SCHOOL**

Our Lady of Victory Catholic School opened its doors in September 1957, to 231 students in grades one through four. Sister Evangelist Hearn, IWBS, served as the school's first principal, along with three other Sisters and two lay teachers. The school faculty was assisted that first year by a Parent-Teacher Club. Additional classrooms and the cafeteria were built in 1960 and 1961. The convent and library were completed in 1963.

In 1969, Our Lady of Victory became fully accredited by the Texas Education Agency as an educational institution for kindergarten through eighth grade.

Two years later, Our Lady of Victory School reorganized the curriculum to include the Montessori philosophy of educating the young child. Students were taught in different levels of instruction through small groups. This instructional method was introduced in kindergarten and the primary grades in September of 1971. Each year the program expanded into the next grade with remarkable success. By 1974, the Texas Education Agency made Our Lady of Victory Catholic School a "Demonstration School" for Individualized Instruction.

The parish and school continued to grow. In 1971, a gymnasium, science lab, music room, and other classrooms were added. In 1992, under the direction of the pastor, Monsignor Harrold, the Early Childhood Center was completed for educating 3, 4, and 5 year olds. The latest addition, the Art Center, was built in 1998.

In 2007, Our Lady of Victory Catholic School qualified to apply for the National Blue Ribbon School Award. In order to apply for this federally sponsored award, the highest grade level in the school must score in the top 10% nationally in both reading and mathematics. Additionally, the school must offer a Foreign Language class. In 2008, Our Lady of Victory was named a "2008 Nationally Recognized Blue Ribbon School of Excellence." Our Lady of Victory was one of only four private schools in the state of Texas to receive this award. We continue to strive to keep up to date technology.

Today, Our Lady of Victory Catholic School continues to thrive academically, but also continues to cultivate the faith life of each child who enters its doors. Students attend weekly Mass and participate in over seventy community service projects every year. Working in partnership with parents to provide the best education possible, Our Lady of Victory continues to foster a life based on the Gospel values as taught in the life of Christ.

### **RIGHT TO AMEND**

Our Lady of Victory Catholic School reserves the right to amend this Handbook at any time. Notice of amendments will be sent home either in the monthly newsletter or special parent memo. Parents will be informed well in advance of the amendment becoming effective unless it is of an extremely serious matter.

## *Philosophy of Education*

### VISION STATEMENT

**Our Lady of Victory strives to  
Build character through service,  
Achieve academic excellence,  
And honor Christ through our Catholic Faith.**

### MISSION OF OUR LADY OF VICTORY CATHOLIC SCHOOL

The mission of Our Lady of Victory Catholic School is the fulfillment of the educational ministry of the Catholic Church, and has as its primary goals the continuous formation of the Christian person in an elementary school setting. It aims at the individual's spiritual, moral, intellectual social, cultural, and physical development.

### PHILOSOPHY OF EDUCATION

Our Lady of Victory Catholic School seeks to provide a Christian environment wherein students and teachers alike continually strive to build up a community of faith and hope that witnesses to the Gospel values of Jesus. Basic to the task is the teaching of authentic Catholic doctrine in a contemporary manner, providing experiences in prayer, service, and social justice. Throughout the school's programs the child's individual worth is respected, his ethnic background is recognized, and his creative and intellectual potential is developed in every possible way. Our Lady of Victory Catholic School has the responsibility to explore and initiate innovations in education which will prepare the child to take his place in a changing and challenging society.

### GOALS AND OBJECTIVES

#### **Spiritual Education**

To promote student growth in the commitment to serve God, one another, the Church, and the general community through the experience of learning and living fully integrated in the light of faith.

#### **Objectives:**

1. To foster knowledge of Catholic doctrine through the teaching of religion
2. To foster a personal relationship with Christ through prayer, participation in liturgy, and the reception of the sacraments
3. To assist in the formation of strong moral development and Christian values
4. To develop virtues and habits of heart and mind required for effective service to others

#### **Academic Education**

To facilitate the development of the students, according to their potential, by instilling an enthusiasm for life-long learning using a variety of techniques and approaches.



**Objectives:**

1. To establish a program with emphasis on the needs of the individual child
2. To provide continuous and sequential learning experience
3. To assist in acquisition of the basic computational and verbal skills necessary to an active intellectual life
4. To encourage in students the ability to think constructively, to solve problems, to reason independently, and to accept responsibility for self-evaluation and continued self-instruction
5. To guide students to develop their God-given powers to think, judge, and make free and responsible decisions, thus preparing them for life in today's church and society
6. To provide for individual differences in students' learning abilities and styles through varied teaching techniques

**Social Education**

To prepare our young people to be Christian witnesses, serving and improving the society in which they live.

**Objectives:**

1. To develop a active social awareness respect for authority, and responsive concern for the needs of others
2. To provide opportunity to express and appreciate varied ethnic and cultural values and customs
3. To encourage development of good relationships with family, peers, teachers, and community

**Psychological Education**

To nurture the student's belief in him or herself, so that he or she may grow spiritually, intellectually, and emotionally.

**Objectives:**

1. To develop a sense of self-esteem, allowing students to feel good about themselves, their capabilities, and their accomplishments
2. To allow to develop to the fullest, the unique and creative talents within each student
3. To provide an open atmosphere of acceptance, care, encouragement, and Christian love
4. To help children realize that emotions are an integral and healthy part of being human and that it is important to learn to appropriately express and channel those emotions

**Physical Education**

To encourage physical fitness, good sportsmanship, a healthy competitive spirit, and good personal health habits in each student.

**Objectives:**

1. To foster principles and practices of self-care and good nutrition in order to attain and preserve physical health
2. To develop an understanding of rules and regulations, fair play, good sportsmanship and teamwork

3. To provide a diversified and comprehensive motor skills and physical education program

## **ADMINISTRATION OF OUR LADY OF VICTORY CATHOLIC SCHOOL**

### **THE DIOCESAN BISHOP**

As a chief representative of the Church's teaching authority, the Diocesan Bishop is juridical head of the school system. He has the ultimate responsibility for articulating the faith and educational policies. He delegates ordinary oversight of the Catholic School System of Superintendent of Schools.

### **DIOCESAN EDUCATION OFFICE**

The superintendent of schools is ordinarily that staff person of the bishop with whom Catholic schools relate most directly. The responsibility of the superintendent and staff is clearly delineated in each diocese's educational policy manual.

### **PASTOR**

The pastor is in a unique position to impress his parishioners with the importance of Catholic education, and to influence the quality of education in the parish school. Working with the parish school board he helps establish policy; working with the principal he helps implement the policies.

### **PRINCIPAL**

The principal, with the authority delegated as specified in the employment contract or job description, is responsible for the operation of the school program. This responsibility includes the employment, supervision and evaluation of staff, the establishment of education programming, and the evaluation and management of student behavior. These responsibilities, or course, are assumed in accord with diocesan and local policies.

In addition to these administrative responsibilities, the principal has serious responsibilities as spiritual leader of the school. The principal is the one who assumes responsibility for understanding and accepting the unique role that Catholic schools serve in the educational mission of the Church. The principal serves as the chief spokesperson in articulating this mission, and in calling the faculty and students to participate in a significant way in the liturgical life of the Church.

### **ASSISTANT PRINCIPAL**

The Assistant Principal is responsible for the school in the absence of the principal. He/She acts as a sounding board and advisor to the principal as well as performing all duties assigned by the principal.

### **SCHOOL ADVISORY COUNCIL**

The School Advisory Council's most important reason for existing is to involve and invest the faithful in the direction and operation of the mission of the Church in Catholic education. The School Council is elected or appointed annually to implement the policies of the Diocesan School Advisory Council and establish additional policies to meet local needs. The School

Council meets monthly on the last Wednesday of the month at 5:30 PM in the school office unless circumstance dictates otherwise.

### **PARENT-TEACHER CLUB**

The Our Lady of Victory Parent-Teacher Club is responsible for maintaining good communications between the home and school, and for providing a vehicle through which parents can provide service to the school by (1) bringing programs to parents, (2) funding the Library, (3) funding athletics and the playground, and (4) organizing fund raisers for the school.

### **ADMISSIONS**

Our Lady of Victory Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. OLV does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admission consideration will be in the following order:

1. Siblings of current students
2. Children of registered In-Parish families
3. Children of Out-of-Parish families

A child entering the **Pre-K (3) program** must be three (3) years of age on or before September

1. All children must be toilet trained prior to admission into the program.

A child entering the **Pre-K (4) program** must be four (4) years of age on or before September 1.

A child entering the **Kindergarten program** must be five (5) years of age on or before September 1.

A child entering **First grade** must be six (6) years of age on or before September 1. Exception may be made in the case of a child who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the child is ready for first grade.

