

Our Lady of Victory School Parent-Student Handbook



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PHILOSOPHY

Our Lady of Victory School is a multi-ethnic Catholic elementary school where we foster in children a conscious awareness of the mystery and wonder of the ever-present God. Our children become aware that they belong to God's kingdom as members of the Communion of Saints.

The faculty and staff of Our Lady of Victory School believe Catholic education addresses all facets of human development: spiritual, emotional, physical, academic, social and cultural. We, with parents as the primary educators, help form the children's Christ-centered belief system. We teach the children, as active investors in their education, to realize that they are responsible for the shaping of their lives and for developing a faith-centered value system. It is through our continuing growth as a Eucharistic community that we are models of responsible, faith-filled living.

We are entrusted with the sacred mission of educating our young people. As their educators, we accept this challenge.

OUR LADY OF VICTORY MISSION STATEMENT

A close, family environment
allows Our Lady of Victory community
to inform the mind and form the character, conscience,
and Catholic faith of its students.

SCHOOL SONG

Here's to the school that we love best of all
Here's to the red and white may it never fall
We'll do our best to keep it going well
And for the REBELS we will yell! Yell! Yell!
We're going to fight, fight, fight for every game
And lead the red and white right on to fame
We're going to carry on to victory, victory
Our Lady of Victory!

SCHOOL WIDE LEARNING EXPECTATIONS

Our Lady of Victory School Graduates:

1. Practice Gospel Values

- ❖ By knowing the teaching and traditions of the Catholic Church.
- ❖ By actively participating in Mass, communal Prayer, and service to others.

2. *Show Value in Education*

- ❖ By thinking critically to solve problems.
- ❖ By communicating effectively both orally and in writing using appropriate grammar, composition, and technology.
- ❖ By listening and reading with understanding.

3. *Demonstrate Social Responsibility*

- ❖ By taking responsibility for their actions.
- ❖ By showing respect for oneself, others, and God's creation.

For a current list of OLV School Teachers and Staff please visit:

www.fresnoolv.org/faculty-staff/

GOALS AND OBJECTIVES

SPIRITUAL

Through Christ-centered formal teaching and role modeling, the staff will provide children with the foundations necessary to realize a personal relationship with God, to become participating members in the school and Church communities, to recognize the responsibility to respect creation, and to respond to others in need by:

1. Teaching the Scriptures as a means for living the Gospel message.
2. Teaching the theology, traditions, and tenants of the Catholic Church.
3. Providing opportunities for the children to establish a personal relationship with God by participating in the Eucharistic celebration, in paraliturgies, in group prayer, and in times of quiet reflection.

INTELLECTUAL

In order to satisfy individual education needs and maintain a standard of excellence, the staff will provide a successful academic program for students by:

1. Implementing a variety of teaching methodologies to provide for various learning styles, and multiple intelligence.
2. Reviewing and updating curriculum on a rotating basis in keeping with the State of California schedule.
3. Using opportunities for on-going professional development through continuing education, workshops, and professional reading.
4. Encouraging students and parents to actively participate in the learning process.
5. Recommending special testing and/or help for those children who appear to be at risk academically.

PHYSICAL

The staff will attend to the physical well-being of the children and develop habits, which will contribute to their good health as adults by:

1. Teaching respect for and knowledge of the human body and its systems.
2. Providing health screening services, such as vision, hearing, scoliosis, and head lice.
3. Teaching health and hygiene units including anti-drug and AIDS education.
4. Maintaining a safe and healthy classroom environment.
5. Providing a developmentally appropriate physical education program designed to promote physical fitness and to teach specific physical skills.
6. Promoting a hot lunch program which is appealing and nutritionally sound.
7. Providing equipment for children to engage in unstructured physical activity.

EMOTIONAL

The staff will safeguard the emotional health of the children and strive to help them feel secure about themselves and their talents by:

1. Demonstrating respect for them as individuals who are unique and loved.
2. Teaching the children to make choices and to be responsible for those choices.
3. Striving for fairness and justice at all levels of school operation.
4. Giving positive reinforcement.
5. Recommending special testing and/or help for those children who appear to be emotionally at risk.