#### **Before a student is admitted, the following records are required:**

1. Birth record
2. Baptismal certificate (if applicable)
3. Health record
  - a. immunization record
  - b. illness record
  - c. permission for participating in the school health program.
4. Transfer students in grades 1-8
  - a. Valid report card from current year or transcript
  - b. Two to three letters of recommendation from classroom teachers or the school administration

*Acceptance at Our Lady of Victory Catholic School each year is neither guaranteed nor automatic. Each year, the faculty and administration evaluate all the students. The principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at Our Lady of Victory Catholic School or if other family members cause disruption to the school community.*

*All new students are admitted to Our Lady of Victory Catholic School on a probationary status for nine weeks. During this time, the school administration will determine whether the school can adequately meet the student's needs before making acceptance final.*

## **SAFE ENVIRONMENT**

OLV encourages all parents and/or guardians to be Safe Environment trained. Any school-related interaction with students, including but not limited to field trip chaperones, room mothers/fathers, school volunteers, etc., requires Safe Environment training. Contact the school office for details.

## **TUITION AND FEES**

**Registration Fee:** 3K/4K per child: **\$350.00 (Non-Refundable)**. **\$175.00** due at pre-registration in March. **\$175.00** due at registration in May. Kindergarten thru 8<sup>th</sup> grade per child: **\$400.00 (Non-Refundable)**. **\$200.00** due at pre-registration in March. **\$200.00** due at final registration in May.

*When parents/guardians provide checks as payment, they authorize OLV either to use information from the check(s) to make a one-time electronic fund transfer from their account or to process the payment as a check transfer.*

**Late Registration Fee:** Final school registration is held the first Wednesday in May. Forms and payment must be fully completed within 5 working days of that date or a \$25.00 late fee will be assessed.

**Returned Check Fee:** A \$20.00 fee will be charged for any check returned to OLV for insufficient funds.

**Insurance:** The school provides insurance coverage for students during the school day and for school-related activities. This fee is mandatory for all students and is included in the Registration Fee.

**Tuition:** Tuition is paid yearly or as designated by FACTS Tuition Management Service (Ask for brochure).

\*\* Our Lady of Victory School reserves the right to withhold school records until all fees, tuition payments, and fines are paid in full at the end of the school year. Families **MUST** be current on tuition payments in order to participate in Spring pre-registration.

**2016 - 2017 Tuition Rates:**

	<u>OLV families</u>	<u>Other families</u>
Pre-K (3)	<b>\$ 3,250</b>	<b>\$ 3,725</b>
Pre-K (4)	<b>3,250</b>	<b>3,725</b>
Grades 5K-8		
<u>Children at school</u>		
1 child	<b>\$ 4,130</b>	<b>\$ 5,470</b>
2 children	<b>7,400</b>	<b>10,670</b>
3 children	<b>9,940</b>	<b>16,420</b>

**Parish Support:** Those registered at Our Lady of Victory Parish must pay **\$400.00** minimum parish support for the calendar year January 1 through December 31. Half (**\$200.00**) must be paid by June 30th each year, and the balance by December 31st. This applies to children in grades 3K - 8th. **A \$50.00/month late fee will be assessed if payments are not made by the due dates. Late fee notices are not mailed out.** If the minimum is not met, then out-of-parish rates apply. Verification of all parishioners will be made.

**Parents may pay their tuition in one of the following ways:**

**\* Payment in Full - This payment, due August 1, is made directly to the school. You will receive an invoice in July.**

**\* Payments through FACTS - Payments may be made by one of the following methods:**

**Automatic Bank Payment (ACH) budgeted through FACTS over 10 months, July - April or 12 months, June - May. Payment date may be either the 1st, 5th, 20th or last day of the month from your checking or savings account. There is a \$38 annual fee for this service which will be charged to the account you designate. Online registration for FACTS can be accessed on the school website.**

*The FACTS program in no way gives either the school or the company any knowledge of or direct access to your account. The FACTS plan is currently in use in 3,500 schools across the country, including many here in our area. For more information, check out FACTS website.*

**[FACTS Tuition Website](#)**

**Free and Reduced Lunch**

Free and reduced lunches are offered to those students who qualify under guidelines of the federal lunch program. Applications are available from the School Office. All information will be confidential and will only be used for eligibility determination. No child is discriminated against because of race, color, age, national origin, or handicap.

**After School Care Rates:** After School Care registration fee is determined yearly and payable at registration or before a student is allowed in daycare.

PROGRAM

WEEKLY COST

3K	All Week	<b>\$60.00</b>	
4K	All Week	<b>\$60.00</b>	
5K - 5th	All Week	<b>\$50.00</b>	
Summer	All Week	<b>\$115.00</b>	<b>6<sup>th</sup> – 8<sup>th</sup> All Week \$35.00</b>

After School Care is open 7:00 a.m. to 5:30 p.m. Monday through Friday. Please reference the After School Care Handbook for more details.

**TRANSFERS**

Admission for students transferring to Our Lady of Victory in grades 1 - 8 may include a conference with the Principal but must include a valid report card or transcript from the previous school attended. **At least two** letters of recommendation from classroom teachers or the Administration from the previous school attended is required. Acceptance will be dependent on evaluation by the OLV administration. Consideration will be given to past performance of the students, i.e., academic achievement, payment of financial obligations to previous schools, conduct, attendance, etc.

**ATTENDANCE, ABSENCES, OR TARDINESS**

A student who has been absent is always at a disadvantage because it is impossible for the teacher to repeat the lectures or to provide the experiences missed. When requesting that a student be dismissed from school for any planned reason, parents are to submit a request in writing to the teacher well in advance of the planned absence. **Students are responsible for all assignments missed during their absence.**

**School Day (Attendance): A student reporting to school after 10:00 AM or leaving school prior to 1:30 PM will be counted absent for one-half day.** If a student misses more than 3 ½ hours, he/she will be counted absent for one-half day. Excused and unexcused rules apply to these absences.

**TEXAS EDUCATION CODE Sec. 25.087. EXCUSED ABSENCES**

A student may be excused for temporary absences resulting from any cause acceptable to the principal of the school in which the child is enrolled. Acceptable cause refers to personal illness, death in the family, or family emergency. **Vacations are not an acceptable cause for an excused absence from school.**

1. When a child is absent, the parent/guardian is to notify the school office by 9:00 AM that day.
2. Pupils who have been absent from school **MUST, UPON THEIR RETURN TO SCHOOL, BRING A WRITTEN NOTE OR EXCUSE.** The note should contain the date of absence and reason for absence. Failure to notify the school for reason of absence will result in the absence being recorded as unexcused. **If the student was at the doctor, dentist, etc., please attach the doctor’s record of visit.**

**TEXAS EDUCATION CODE Sec. 25.092.**  
**MINIMUM ATTENDANCE FOR CLASS CREDIT (90% ATTENDANCE RULE)**

Any student missing 20 or more days in a school year **for any reason** either loses credit or must work out a plan for remediation acceptable to the Attendance Committee consisting of teachers and school administration. The remediation plan must be completed in the designated time period. At that time, the administration will determine whether the student will be promoted, transitioned, or retained.

Once on the school grounds, no child may leave the grounds DURING SCHOOL HOURS.

Exceptions are:

1. Parent, guardian, or person designated by parent takes child out of school for legitimate reason.
2. Express permission of principal.

All children must be dismissed and readmitted through the school office for any absence during the school day and only authorized personnel will be allowed to release a child through the school office.

*All parents, and/or visitors, must report to the school office to get a “Visitors Pass” prior to continuing on to the school campus.*

**Absences** include vacations, trips, etc. A student taken out of school for any of the above absences will be expected to make up schoolwork on his/her time. Teachers are not responsible for reteaching any new skills missed during the student’s absence. Parents must prepare the student to take any test missed during absence.

**Tardies should be avoided.** Students who arrive after 7:50 AM are tardy and must report to the school office. **Notes are required for students who arrive late or leave early.**

- A. Excused tardies include medical and dental appointments.
- B. **Five tardies will result in a 30 minute detention for students in grades one through eight.**
- C. **Six tardies will equal one (1) absences students in grades one through eight.**
- D. **Any student with 6 or more tardies will not be eligible for Perfect Attendance.**
- E. Between-Class Tardies: Students in grades 7<sup>th</sup> and 8<sup>th</sup> have three minutes between classes for going from room to room. Students not in the classroom after the bell rings for class to begin will be marked tardy. All tardies, after the first warning, will result in an after-school detention in increments of 30 minutes per tardy.

**SATURDAY SCHOOL**

Saturday School is reserved for students who have in excess of ten absences. Students will be assigned to Saturday School by an Attendance Committee on an individual basis. Saturday School will apply to students in grades 1 - 8. The hours for Saturday School will be from 8:00

AM until 12:00 PM and will cost \$20.00 for each student attending. Each subsequent absence after a student attends Saturday School will be reviewed by the Attendance Committee to determine if the student receives additional time in Saturday School.

**Student illness:** In case of student illness or similar emergency, the school office will notify the parent or guardian and make arrangements for the child to be picked up immediately. When a parent cannot be contacted, persons who are listed for emergency contact will be notified.

## **COMMUNICATIONS**

***SCHOOL CLOSING (INCLEMENT WEATHER OR OTHER EMERGENCY EVENTS)***

***OLV FOLLOWS VICTORIA INDEPENDENT SCHOOL DISTRICT (VISD) DIRECTIONS. LISTEN TO RADIO AND/OR TELEVISION FOR ANNOUNCEMENTS.***

***OLV ALSO HAS AN E-MAIL SYSTEM THAT IS ABLE TO MAKE GENERAL AND/OR EMERGENCY ANNOUNCEMENTS. MAKE SURE YOU HAVE YOUR CURRENT E-MAIL ADDRESS ON FILE IN THE OFFICE IN ORDER TO RECEIVE THESE ALERTS.***

***ADD THE OLV APP TO YOUR APPLE PRODUCTS. SEARCH "OUR LADY OF VICTORY" IN THE APP STORE AND LOOK FOR OUR SCHOOL LOGO. THIS APP IS FREE. PLEASE ALLOW FOR PUSH NOTIFICATIONS WHEN YOU FIRST OPEN THE APP IN ORDER TO RECEIVE ALERTS. THE APP IS AVAILABLE FOR ANDROID PHONES.***

Since it is impossible to foresee all events that might occur during the school year, parents are kept informed through the school newsletters and memos sent home periodically. Please encourage your child to be responsible for bringing any notes that are sent through them to you. Posting school newsletters and announcements on the refrigerator or family bulletin board for referral is advised.

## **INSTRUCTIONAL PROGRAM**

### **A. SCHOOL DAY**

1. The school day for students in 3K and 4K is from 8:00 AM -12:00 noon.
2. The first bell rings at 7:40 AM. The school day begins at 7:50 AM and ends at 3:30 PM for students in grades 5K- 8. Students are expected to be off the school grounds by 4:00 PM. The school is not responsible for students on the school grounds before 7:20 AM or after 4:00 PM unless students are in a supervised school activity. Students waiting for after-school sports practices must be supervised by volunteer parents. Students who are not picked up by 4:00 pm will be sent to After School Care and be charged a drop in rate.



3. Students who are brought to school before 7:40 AM by their parents are to report to the cafeteria. They will be supervised by school personnel beginning at 7:20 AM and have a designated area where they may study to visit quietly.

**B. TEACHERS**

The teachers at Our Lady of Victory Catholic School are degreed, experienced, and qualified instructors recognized by the Texas Education Agency. Teachers' degrees vary from Masters of Education to Bachelors of Arts and Science. Dedication to teaching and a great love for children are key characteristics of the ministry of education at Our Lady of Victory Catholic School.

**C. PARAPROFESSIONALS**

The voluntary assistance of parents is welcome in the Teacher's Aide Program to assist teachers in the library, cafeteria, classroom, or on the playground. This service is a valuable contribution to our instructional program. A tuition benefit is allowed for such service. Paraprofessionals are required to attend two mandatory in-services each year and must have taken Safe Environment prior to working with students.

**D. CURRICULUM**

The curriculum of Our Lady of Victory Catholic School is the educational curriculum recognized by the Texas Education Agency. The basic areas of instruction are English, Language Arts, Reading, Mathematics, Science, Religion, Guidance, History, Spelling, Handwriting, Physical Education, Music, Art, Spanish, and Computer Education.

Our Lady of Victory offers electives to the 7th and 8th grade students. These electives include courses sanctioned by the Texas Education Agency. Electives offered for 8<sup>th</sup> grade include Homemaking, Shop, Music, Art, Math, Speech, Crafts and Algebra. Seventh grade electives are Computer Literacy and Guidance. Electives may be subject to change.

**E. RELIGION AND SACRAMENTAL PROGRAM**

1. In view of the philosophy of Our Lady of Victory, religion and all that it implies in the life of the child is of the utmost importance and requires total cooperation on the part of the home.
2. One period each day is devoted to religious instruction.
3. Students in grades K through 4 will attend Mass on Tuesdays at 8:00 AM. Students in grades 5 through 8 will attend Mass on Thursdays at 8:00 AM.  
**This schedule will remain in effect all year.**

All students will attend Mass in official Mass uniform on their designated day each week as well as First Fridays, Holy Days of Obligation, Ash Wednesday, and during Catholic Schools Week.

4. Our Lady of Victory Catholic School prepares students for the Sacraments of First Communion, and Reconciliation. Students from Our Lady of Victory Parish in

the Sacramental program will receive their Sacraments within the parish. Catholic students from other parishes are to check with their parish with regard to specific qualifications.

**F. SPEECH THERAPY**

A speech and language therapy program is provided for students who need help from a qualified speech and language therapist.

**G. HOMEWORK**

Homework assignments should be reasonable and give the students practice on skills studied. Students are expected to turn in all assignments on time, neatly done, and complete. Seventh and eighth grade students are expected to turn in homework the next school day it is assigned.

The following suggestions can help to make the process of learning more beneficial:

1. Keep an assignment book for daily subject assignments.
2. Have a regular place and time for homework, free from distractions.
3. Review class notes or reading material daily.
4. Get after-school tutoring for difficult subjects.

There are circumstances that may interfere with turning in assignments punctually. The following guidelines will assist the student to reasonably meet homework assignments.

1. **Excused Absence:** All make-up work is due within a reasonable time frame established by each individual teacher.

NOTE: Students who must leave during the school day for a doctor/dentist appointment are responsible for getting the assignments from the class(es) missed. These assignments are due on time. If a student is absent, that day's homework will be collected by the student's homeroom teacher and delivered to the office to be picked up at the end of the day.

2. **Excused Work:** Sometimes unexpected situations can interfere with after-school study (family emergency or student illness). A note must be sent by the parent explaining the circumstance the following day.

**NOTE: Extracurricular, sports and planned family activities/vacations do not excuse assignment work.**

**H. LIBRARY**

The Library is one of the focal points of the school. It is part of the whole teaching program that fortifies and supports the curriculum. In order to insure the best service to the students, the following regulations are made:

1. The library is open from 7:30 AM – 4:00 PM.

2. Students have a regular period each week to go to the library.
3. The library is a place of study. Students are to keep silent in the library. When it is necessary to speak, students are to whisper.
4. All books or materials taken from the library must be checked out at the Librarian's desk.
5. The fine for materials turned in after their due date is 5 cents daily for grades 5K-4, and 10 cents daily for grades 5-8.
6. At the end of each nine-week grading period, any book that has not been returned or is lost will be replaced at the student's expense.
7. Report cards may be held in the Office until all library books are returned or fines are paid.

The library reserves the right to refuse a student check-out privileges when previously checked-out books have not been returned or when books are returned in damaged condition.

#### **I. PHYSICAL EDUCATION**

Participation in physical education is mandatory for all students except those who are medically exempt. A written excuse from parents restricting or limiting participation is acceptable for a period of no longer than three (3) days. A medical excuse, signed by a doctor, is **required** if a student has restricted physical activity for **more than three (3) consecutive days**.

Students in grades 5 - 8 are required to wear Our Lady of Victory P.E. uniforms (available for purchase in the School Office). **These items should be marked with the student's name.**

**Body Sprays/Perfumes are not allowed in the School Gym Area.**

In an effort to develop the whole person of every student, the physical education program will include physical exercise and sports skills, as well as participation in the Presidential Physical Fitness program (grades 1 - 8).

#### **J. PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held after the first reporting period. One day will be designated for assigned conferences. **Parents and students are required to attend** the assigned conference in the fall at which time they will receive the child's report card. This conference is professional, confidential, and limited in time. If a more lengthy conference is necessary, arrangements can be made with the teachers.

Ongoing discussion between parents and teachers is encouraged. To schedule a conference, please call the School Office and leave a message for the teacher(s) with whom a conference is requested or send a note with your child. The teacher(s) will contact you to schedule the earliest convenient conference time. **Do not interrupt a**

**class to conference with a teacher. This includes the time prior to the beginning of the school day.**

**Questions/Complaints: Questions/Complaints should be handled at the lowest level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted.**

**K. GRADING SYSTEM**

The following grading key will be used for Grades 5K - 1:

E - Excellent Progress

G - Good Progress

S - Satisfactory Progress

N - Needs Improvement

U – Unsatisfactory Progress

Numerical grades will be used from Grades 2 - 8:

94 - 100 Exceptionally High Achievement

85 - 93 High Achievement

75 - 84 Average Achievement

70 - 74 Low Achievement

0 - 69 Failure to Master Material

Conduct grades will be indicated in the following manner:

S - Satisfactory Effort

N - Improvement Needed

U - Unsatisfactory Effort

**L. HONOR ROLL (7<sup>th</sup> - 8<sup>th</sup> Grade)**

The Honor Roll is determined at the end of each nine-week grading period. The seven subjects determining placement on the Honor Roll are English, Reading, History, Math, Science, Spanish, and Religion. To be eligible for High Honors, all grades must be 90 or above for that grading period. An average of the seven grades must be 94 or higher. To be eligible for Honors, all grades must be 85 or above and an average of the seven grades listed above must be 85 or higher.

**Any unsatisfactory (U) conduct grade automatically makes a student ineligible for the honor roll.**

**M. HONOR MEDALS (5<sup>th</sup> – 7<sup>th</sup> Grade)**

Honor Medals are awarded at Mass on the last day of the regular school year at the Annual Awards Ceremony. To be eligible for an Honor Medal, a student must have a **final** average of 94 in each of the following subjects: Religion, Math, Reading, Science, English and Social Studies. Additionally, any unsatisfactory (U) conduct grade automatically makes a student ineligible for an Honor Medal.