SOCIAL

The staff will provide an environment in which children experience respect, tolerance, freedom, security, self-discovery, and the desire to serve others by:

1. Teaching children to choose responsibly, to own their behavior, and to determine suitable consequences for their inappropriate choices.
2. Offering activities which allow for social interaction.
3. Developing care and concern among all children through cross-grade activities, special friends program, and special celebrations.
4. Encouraging support of and involvement in Parent Club activities.
5. Creating opportunities to interact with the parish and other community groups.
6. Participating in the Parochial Athletic League.

SCHOOL ORGANIZATIONS

SCHOOL BOARD

The School Board is comprised of nine members of Our Lady of Victory Parish and school community, the pastor, and the administrator. The School Board meets the last Wednesday of every month at 6:30pm at the Parish Center. Anyone interested in attending the meetings is welcome to do so. If you wish to voice an idea or concern you must be placed on the agenda two weeks in advance of the meeting. The School Board advises the pastor and administrator in policy making issues.

PARENT CLUB

The OLV Parent Club Board is comprised of thirteen elected parents. The board meetings are typically held on the second Tuesday of the month at 6:00 p.m. at the school. All parents of enrolled students are members of the Parent Club. The Parent Club takes responsibility for fundraising activities, and supporting the school. The commitment is indicative of the strong support parents show the school.

Booster Club

The OLV Booster Club is comprised of nine elected members. The Board meetings are typically held on the first Tuesday of the month at 6:00pm. Booster Club supports the athletic program at OLV. The Annual fundraising goal is \$8,000.00.

For a current list of School Board, Parent Club and Booster Club members please visit www.fresnoolv.org/committees/

OLV SCHOOL POLICIES

FAMILY PARTICIPATION POLICY

All families in Our Lady of Victory School are expected to participate in the school's growth in three major areas.

- Spiritual: Support the spiritual development of their children by active participation in the life of the Church community, including school spiritual activities when possible.
- Service: Participate fully in all the designated fund raising programs including sharing in the work of the annual school carnival, and contributing twenty hours of service each year.
- Financial: Remain current in payment of all financial responsibilities to school and Church.

TUITION POLICY

FINANCIAL CONTRACT

Budgeting for a program of quality education at Our Lady of Victory School requires that the family of each student enrolled honors its commitment to pay tuition when due. The obligation to pay tuition is legal, as well as moral, and the School Board will turn over to a collection agency any unpaid accounts that have proven uncollectable after reasonable attempts have been made by the school.

TUITION

Tuition accounts are payable by the 5th of every month and late by the 10th. Late fees are \$15.00 per month. Returned checks have a \$25.00 service charge and will automatically put you on a cash or money order basis after the first returned check. We accept cash, credit cards, debit cards and money orders for your convenience.

Before each new school trimester, all tuition must be current in order for your child/ren to continue their educational endeavors at OLV. Families with delinquent tuition accounts at the end of any academic quarter will be notified in writing that unless the account becomes current within a ten day grace period, or acceptable arrangements are agreed upon by the school administrator and the delinquent account holders, the child/ren will be dropped from the school enrollment roster.

Enrollment for the next school year will not be accepted from any family who has an outstanding balance from the prior year unless acceptable arrangements for payment have been made with the school office. It is a diocesan policy that any family with a delinquent account in a Catholic school cannot be admitted to another Catholic school.

According to diocesan policy 460 the school may recommend transfer of student(s) whose parent(s)

“...failed to meet their obligations to the school which they accepted upon enrolling their child (ren) (e.g. failure to meet their tuition commitment as contracted with the school, etc.).”

REGISTRATION

Completed registration payments are due May 15th of each year. Children are not considered registered until all current year's fees are paid in full, the registration payment is complete, and the registration papers are complete. Places in classes will not be held after May 30 of each year, unless arrangements have been made in advance.

Registration payments are a one-time payment at registration time each year to cover student diocesan assessments, books, insurance, etc. **Registration fees are non-refundable.** A signed agreement setting forth the payment plan is due with the registration fee. See OLV Office for current tuition rates.