**N. REPORT CARDS**

Report cards are distributed every nine weeks to inform parents of the child's progress. Report cards should be signed and returned to the homeroom teacher within five (5) days.

**Progress reports** are sent home midway through each 9 week reporting period. They are to be signed and returned to the homeroom teacher within three days.

**O. TESTING**

In the **fall**, standardized tests are scheduled for grades 1 - 8. The purpose of these tests is to indicate the strengths and weaknesses of the individual student in the various academic areas. Kindergarten is tested in the spring.

**P. REGULATION FOR PROMOTION**

1. A student who has made satisfactory progress at one grade level will be promoted to the next higher grade.

2. A student in first grade must have completed the primer level in reading and have at least a final average of “N” in all other subject areas in order to be promoted to second grade.

3. If a student in grades 2 – 8 fails one of the following: English, Mathematics, Reading, he/she will be promoted on the condition that they receive remedial instruction, in the subject failed, during the summer and receive a passing grade. For passing, the average must be 70 or above.

4. If a student in grades 2 – 8 fails two of the following: English, Mathematics, Reading, they will not be promoted.

5. A student failing two major subjects, providing both subjects are not in the areas of Reading, English, or mathematics, shall be promoted on the condition that they receive remedial instruction in the subjects failed, during the summer and receive a passing grade.

\*Major subjects in grades 2 – 3 are Religion, Reading, English, and Mathematics

\*Major subjects in grades 4 – 8 are Religion, Reading, English, Mathematics, Social Studies, and Science

6. A student failing three (3) major subjects, regardless of content area will be retained.

**Q. RELEASE OF STUDENT RECORDS**

Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly to the sending school.

Records will be released only when any outstanding financial debt owed to the sending school by the parents is liquidated. Such debt includes, but is not limited to outstanding tuition, fees, cell phone “recovery fees”, unreturned school property, etc.

A request for a review or copy of records must be presented in writing. The school has 48 hours to comply with the written request.

A parent/guardian must complete a student withdrawal/record transfer form available in

the OLV school office upon the withdrawal of a student from OLV.

## **R. CARE OF SCHOOL PROPERTY**

**Textbooks:** Textbooks are not personal or private property, but are the property of the school and must be treated as such. Books should be covered at all times. Book covers are provided by the school and are available in each homeroom. Students must pay for damaged or lost textbooks before report cards are issued at the end of the school year. No inappropriate writing and/or drawing will be permitted on binders, textbooks covers, spirals, pencil bags, etc. (**see p. 27**)

**Lockers, Desks, Tables and Chairs:** Students are asked to show every consideration in taking care of classroom property. No cuts, scratches, or pencil marks should appear on any surface. Students will be asked to pay for any undue damage to furniture.

## **ACTIVITIES PROGRAM**

Taking part in activities which represent the school is a privilege and honor; therefore, students engaged in school activities, such as cheerleading, dance team, sports, organizations, and other such activities which require after school practice and/or meetings, must maintain a passing average in all academic areas, including Spanish, and have satisfactory conduct. Any serious offense deemed by the coaches, sponsors, or administration will be grounds for immediate dismissal from the activity.

**ATHLETICS:** The athletic program includes sports for boys and girls in 5<sup>th</sup> thru 8<sup>th</sup> grade: football (6<sup>th</sup> – 8<sup>th</sup> only), and basketball for the boys; volleyball, and basketball for the girls. Grades 5<sup>th</sup> thru 8<sup>th</sup> also participate in the track meets, softball tournaments, and soccer.

Grades are checked on Monday mornings. A student who is failing any subject will be ineligible to play in a game until the following Monday. In the case of two games in one week, the student will miss the first game and grades will be rechecked to see if the student is eligible to play in the second game. Student must also maintain a satisfactory grade in conduct. A conduct grade below an S in any subject will make a student ineligible to participate until the grade improves. Discipline slips, depending on the infraction, could make a student ineligible to participate for that week.

**Annual physicals are required before students can participate in sports, cheerleading, and/or dance team activities. Physicals are kept on file in the school office.**

**CHEERLEADERS:** Cheerleaders are selected each year in the spring. Sixth and seventh grade students who are chosen to be cheerleaders will serve the following year.

**Eligibility:** A student trying out for cheerleader must first be a member of the dance team for the entire year prior to trying out. The student must maintain a grade average of 70 with an S in conduct. These grades must be maintained throughout the school year. Weekly eligibility is the same as in athletics. **Annual physicals are required.**

**Tryouts:** Any student trying out for cheerleader will be given the opportunity to display his/her ability as a cheerleader. Each participant will prepare one individual cheer and one group cheer. Cheerleaders will be selected through an outside panel of judges and a teacher vote (2/3 judge vote and 1/3 teacher recommendation). Results will be posted as soon as the results are tabulated.

**DANCE TEAM:** The dance team is open to any student in grades 6-8. Enthusiasm, school spirit, loyalty, and a sense of fellowship are promoted in the dance team. Academically, dance team members must maintain a 70 average with an S in conduct. Members wear a uniform and traditionally perform at all home games. Membership in the dance team is a prerequisite for cheerleading. Weekly eligibility is the same as in athletics. **Annual physicals are required.**

### **NATIONAL JUNIOR HONOR SOCIETY**

**Purpose:** The National Junior Honor Society is an organization established to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership to develop character, and to encourage citizenship. The Principal shall reserve the right to approve all activities and decisions of the chapter. The Principal shall annually appoint a Chapter Advisor who may serve consecutive terms. The Faculty Council shall consist of the junior high teachers. The Council shall meet at least once a year to select members. The Council shall also meet once every nine weeks to review the scholastic and/or disciplinary status of members for continued eligibility.

**Membership:** Membership in the National Junior Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, character, and citizenship. All members will be required to give 15 hours of service to the community. New members will be inducted at a special ceremony held in May of each school year. A National Junior Honor Society member who transfers from another school and brings a letter from the former Principal or Chapter Advisor to the new school's Advisor shall be accepted automatically as a member of the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

**Selection of Members:** To be eligible for membership, the candidate must be a member of those classes (7<sup>th</sup> and 8<sup>th</sup>) designated as eligible in the school. Candidates must have been in attendance at the school the equivalent of one semester. Candidates must have a cumulative scholastic average of at least 90 percent from the beginning of the year in the following subjects: English, reading, math, history, science, and religion, at the time of selection. No student should be eligible for membership in National Junior Honor Society if he/she has multiple unsatisfactory conduct grades. The Faculty Council will determine eligibility based on conduct. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship (the criterion for these characteristics is defined in the National Junior Honor Society Handbook kept by the Chapter Advisor).

**Discipline/Dismissal:** The Chapter Advisor monitors all members for compliance with the standards for membership in NJHS. Members must maintain an academic average of 90 or above for each nine-weeks grading period. Members are expected to serve as role models – leadership by example – at all times. Any member who falls below the standards, either academically or behaviorally, will be placed on probation. His/Her

status will be reviewed every nine-weeks to determine continued eligibility. If at that time the member is not in compliance with the standards, he/she will be dismissed from NJHS. Serious infractions of the standards (i.e. cheating on a test), could result in immediate dismissal.

### **STUDENT COUNCIL**

Student Council is a student-elected service organization in grades 7 and 8 which coordinates a number of projects throughout the school year including, but not limited to, a food drive and the distribution of food baskets at Thanksgiving. To be eligible for Student Council a student must have at least an 85 average for the previous year's classes, including religion, and no grade lower than a 75 at the end of the 1<sup>st</sup> progress reporting period. Students must also have a good discipline record. If they have received consequences as a result of misbehavior the previous year, the administration will review their record and may, at their discretion, declare the candidate unfit for election. If at any time the student receives a failing report card grade, he/she will be removed from the Student Council. If a council member is failing in any class when meetings or other Council activities occur, he/she will be ineligible to take part in the activities. Any serious disciplinary infractions will result in removal from the Council. Less serious infractions (i.e., excessive tardies) will be cause for review by the sponsor and administration and may result in removal from the council.

### **LEO CLUB (Inactive)**

The OLV Leo Club provides opportunities to 7<sup>th</sup> and 8<sup>th</sup> grade students who are interested in service to our school, our community, and beyond, by assisting the Boulevard Lions Club of Victoria. Twenty clock hours of service each school year will be the minimum requirement for remaining an active Leo Club member in good standing and receiving an end of year pin. Discipline issues that reflect in a negative manner on the OLV Leo Club and Our Lady of Victory Catholic School will not be tolerated and may result in immediate dismissal from the club.

### **SAFETY PATROL**

Members of the Safety Patrol work to assure the safety of all students in the parking lots at release time each day. Students in the fifth and sixth grades are eligible to serve on the patrol. All students and parents are asked to obey the signals and regulations of the Safety patrol on the street and in the front and back school parking lots.

## **GENERAL POLICIES**

The policies set forth here apply equally throughout the entire school complex and at any other place where students represent or are identified with Our Lady of Victory Catholic School.

### **A. EXTRACURRICULAR SCHOOL ACTIVITIES**

Our Lady of Victory Catholic School will not be held responsible for any students



attending extra-curricular school sponsored games unless the students are on the athletic team, dance team, or are cheerleaders, and are supervised by their respective coaches or school-designated sponsors. Other students who attend should have adult chaperones.