ENTRANCE PRIORITIES POLICY

The following is our priority policy for accepting families into Our Lady of Victory School:

- A. First priority is given to those children with brothers and sisters currently enrolled in Our Lady of Victory School (Diocesan policy #4210).
- B. Second priority is given to Catholic families who are registered members of Our Lady of Victory Church.
- C. Third priority is given to Catholic families from other Catholic Parishes.
- D. Fourth priority is all other Catholic families without a parish.
- E. Fifth priority is to all other families not of the Catholic faith.

All families are hereby notified that attending Our Lady of Victory School in any particular year does not guarantee, promise nor is it automatic that any particular family will continue in Our Lady of Victory School in the future. Each year Our Lady of Victory School, at its sole discretion, will consider several factors in determining whether to admit, readmit, or deny admission to any student (Diocesan policies 4210 through 4250). Among those factors, but not limited to, are:

- The amount of Our Lady of Victory parishioners seeking entrance to Our Lady of Victory School;
- Participation of the parents in Our Lady of Victory Parents Club;
- The support and participation of the parents with their children in activities and programs at Our Lady of Victory School;
- Any students obeying the school rules and the California State Educational Code.

Characteristics of Our Lady of Victory School:

- A. Our Lady of Victory School is **not** a private school.
- B. Our Lady of Victory School is a Catholic Parochial school that is a Catholic outreach program and a ministry of Our Lady of Victory Church.
- C. Our school is offered as a service to our parishioners first and foremost. If there is room, then we accept children from other Catholic parishes and finally non-Catholics.
- D. The Catholic tuition rate is for Catholic families are registered at a parish, participating at Mass and are receiving sacraments regularly with the children.
- E. The non-Catholic rate is for those families who are not Catholic or not actively participating at a parish.
- F. Our programs at Our Lady of Victory School are comprehensive. It demands and presumes that parents are involved with **all** aspects of our program.

ACADEMICS

Academically, students are expected to consistently apply themselves to the best of their abilities. It is important to note that mistakes are “OK” and the students use them to continue learning. Students in grades 3-8 earn academic honors with the following grade point average (GPA): Principal’s Award- 4.0, Honor Roll 3.5 and above. Students in grades 1st and 2nd earn Merit List based on student effort and performance.

Grade Scale

A (97-100)	D (60-69)
A- (93-96)	F (Below 60)
B+ (89-92)	*CREDIT
B (85-88)	(CR) NO
B- (81-84)	CREDIT
C+ (78-80)	(NC)
C (74-77)	
C- (70-73)	

Each student begins the school year eligible for extracurricular activities unless otherwise determined by parent-student-teacher conference or parent-student-administrator conference during the previous year. At progress report time (first quarter only), parents will be notified if their children’s progress is not satisfactory in any area of the established guidelines, and continued participation for the remainder of the first quarter will be determined at a student-parent-teacher conference. Each semester report card will be the determining factor for academic eligibility for the entire next semester.

If a student’s progress regarding responsibility, choices, and decisions is in question, a parent-student-teacher conference will be requested and continued participation will be determined.

The guidelines for participation state that “academics must show consistent effort and satisfactory progress.”

1. Normally, “satisfactory progress” translates into a “C” average. There may be circumstances on an individual basis where that will not be binding.
2. Consistent effort is reflected in class participation; using study time, completing work on time and in the case of absences, the student is responsible for making up the work.

AIR QUALITY

We are concerned about adequate health protection for our children from air pollution episodes, which occur during school hours.

Our Lady of Victory staff will take action to restrict physical activities after notification of poor air quality by the Superintendent, the County Health Services Department, and/or San Joaquin Valley Air Pollution. Parents of a child especially sensitive to pollution may request that the child be exempt from outdoor physical activities when poor air quality conditions exist. These policies apply to after school care and athletic events sponsored and supervised by the school. A copy of the Air Quality Sensitive Group form can be found at the back of this book. Please call or see the office to place your child in this group.

ATTENDANCE

If your child will be absent please call the school between 8:30 a.m. and 9:00 a.m. When your child returns, **a note must accompany him or her stating the reason for the absence.** If requested by a parent no later than 12:00 p.m., all sick work will be available for the student in the main hallway after **3:00 p.m.** The school can also be notified of a student's absence via office email **olvoffice@fresnoolv.org** or fax at 559-229-3230.

Calling the school to report an absence does not eliminate the need for a signed note.

A student may leave the school premises during the school day only with the approval of the administrator and with **written** permission of the parent(s) and/or legal guardian. Written excuses for doctor appointments must accompany the child. These absences are considered excused and will not be recorded against the child's attendance record unless the appointment requires at least half of the school day. Students must be signed out through the school office by the parent/guardian. The student will remain in class until the parent arrives to pick the child up. **Please note that frequent absences affect student learning.**

Attendance on the day of the event is a requirement for participation in after-school programs. A student is considered tardy if arriving to school after 8:00 a.m. Late arrival due to fog will not be recorded as tardiness provided a note so stating accompanies the student. Perfect attendance is defined as a child who does not have absences or tardies for the school year.

All visitors must report to the office before entering the school grounds. **Parents are welcomed to participate in morning prayer, but must report to the office if they are planning to visit the classroom or stay on campus.**

Assignments for students absent, tardy or released:

Students are responsible for work missed due to absence or tardiness. It is the student's responsibility for obtaining that work from the teacher.

If a student is absent because of illness, parents may request that assignments be sent home.

Requests for assignments to be sent home need to reach the school's office prior to 12:00 p.m. All homework will be ready for pick-up after 3:00 p.m. The faculty realizes that a child too ill to be in school may be too ill to complete that day's assignments. In such cases we encourage parents to wait until the following day to request assignments. They may be picked up after school by a parent or sibling.

A written excuse from the doctor must be presented to the P.E. teacher if a student cannot actively participate in the P.E. class for a time. Please send written excuses to the teacher for doctor or dental appointments, requests to leave school before dismissal, absence from school, leaving school grounds during regular sessions or at lunch time, out of uniform notices, incomplete assignments because of emergency, or doctor's or parent's request for a child to be released from P.E. All written excuses must

be dated, reason for absence stated along with dates of absence, and must be signed by a parent or guardian to be approved by the administrator.

The school must be notified immediately if your child contracts a communicable disease such as chicken pox, measles, pink eye, scabies, or head lice.

BACK TO SCHOOL NIGHT

This program is a **mandatory** meeting for **adults only** and is held at the beginning of the school year. The purpose of this evening is to:

1. Strengthen the building of faith community at home and school.
2. Acquaint parents and faculty with each other.
3. Provide parents with knowledge of the academic program and homework expectation of the school.

BEFORE AND AFTER SCHOOL SUPERVISION

In today's societal climate, we must do everything that we can to preserve the safety of the children. The responsibility for supervising children is a serious one; therefore the following policy for the safety of the children is that:

Students on campus prior 8:00 a.m. must be in extension care (located in that All Purpose Room) or be accompanied by an adult. Extension Care is available every morning from 7:00-7:30 a.m. for a nominal fee. Students arriving after 7:30 a.m. are not charged an Extension Care fee.

If a faculty or staff member of the school observes a child not being supervised by a parent/guardian before the hour of 7:30 a.m. he/she will direct the child to Extension Care. The Extension Care staff will notify the school Office Manager to make the proper charges to the family's account.

Just as the school cannot be responsible for children before school, so also it cannot be responsible for children not picked up by their parents within 15 minutes after school or sports practice. Therefore, if a member of the faculty or staff sees a child unattended after the allowed time for pickup, the child will be directed to Extension Care. The normal fee for the afternoon will be charged to allow us to pay for extra supervision required. OLV students enrolled in the sports program are allowed on campus under the supervision of the Athletic Director or assigned coaches. OLV students not enrolled in the sports program must remain in the extension care until parents come to sign them out.