**B. SCHOOL PHONES**

School phones are to be used only for emergency situations or with permission from an administrator or teacher. Students should get permission for after-school activities from their parents before coming to school.

**C. EMERGENCY CARE**

If we believe that your child needs emergency care, we will call the EMS. The school will notify you immediately provided we have your correct telephone number/s. If necessary, your child will be transported to the medical facility designated by you on the Emergency Card, and your physician notified.

**D. CHILD CUSTODY**

OLV requires that the custodial parent file the most recent court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. **However, parents must accept the primary**

**responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.**

**E. CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

Regarding cell phones, we are all aware of the problems in our country with cell phone use. Cell phones in schools are used to cheat, harass other students and participate in inappropriate, potentially illegal and very harmful acts on line. This cannot be tolerated nor can it be effectively prevented as long as such devices are allowed on campus. We, at OLV, have experienced some of these same problems. Therefore, in order to implement the Diocesan Safe Environment Code and for the total protection of each child, we have adopted the following policy regarding cell phones:

*If your child has a cell phone, we highly recommend that it be left at home. If, however, you feel the phone might be needed by the older students who have after-school activities, it would behoove you, as you drop your child off in the morning, to check to see that the phone is off and in the backpack before the child exits the car. From 7:40 to 3:30, the phone **MUST** be in the “OFF” position and in the backpack in the locker. Additionally, the phone must remain in the “OFF” position and in the backpack until the 3:45 bell. If a student is found with a cell phone in his/her possession other than the backpack during this specified time or not in the “OFF” position, the cell phone will be confiscated whether or not it is being used at that time. A \$50.00 “recovery fee” will be assessed per offense whether or not the student wishes*

*to recover the device. An unpaid “recovery fee” will result in the withholding of all school records. In addition to the fee, a parent or legal guardian will be required to accompany the child to retrieve the cell phone from the Principal’s office. The second infraction will result in the student not being allowed to bring the cell phone to school. All school communication must be handled through the office during school hours.*

*Hand-held electronic devices (including, but not limited to pagers, PDAs, MP3s, iPods, any electronic games or communication/information devices, etc.) will follow the same policy as the above mentioned cell phone policy.*

*Our Lady of Victory is not responsible for the loss of, or damages to, any cell phones or electronic devices.*

**F. COMPUTER AND INTERNET POLICY**

Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). **The student is responsible** for not pursuing material that could be considered offensive.

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification **of teacher or system settings** will result in cancellation of privileges and/or school disciplinary action.

The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Engagement in on-line social networking such as, but not limited to, MySpace.com and Facebook etc., whether inside or outside the school, may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding OLV, the faculty, other students or the parish.

**G. PLAGIARISM**

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original works, as by not crediting the author. Plagiarism will be handled on an individual basis.

**H. PHOTOGRAPHS**

Photographs of students may appear on the school Web site or in other publications. Parents who do not wish their children’s photographs to be placed in public media must notify the principal in writing prior to the beginning of school.

**I. PUBLIC DISPLAY OF AFFECTION**

The rule for boy/girl friends at OLV is **NBC**, that is **No Body Contact**. This includes

inappropriate “hugs,” holding hands, etc. The NBC rule applies at all times on campus and at school-related events.

**J. HARASSMENT**

Harassment is contrary to the Catholic faith and detrimental to the education process. Accordingly, harassment involving any student or staff member shall be investigated, and appropriate remedial action shall be promptly taken. Harassment shall be defined as any conduct of an intimidating nature, which creates a hostile or offensive environment. Any student engaged in harassment will immediately be placed in in-school isolation or suspension for the remainder of that day, and/or the next school day. The parent will be notified.

**K. HAZING**

“Hazing,” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. No student shall plan, direct, encourage, aid or engage in hazing. This policy applies to hazing behavior that occurs on or off school property and during and after school hours. The school administration will act to investigate all complaints of hazing and will discipline or take appropriate action against any student who is found to violate this policy. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official.

**L. THREATS**

A threat is defined as any verbal or written comment, **in jest or otherwise**, which would cause alarm to the school or anyone in it. Any threat of bodily harm or threat of the possession of a weapon shall be taken seriously. Teachers, students, parents, or staff shall be responsible to report to the administration any knowledge of verbal or written threats. Any such threat and any false reports of such threats may result in immediate suspension or expulsion. **Any student, who makes a threat toward another student, even in fun, will be disciplined in an age appropriate manner. Discipline will be administered at the discretion of the principal or the principal’s designee and may result in immediate isolation with parent notification.**

**M. BULLYING**

Bullying occurs whenever a student intentionally, repeatedly, and over time inflicts or threatens to inflict physical or emotional injury or discomfort on another’s body, feelings, or possessions. OLV will not tolerate bullying in our school and will intervene in bullying behaviors. **(See Our Lady of Victory Anti-Bullying Policy, page 41)**

**DISCIPLINE PROGRAM**

Our Lady of Victory Catholic School strives to develop students who exhibit Christian values in their daily lives. Chief among these values are the characteristics of responsibility, respectfulness, and courteous behavior. Disciplinary guidelines are in place to encourage students to practice self-control and serve as models for one another.

Each student attending our school is an Our Lady of Victory Catholic School's student at all times. A student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school, may be disciplined by school officials. Unacceptable behavior on campus or at any school-related activity constitutes the following:

**1. Disturbs class**

Any disturbance that interferes with another student's opportunity to learn, including, but not limited to: talking, making noises, out of seat, eating in class, slamming books or lockers, playing with toys or throwing spit wads

**2. Does not cooperate**

Argumentative, refusal to follow directions, ignores or defies authority figures

**3. Is Disrespectful**

To any teacher, aide, other student(s), religious traditions, or any other legitimate authority

**4. Cheating**

Cheating shall be defined as:

1. The unauthorized use of aids (notes, electronic devices, other students, etc.) during tests or exams
2. Knowingly and/or willfully **giving and/or receiving** schoolwork to and/or from another student for the purpose of the other student submitting the work as his/her own

**Any student who, after an investigation, has been caught cheating will receive a grade of zero on the assignment/test and be given a detention. Any further consequences regarding organizations/clubs will be reviewed by the club sponsors and administration. Their decision will be final.**

**5. Plagiarism**

Copying or stealing someone else's words or ideas and claiming or presenting them as if they were your own

**6. Fighting**

Including, but not limited to, rough housing, play fighting, name calling, pushing, shoving, kicking, tripping, spitting, slapping, pinching, hitting, or pulling chair out from someone

**7. Unacceptable language**

- Including, but not limited to, profanity, derogatory terms, racial slurs, hurtful words, or inappropriate gestures
- Students in grades 1 - 8 will be written up for using inappropriate language or gestures
- Students in grades 3 - 8 will receive detention (or ISS) automatically when flagrant or severely abusive language is used

**8. Damage to school or personal property**

Misuse of buildings and grounds, textbooks, and materials. Including, but not limited to throwing food in cafeteria and/or littering on campus

- Students are responsible for the repair or replacement of damaged textbooks or property
- Binders and pencil bags will be checked on a regular basis. Any writing or

drawing, other than student's name, on binders or pencil bags will require the student to purchase another binder or pencil bag. If another student writes on a student's binder or pencil bag, it must be reported immediately so the offender can be held accountable, otherwise the responsibility to purchase a new binder or pencil bag will remain with the owner.

**9. Uniform violation**

Improperly dressed for Mass; no belt or unauthorized daily uniform

**10. Running**

Students are to walk on the sidewalks

**11. Chewing gum**

Students may not chew gum at school

**12. Permanent markers**

Permanent markers are not allowed at school

**13. Body Sprays/Perfumes**

These items are not allowed in the school gym area

**CLASSROOM DISCIPLINE**

Classroom discipline is essential for effective learning to take place. Listed below are the disciplinary procedures for each grade level:

**Grades 1-2** LEVEL I Reminders - Verbal and/or nonverbal (warning)

LEVEL II Name in discipline book or on board

LEVEL III Name + check - Reflection time/time out

LEVEL IV Name + 2 checks - Note home

LEVEL V Name + 3 checks - Extended time after school

LEVEL VI Name + 4 checks - Principal's office, note and/or phone call home

Immediate removal from classroom for hurting self, others, or teacher

Discipline slips must be returned the day following issue or parent phone call will be made.

Parent-Teacher Conference is always an option for teachers and parents in any discipline referral.

**Grades 3-4** LEVEL I Name on board – Miss 5 min. recess

LEVEL II Name + check – Note home, miss 10 min. recess

LEVEL III Name + 2 checks – Note home, 15 min. detention, miss 15 min. recess, behavior worksheet

LEVEL IV Name + 3 checks – Note home, 30 min. detention, miss 20 min. recess, behavior worksheet

LEVEL V Serious misbehavior – Principal's office, discipline slip and/or phone call home

Immediate removal from classroom for hurting self, others, or teacher

Discipline slips must be returned the day following issue or parent phone call will be made.

Parent-Teacher Conference is always an option for teachers and parents in any discipline referral.