BEHAVIOR GUIDELINES

The school uses Inner Discipline as the foundation to guide the students to make positive, life-affirming choices about their academic, spiritual, social, and physical life. This process reinforces students experiencing self-satisfaction and inner rewards instead of relying on external rewards for motivation. While inner discipline is innate, the consistent use of it is not. There is a specific philosophical basis the staff must have in order to properly use the methodologies that encourage inner discipline. This basis includes conveying six critical life messages to the students:

1. I believe in you
2. I trust you
3. I know you can handle this
4. You are listened to
5. You are cared for
6. You are very important to me

When students do choose to exhibit poor behavior, diocesan policy will be implemented. These consequences help students identify the problem, realize other, life-affirming options are available for them to choose, fix their mistake, and mend relationships with their peers, teachers, and parents. Serious and/or consistent poor behavior may result in a student's detention, suspension, probation, and/or expulsion. This may include:

1. Verbally abusing or intimidating a faculty and/or staff member, classmate, parent, volunteer (bullying).
2. Intimidating other children verbally, in writing, or in action.
3. Stealing, fighting, lying, or verbally destroying another's reputation.
4. Possession of any controlled substance on campus to include, but not be restricted to tobacco, drugs, or alcohol.
5. Possession of any article that can be considered harmful to another.
6. Consistently choosing inappropriate behavior.
7. Terrorist threats made by a student.

Probation is defined as a period of time allotted to a student to improve serious unacceptable behavior(s). Diocesan policy requires a conference with the student and parent(s) or legal guardian; a written statement confirming the reason for the probation, time of the probation, and the expectations and conditions under which the probation will be lifted.

Probation is a consequence normally reserved for habitual behaviors which can include being disrespectful to other members of the school community, profanity, disruption in the classroom and on the yard, lack of cooperation regarding uniform and attendance policies, damaging school property, or failure to be responsible for academics.

The pastor and administrator reserve the right to request parents to withdraw a child.

Behavior guidelines while playing in the school yard.

The rights of all to participate and enjoy the playground and playground games prevail as the guiding principle. Unnecessary or inappropriate physical contact (e.g. "tagging" too hard) is not acceptable behavior. Other behaviors not allowed at recess or on school grounds:

1. Exclusive groups, organizations, clubs, etc. among small groups of students.
2. Inappropriate language.
3. Inappropriate play= play fighting, sword, wrestling, any games using excessive force.

CONFERENCES

Requests made by a parent to meet with a teacher should come through the school office or a note written directly to the teacher. The teacher will confirm a time to meet with the parent within 48 hours. Please avoid conferences in the morning before school starts so teachers can finish preparation.

CUSTODY AND/OR RELEASE OF MINORS:

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in **writing** by the parent or guardian. In order to cooperate with student and family needs, the school must be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school may ask for a legal verification of these arrangements (Diocesan Policy Number 4350).

DIOCESAN DISCIPLINE POLICY

Diocesan anti-bullying policy - policy change effective July 1, 2005

All Catholic Schools are committed to providing a caring, friendly and safe environment for all students so they can learn in a secure atmosphere. Bullying of any kind is unacceptable at school. Bullying is defined as the use of aggression with the intention of hurting another person either verbally or physically that result in pain or distress to the victim.

If bullying does occur, students are expected to inform any member of the school's staff and know that the bullying incident will be dealt with promptly.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All administrators, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All administrators and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- **Bullying will not be tolerated.**

Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to or from school
- Doesn't want to go on the school / public bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)

- Begins truanting
 - Becomes withdrawn anxious, or lacking in confidence
 - Starts stammering
 - Has possessions go "missing"
 - Attempts or threatens suicide or runs away
 - Cries themselves to sleep at night or has nightmares
 - Feels ill in the morning
 - Begins to do poorly in school work
 - Comes home with clothes torn or books damaged
 - Asks for money or starts stealing
- money (to pay bully)
 - Has lunch or other monies continually "lost"
 - Has unexplained cuts or bruises
 - Comes home starving (money / lunch has been stolen)
 - Becomes aggressive, disruptive or unreasonable
 - Is bullying other children or siblings
 - Stops eating
 - Is frightened to say what's wrong
 - Gives improbable excuses for any of the above

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to staff.
2. In cases of serious bullying, staff will record the incidents.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behavior or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behavior.