<b>Grades 5-6</b>	LEVEL I	Warning – Verbal and/or nonverbal
	LEVEL II	Behavior documented and/or detention
	LEVEL III	Behavior documented, 15-30 min. detention, loss of recess or cafeteria duty
	LEVEL IV	Serious misbehavior – Principal’s office, discipline slip and/or phone call home

Failure to serve original detention or to return signed discipline slip will result in extended detention time.

**Detention must be served prior to participating in any after-school activity.**

Parent-Teacher Conference is always an option for teachers and parents in any discipline referral.

<b>Grades 7-8</b>	LEVEL I	Warning – Verbal and/or nonverbal
	LEVEL II	Discipline slip sent home with warning
	LEVEL III	Discipline slip, 30 min. detention or cafeteria duty
	LEVEL III	Serious misbehavior – Principal’s office, discipline slip and/or phone call home

Levels of discipline may be skipped depending on severity of infraction.

Parent-Teacher Conference is always an option for teachers and parents in any discipline referral.

*In the interest of safeguarding our school and enforcing school regulations, the school, with reasonable cause or suspicion, reserves the right to perform searches of any item brought onto school property.*

**Detention Regulations (7<sup>th</sup> & 8<sup>th</sup> Grade )**

Mondays and Thursdays are designated days for 7<sup>th</sup> and 8<sup>th</sup> grade detentions. Students assigned detention will have at least one day’s notice prior to being assigned a detention day. An **additional** detention day will be added for the following reasons:

- Failure to serve the original detention
- Failure to return the **signed** pink detention slip
- Acquiring an additional detention during the same week

**Detention(s) must be served prior to participating in any after school extracurricular activity, including sports.**

**N. SUSPENSION**

Suspension is a serious disciplinary action that results in the temporary dismissal from classes. A student issued an in-school or out-of-school suspension forfeits participation in any club, sport, or school-related activity during the period of suspension.

**a. In-School Suspension**

Duration of an in-school suspension may be a half-day to three days. The parent/guardian will be notified of the student’s status. Suspension will be served from 7:50 AM until 3:30 PM. The student will not attend classes, or go to the

cafeteria the day(s) of the in-school suspension. The student will receive assignments to be done in the suspension room apart from other students. Credit will be given for class assignments turned in on time and major tests given.

**b. Out-of-School Suspension**

The duration of an out-of-school suspension may be up to three days. The parents will be notified for a conference prior to suspension. The student must be prepared with all class work assigned on the day of return from suspension. The student must also be prepared to take any make-up tests after school on the day of return. A zero will be recorded for any assignment not turned in on the day of return. A zero will be recorded for any test not made up as scheduled by the individual teachers.

**O. PROBATION**

When serious or continued misconduct warrants it, a student will be placed on probation for a clearly defined period of time and with specific conditions. A student placed on probation may be removed from an office of any club, class activity or organization and denied the privilege to represent the school in any extracurricular activity - athletic or other. A probationary period can be designated for the remainder of the school year or less. Failure to comply with the conditions set forth in the probationary contract may lead to dismissal.

**P. EXPULSION (DISMISSAL)**

Dismissal is a serious matter and is invoked only as a last resort. Normally, it will follow a grave offense or a series of offenses indicating a student's unwillingness to follow the guidelines of the Our Lady of Victory Catholic School Handbook.

The principal reserves the discretionary right to expel/dismiss from school any student whose attitude and/or conduct, on or off campus, reflects adversely on the school community.

**Q. REGULATIONS ON ALCOHOL, TOBACCO, DRUGS, AND WEAPONS**

1. No student shall possess, use, or attempt to possess, use or be under the influence of any of the substances mentioned below on school premises during any school term or off school premises at a school-related activity, function, or event.

**Definitions:**

“**Use**” means a student has smoked, ingested, injected, imbibed, inhaled, drunk or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, and speech.

“**Under the influence**” means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

a. Any controlled substance or dangerous drug as defined by law, including but not limited to tobacco products, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

- b. Alcohol or alcoholic beverage
  - c. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation (including, but not limited to white-out or permanent marker).
  - d. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug, including facsimiles of drugs or alcohol
  - e. Students who violate this policy shall be subject to disciplinary action including expulsion.
  - f. Lockers and all other personal property may be searched by administrators for alcohol, drugs, and other controlled substances at any time.
  - g. A student who uses, in the manner prescribed by school policy, a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy. (Please note that any prescribed medication used by someone other than for whom the medication is prescribed is considered an illegal drug.)
2. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.
  3. No student shall possess any form of a weapon or facsimile of a weapon, including but not limited to a gun, knife, or stun gun. **Syringes or facsimiles of syringes, with the exception of those under a physician's directive, are not allowed on campus.**
  4. No student shall possess a laser pointer on school grounds or at any school-related activity.

**R. APPEALS PROCESS**

Although the Diocese of Victoria endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, a parent or guardian meeting with the immediate authoritative person to discuss the matter can resolve such matters informally. If, however, the matter is not then settled to the parent or guardian's satisfaction, and the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school related policy, only then may the parent or guardian institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Diocese's current appeals/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within



Catholic schools of the Diocese of Victoria.

## **S. HEALTH / MEDICATION**

### **1. EMERGENCY CARE**

If we believe that your child needs emergency care, we will call EMS. The school will notify you immediately provided we have your correct telephone number/s. If necessary, your child will be transported to the medical facility designated by you on the Emergency Data Card, and your physician notified.

### **2. FIRST AID**

Minor accidents are taken care of by the school nurse, office staff, and/or teachers. In the case of a serious accident, the school nurse, office staff or teacher will contact the parents/guardian as soon as possible.

### **3. IMMUNIZATIONS**

Texas Law requires immunizations for all students before enrollment in school. The state requirements which are applicable to students enrolled in 3K through 8<sup>th</sup> are available in the school office.

### **4. SCHOOL HEALTH TESTS**

Vision and hearing screenings, (K-8 annually), and spinal screenings (grades 5-8 annually) are administered by the school. If any parent/guardian elects not to have their child undergo tests in school, it is advisable to have the tests conducted in a facility of their choice and send the results to the school as soon as possible.

### **5. MEDICATION**

Keeping the safety and well-being of the child in mind, the following policy will be enforced:

- Only medication which is necessary for a child to remain in school will be given during school hours.
- All medications are to be kept in the locked medication cabinet located in the school office. Students are not allowed to keep any medications with them. Exceptions may be made only with a physician's note stating that it is necessary for a student to carry an emergency medication with them.
- Medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist may be administered during school hours by authorized school personnel, i.e., the principal or the principal's designee, only with a signed, completed Medication Request Form. **A copy of a Medication Request Form is included in the back of this handbook.**
- Over the Counter medication (ointments, aspirin, cold tablets, cough syrups, etc.) must be kept in the school office and may be dispensed by authorized school personnel only with a signed, completed Medication Request Form.

- In addition to the signed Medication Request form, any Medication administered for more than ten days will require a doctor’s written request. A prescribed medication may be administered for as long as the doctor requests based on the directions provided on the prescription. No medication shall be administered after this expiration date has passed. If medication changes in between times, parents are required to inform the school.
  - All prescribed and over the counter medication must be in the original container and properly labeled.
  - Medication request forms must be signed by the parent or legal guardian, and are available in the school office.

6. **SYMPTOMS REQUIRING HOME CARE**

Children with the following symptoms will not be allowed to remain in school. Parents/Guardians must take them home as soon as possible after they are notified.

1. Oral temperature of 100 degrees or above
2. Vomiting, nausea, or severe abdominal pain
3. Marked drowsiness or malaise
4. Sore throat, acute cold, or persistent cough
5. Red, inflamed, or discharging eyes
6. Acute skin rash or eruption
7. Swollen glands around jaws, ears or neck
8. Suspected scabies or impetigo
9. Any skin lesion in the weeping stage, unless protected and diagnosed as noninfectious
10. Earache
11. Pediculosis (head lice) - May be readmitted to school when nit free.
12. Other symptoms, which are suggestive of acute illness

**Students must be fever free for 24 hours before returning to school.**

**T. SCHOOL UNIFORM**

The School Uniform is a symbol of a student’s pride in himself/herself and the school. Students must wear approved articles of clothing from the uniform list and the required Mass uniform on Mass days. The required school uniform must be purchased from **Parker Uniform, Melvin’s**, or through OLV re-sale.

**Boys: Kindergarten through 8<sup>th</sup> grade:**

**Required-Church:** Navy blue twill slacks  
 Oxford cloth shirt in light blue or blue/white stripe—long or short sleeve  
 Plain Leather(like) Belt and Buckle

**Unacceptable**

Baggy jeans  
 Carpenter jeans  
 Cargo jeans  
 Stone-washed jeans  
 Acid-washed jeans  
 Loose fitting jeans  
 Frayed or jeans cut at seams  
 Jeans with holes or patches  
 Belts other than regular leather(like)  
 Decorative buckles and embellished belts

- **Socks (required):** Solid red, white, blue (royal or navy only) or black

- **Shoe Laces:** Solid red, white, blue (royal or navy only), or black

**Optional:** Blue jeans – 5 pocket  
 Navy blue shorts  
 White or red knit monogrammed shirt  
 “Blue Ribbon” T-shirt  
**Only sweatshirts with the OLV emblem purchased through the PTC, Melvins, or Parkers**  
 Plain Leather(like) Belt and Buckle

- **FOR BOTH BOYS AND GIRLS**

**Unacceptable (Con’t)**  
 Sweatshirts or light weight jackets with any writing or emblems other than OLV  
 Undershirts other than white, red, navy, black, or gray  
 Shoes with wheels or lights  
 Croc, croc-like, flip flops or backless shoes

**Girls Official Uniform**

Girl’s lengths of skirts **must touch the top of the kneecap and** shorts must be **no more than 2 inches above the knee.** **Parker Uniform and Melvin’s** have guaranteed that they can meet these requirements

**Girls: Kindergarten through 3<sup>rd</sup> grade:**

**Required-Church:** Jumper-plaid or navy blue  
 White blouse with navy piping trim  
 Knit shorts to be worn underneath

**Optional:** Navy blue tie worn with jumper  
 Midi white blouse worn with navy blue tie  
 Culottes—plaid or navy blue  
 Navy blue shorts and pants  
 Plaid walking shorts  
 Red, white, or blue knit monogrammed shirts  
 “Blue Ribbon” T-shirt  
**Sweatshirts with OLV emblem purchased through PTC, Melvins, or Parkers**  
**School Spirit Jackets purchased through the school**  
**Socks (required): Solid red, white, blue (royal or navy only), or black**  
 Plain Leather(like) Belt and Buckle

**Girls: 4<sup>th</sup> through 8<sup>th</sup> grade:**

**Required-Church:** Skirt (either pleated in navy or wrap-around style in plaid or navy)  
 Oxford shirt in white—long or short sleeve or  
 White midi blouse with navy blue tie

**Optional:** Navy blue walking shorts or pants  
 Plaid walking shorts  
 Culottes—plaid or navy blue  
 White or red knit monogrammed shirt  
 “Blue Ribbon” T-shirt  
 Knit shorts to be worn underneath skirt  
 Jumper—plaid or navy blue  
**Sweatshirts with OLV emblem purchased through PTC, Melvins, or Parkers**  
**School Spirit Jackets purchased through the school**  
 Plain Leather(like) Belt and Buckle

**Headbands/Tights/Leggings: Solid color red, white, black, gray or blue (royal or navy) only, tights/leggings may be worn under the uniform**

**SHOES: The only acceptable shoes are as follows:**

1. Grades 5<sup>th</sup> – 8<sup>th</sup>: **Plain, not decorated**, deck shoes (Sperry shoes) in brown, tan or white
2. Grades 5K – 8<sup>th</sup>: Tennis shoes in solid red, white, blue (royal or navy only), black or gray. Trim and/or soles must also be red, white, blue (royal or navy only), gray, reflective silver or non-marking black.
3. Tennis shoes are acceptable in any grade as long as they follow the above guidelines.

**Socks (required):** solid red, white, blue (royal or navy only) or black. **Socks must match each other.**

**SHOE LACES:** solid red, white, blue (royal or navy only), or black

**ON VERY COLD DAYS, STUDENTS MAY WEAR HEAVY JACKETS THAT ARE NOT SCHOOL RELATED. While in the classroom, the coats will be kept in the lockers.**

**BOTH BOYS AND GIRLS: Shirrtails must be tucked in with the exception of girl's dress Mass blouses which are designed to be worn out.**

#### **POLICY FOR JEAN DAYS FOR GIRLS**

**Dark Colored Denim Blue Jeans are allowed for girls on**

- All Fridays except Mass days
- Cold weather days **ONLY** as directed by the school office

**No frayed or faded jeans, no holes or embellishments, sequins, beads, etc. No low rise (where undergarments or body parts are visible when bending, reaching, etc.) No baggy or "skinny" jeans, carpenter, or cargo styles are allowed. Stretch jean material or "jeggings" are not acceptable.**

**On jean days, school approved (spirit) shirts or uniform shirts are to be worn (tucked in) with a school approved belt.**

**Any student not adhering to the above mentioned guidelines will receive one warning. On the second offense, the student will lose the privilege of wearing jeans on Fridays for four weeks.**

**Also, any school approved shirt (i.e., sports, cheerleaders, Student Council, etc.) may be worn by both boys and girls. Boy/Girl Scouts may wear official Scout uniforms on these days. Please note: Spirit shirts and /or apparel for any activity at Our Lady of Victory catholic School are welcome. However, any logo representing OLV must be submitted to and approved by the school principal prior to printing.**

1. Students are not allowed to change from their Mass uniform on Mass days.

2. On Mass days students must wear the approved uniform from the official list. Uniform violations will be recorded in the School Office. After two violations, and thereafter, students will be assigned a 30 minute after school detention.
3. The School Staff reserves the right to judge whether any item or fashion fad (i.e. hair cut, accessories, etc.) is incompatible with the uniform policy.
4. Official gym uniforms are required for grades 5 - 8. Sneakers are required for P.E.
5. **Students are not permitted to wear any nail polish, regardless of grade level. Students who wear nail polish to school will be asked to remove it.**

**Grooming:**

Student’s hair must be kept trimmed, neatly combed and clean. Hairstyles should not obscure vision or interfere with schoolwork or cause distractions among classmates. **Students are not permitted to dye or bleach their hair an unnatural color. Boy’s hair guidelines are as follows: Bangs can be no longer than the eyebrows when held down on the forehead. Hair at sides can be no longer than the middle of the ear. Hair at back cannot touch the collar. Boys are also required to be clean-shaven at all times regardless of ethnic background.**

**Girls must keep bangs/hair out of the face.** Junior High girls may wear make-up; however, it must be moderate, simple, and appropriate for school. Glitter make-up is not allowed and heavy make-up must be washed off. **Teachers and administrators have the right to judge clothing, make-up, hairstyles, and jewelry as appropriate or inappropriate.**

**Free Dress Day:** Occasionally students will earn or be allowed Free Dress Day. On these days student dress should be in keeping with uniform guidelines. That is, body parts that are covered by uniform standards should be covered on free dress day.

**U. SCHOOL LUNCH PROGRAM**

All students are expected to act in an orderly manner in the cafeteria whether they buy or bring their lunch. Proper table manners, thoughtfulness of others at the table, and a quiet tone of voice at meals help to maintain a pleasant mealtime atmosphere. A hot lunch program for students in grades 5K - 8 is available in the school cafeteria. Preschoolers who remain for day care may participate in the lunch program. The cafeteria has initiated the MyNutriKids program. This program is accessed through the OLV home page and allows parents a secure way to add money to and monitor their children’s lunch account.

Adult lunches	<b>\$3.50</b>	Milk	.30
Student lunches	<b>3.25</b>	Water	.50
Ice cream	.40 for grades 1 & 2 (smaller servings)		
	.50 for grades 3 – 8		

Morning Break Items for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students only range from \$0.50 - \$1.25. Drink selections include: whole milk, low-fat milk, chocolate milk, and fruit drinks.

Parents/Guardians are invited to eat in the cafeteria with their children **occasionally**, keeping in mind that this is a time for students to bond with classmates. Please notify the cafeteria staff by 9:00 AM on the day that you wish to have lunch with your child. The cafeteria phone number is 575- 5391 ext.112. Each class is allowed a 30-minute lunch period. Students must remain in the cafeteria for 20 minutes of this period.

## DAILY CAFETERIA SCHEDULE

11:20	3K
11:25	4K
11:30	2 <sup>nd</sup> Grade
11:35	3 <sup>rd</sup> Grade
11:40	5 <sup>th</sup> Grade
11:50	6 <sup>th</sup> Grade
12:00	Kindergarten
12:05	1 <sup>st</sup> Grade
12:10	4 <sup>th</sup> Grade
12:20	7 <sup>th</sup> Grade
12:27	8 <sup>th</sup> Grade

**Our Lady of Victory Catholic School does not allow any fast food items to be brought into the school cafeteria by parents or school visitors during school hours. Fast food includes restaurant-prepared food. Students are allowed to bring left-over fast-food items in their lunch kits.**

**All late lunches are to be delivered to the Office only, not to the classroom or cafeteria.**

Students are not allowed to use the phone in the cafeteria without a teacher's permission.

### **V. PEANUT/TREENUT POLICY**

1. A **Peanut/Treenut-Free Table** is designated in the cafeteria as an option for those who have Peanut/Treenut allergies. The decision is the parent's as to if or when their children will use that option; however, inhalation allergic students must sit at the Nut-Free table and may bring 2 or 4 friends with them who have peanut/nut-free meals.

2. While OLV does not encourage peanut butter/treenuts being brought to school, these are allowed for lunch by all classes **EXCEPT ECC** where no nuts of any kind are allowed even for the After-School care. If children bring peanut butter to school, no peanut/treenut products should be consumed at break time in the grades that are designated **ALLERGY-CONTROLLED ZONES**. At lunch, students who bring peanut butter must sit at the end of the table away from the allergic children and never share food.

3. Students in classes with friends who have an inhalation allergy must never bring peanut products to school for any reason, lunch included.

4. If children bring peanut butter or nut products for lunch in classes where there are students present with these allergies, it should be kept in a closed lunch kit and opened for lunch only. Snacks brought to school for break should be sent in the backpacks separate from any peanut butter product in their lunch kits.

**W. BIRTHDAYS / CELEBRATIONS**

Invitations to private parties, etc. are not to be distributed during school hours or on the school grounds unless **all students in the entire grade level** are invited. Floral arrangements, corsages, and balloon bouquets will not be allowed in or delivered to the classroom.

**X. FIELD TRIPS**

Field trips are planned by classroom teachers to enhance the curriculum. A field trip is a privilege, not a right. Students can be denied participation if they fail to meet academic or behavior requirements. **A written official permission slip, signed by the parent or guardian, is required before a child will be permitted to attend a field trip. A Field Trip form is included in the back of this Handbook.**

**Y. TRANSPORTATION POLICY**

The OLV bus should be used whenever possible for the transportation of students on all field trips, both in the city of Victoria and on out-of-town trips.

When the OLV bus is unavailable, or because of special circumstances, it is preferable for parents or other volunteers to provide transportation for a group of children. Drivers must be Safe Environment trained and must comply with the Diocese's Transportation Policy.

**Z. EIGHTH GRADE ACTIVITIES**

1. Eighth Grade Trip

The eighth grade class is allowed a special end-of-school trip funded by the eighth graders and approved by the administration. Grade and conduct eligibility requirements must be met to go on the trip.

2. Eighth Grade Graduation

Ceremonies marking completion of the eighth grade should be kept simple. Suggested activities include a Mass for the closing of the school year and the distribution of awards, certificates or diplomas.

3. Scholarships

All eighth grade students who plan to attend St. Joseph's High School are eligible for the following scholarships:

- Catholic School Partnership Interactive (Jan.)
- St. Joseph's Alumni Association Scholarships (May)
- Richard Zeplin and Sandra Redmon Scholarship (May)
- PTC Scholarship (May)
- NJHS and Student Council Scholarship (May)

**AA. USE OF SCHOOL GROUNDS**

All requests for the use of OLV School grounds, outside of parish and school functions, must be approved by the Pastor.

## **BB. AIDS POLICY**

Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HTLV-III/LAV which attacks the body's immune system, thereby leaving the individual vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of virus and/or fungus-caused illnesses that debilitate the body resulting in a substantially high mortality rate often within three years after diagnosis. The spread of the virus has occurred through the exchange of body fluids (blood, blood by-products, or semen) between individuals, and no evidence exists to indicate the spread of the virus through casual contact.

Recognition of a student or employee with AIDS is not reason alone for exclusion from school. Each person will be evaluated as an individual case, and exclusion from the school and exclusion from the school environment will be based upon the person's physical limitations, psychosocial activity patterns, and the opinion of a panel of responsible persons designated by the superintendent of Schools. In the case of a student, the panel shall be comprised of the student's parent, the school's physician, the school's nurse, the student's physician, and the principal of the school where the child attends or will attend. The Superintendent may appoint additional persons if he/she deems it appropriate and necessary. In the case of an employee, the panel shall be comprised of the school's physician, the school's nurse, the employee's physician, the principal of the school, and a representative of the Superintendent's Office.

If a student has been diagnosed as having AIDS and has any of the following conditions, he/she shall be excluded from attending school:

1. Vomiting.
2. Lack of toilet training.
3. Tendency to bite.
4. Open sores.
5. Other medical conditions conducive to spreading the virus.

## **CC. CHILD ABUSE POLICY**

The Diocesan School Board is committed to physical, emotional, spiritual, intellectual, and social well being of students and to the promotion of the Christian family life concepts. Therefore it is the policy of our school system to pursue all reasonable measures to assist maltreated children and their families. Our Lady of Victory Catholic School and the Diocesan Catholic Schools Office will:

1. Cooperate with official child protective agencies in identifying and reporting of suspected child abuse and neglect.
2. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
3. Encourage inclusion of appropriate child-abuse awareness education in classrooms at all grade levels.
4. Provide guidelines for reporting and follow-up by school personnel.  
**“How to Protect Children from Child Abuse” from the Office of Safe Environment of the Diocese of Victoria is provided in an addendum in this handbook.**



**DD. ASBESTOS**

Some asbestos-containing building materials are found in the school. The asbestos is in some of the floor materials and does not pose a danger to the students. It is inspected regularly and is in the school's management plan. Law requires notice of this.

**DAILY BELL SCHEDULE**

7:40	Students report to rooms
7:50	Opening exercises, Prayers
7:57	Class change (7th & 8th)
8:00	First class period
8:58	Class change
9:01	Second class period
9:46	Break - levels 1-8
9:56	End of break - levels 1-8
10:01	Third class period
10:46	Class change
10:49	Fourth class period
11:34	Class change
11:37	Fifth class period
12:22	Class change
12:27	Lunch (7th & 8th)
1:02	Class change
1:07	Sixth class period
1:53	Class change
1:56	Seventh class period
2:36	Class change
2:39	Eighth class period
3:25	Class change
	Preparation for Dismissal
3:30	5K-8 Dismissal

## **OUR LADY OF VICTORY ANTI-BULLYING POLICY**

Based on our philosophy that Catholic Schools have been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy set forth. Our Lady of Victory Catholic School views bullying as unchristian behavior, and it will not be tolerated. We define bullying as an act which:

1. Repeatedly hurts another individual either-
  - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
  - c. Indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments), etc.
  - d. Through the use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual
4. Is unprovoked

The goal of Our Lady of Victory's Anti-Bullying Policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge during the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary action set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as an aide, their homeroom teacher, or the principal. If so, students are encouraged to report the incident(s) as soon as possible.
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the discipline policy. Depending on the severity and length of the incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken according to the school discipline policy.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of Our Lady of Victory Catholic School should:
  - a. Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy.
  - b. Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
  - c. Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
  - d. Encourage all students to refrain from bullying behavior and encourage reporting of any bullying behaviors they witness.
  
2. Parents of Our Lady of Victory Catholic School students should:
  - a. Report concerns of bullying behavior to their child's homeroom teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal.
  - b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.
  
3. Students of Our Lady of Victory Catholic School should:
  - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
  - b. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
  - c. Treat others with the respect and dignity that is expected of any Catholic school student.

(Adapted with permission of Dr. Nick Compagnone, Superintendent of Schools, The Salina Diocese, Hanover, KS, 66945)

**OUR LADY OF VICTORY CATHOLIC SCHOOL**  
**SCHOLARSHIP ASSISTANCE**  
**ACADEMIC AND BEHAVIORAL GUIDELINES**

Receiving tuition assistance to attend Our Lady of Victory Catholic School is a privilege given only to a limited number of students each year.

Tuition assistance, however, comes with an academic and behavioral responsibility.

Listed below are the academic and behavioral requirements that must be adhered to while on tuition assistance at Our Lady of Victory Catholic School.

**ACADEMIC REQUIREMENTS:**

A student on tuition assistance at Our Lady of Victory must maintain passing grades at each of the four regularly scheduled reporting periods. If a student is not passing two or more subjects (Math, Science, English, Reading, Social Studies, Religion, and Spanish) at an official reporting period due to failure to turn in or complete assigned work/projects and/or not passing subject tests/exams, he/she will forfeit his/her tuition assistance. The student may regain his/her tuition assistance if he/she is passing **all** subjects at the next reporting period.

**BEHAVIORAL REQUIREMENTS:**

A student on tuition assistance at Our Lady of Victory must maintain acceptable behavior while on tuition assistance. If a student receives two or more Unsatisfactory (U) conduct grades on one of the four, nine week report cards, he/she will forfeit his/her tuition assistance. The student may regain his/her tuition assistance if he/she has **no** Unsatisfactory (U) conduct grades at the next official reporting period.

Any serious breach of conduct that results in out-of-school suspension is grounds for immediate forfeiture of tuition assistance.

Adopted by Our Lady of Victory Catholic School Student Advisory Council on November 19, 2013

Family Name: \_\_\_\_\_  
(Please Print)

**OUR LADY OF VICTORY CATHOLIC SCHOOL HANDBOOK  
ACKNOWLEDGEMENT FORM**

**Acknowledgement and Acceptance of Handbook**

By our signatures on this document, we acknowledge that we have read the Our Lady of Victory Catholic School Handbook and we agree to be governed by it for the 2016-2017 school year. We recognized the right and responsibility of the school to make rules and enforce them. We understand that if a situation arises during the 2016-2017 school year that is not addressed in the Handbook, the principal, faculty and staff are empowered to implement procedures that support the common good of the school community. The principal reserves the right to amend this Handbook. School administration will communicate Handbook amendments promptly.

**Image Release Authorization**

To celebrate the community spirit of Our Lady of Victory Catholic School and share it with potential school families, school representatives may photograph, film or otherwise record events that may include individual students, family members and guests. By attending school events, participants acknowledge that their picture may be posted or published without notice or remuneration. Concerns must be addressed with the principal, in writing by the first week of September. Our signatures below indicate our acknowledgement and acceptance of this policy.

_____ Mother's signature (or legal guardian)	_____ Date
_____ Father's signature (or legal guardian)	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date

**\*\*PLEASE REMOVE THIS PAGE AND RETURN TO CLASSROOM TEACHER**