Outcomes

1. The bully (bullies) may be asked to genuinely apologize. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the students will be reconciled.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

The faculty will be trained to use Barbara Coloroso's book "The Bully, the Bullied, and the Bystander", to help students understand what bullying is and how to prevent it. Students will learn about the "Bullying Circle," and a discipline process. This process has four steps:

1. Show the bully what he or she has done wrong.
2. He or she takes ownership of the problem.
3. The bully will follow the process for solving the problem he or she created.
 - a. Restitution
 - b. Resolution
 - c. Reconciliation
4. Leaves his or her dignity intact.

CONSEQUENCES

We believe an effective discipline plan must provide instruction to students indicating which behaviors should be avoided. It is important that all of our students learn to accept responsibility for their actions and understand that there are consequences for inappropriate behaviors. We believe that most discipline situations can be resolved in the classroom with the help of teachers, students and parents. However, if a problem continues, it will be necessary to send the student to the office with a discipline referral. We also recognize that some students may need an individual behavior plan. The administration, teachers, parents, and students will develop this plan if necessary.

Each teacher has his/her own classroom behavior plan, however all will use referral slips. The referral slips can be used for moderate or severe misbehavior. When the student's misbehavior becomes severe, the teacher will follow with the discipline policy.

- First and second severe referral: the teacher, parent, and student sign the referral slip acknowledging the offense.
- Third referral slip: The teacher will call the parent regarding the offense. The teacher, parent and student sign acknowledging the offense.

After the **third consecutive referral slip** (when the repeated offenses occur within several days of each other), the student will receive a one to three days of suspension. A conference with the student, parents, and teacher will be **mandatory** before the student can return to the classroom. Any subsequent referrals may result in a three-day home suspension or expulsion.

Students with extreme behavioral problems may be suspended from all extracurricular activities.

To view a copy of the discipline referral form see page 29 of the Parent-Student Handbook.

BICYCLES/SKATE BOARDS

Bicycles, skates and skateboards may be used only as transportation to school. Neither mode of transportation may be ridden on the school grounds or on the front and west sidewalks of the school between the west and southeast gates before or after school. The consequence for choosing to do so results in a forfeiture of bringing that mode of transportation to school for the remainder of the year. Safety is the primary reason for the consequence.

BIRTHDAY PARTIES

Parents may provide a treat for the class on their child's birthday. Please note suggested treats under the **"SNACKS"** heading. Please make arrangements with the classroom teacher in advance. **Unless the entire class is invited to an "out of school" birthday party, invitations may not be sent to school for distribution as it causes hurt feelings for those left out.**

BOOKKEEPING/TRACKING

Per the Financial Contract

NOTE: The deadline for having all service hours and selling requirements turned in for account credit early May of the current school year. If a balance still exists by mid May, a billing statement on the dollar amount owing will be generated and payment will be required before registering your child (ren) for the next school year.

The Parent Club strives to give parents a variety of opportunities to meet their parent participation obligation so they will not have to bear the burden of owing any money at the end of the year. If you are

unsure whether an activity fulfills the school's requirement, please do not hesitate to contact any Parent Club board member or the school.

The method of tracking service hours is kept in the front office. Please sign the parent participation log after every event. A chairperson's signature is required to ensure credit.

Please be sure to complete within one week of the service.

For services performed on consecutive days, one entry may be submitted for the entire week. The Parent Participation Committee will periodically send out a statement to all families that will show how many hours have been completed. Parents can verify the number of hours at any time by checking the records for accuracy. If there are any discrepancies, please contact the office. This statement is in addition to the statement prepared by the school, which converts the requirements in to a monetary amount.

Participation hours are mandatory. **30 Hours per Family per year (2 hours attending parent club meetings, 6 hours toward dinner auction, 6 hours toward carnival AND 2 hours toward crab feed or golf tournament)**

- 15 hours are due by December 1st
- 15 hours are due by May 15th

BOOKS

Textbooks are very expensive. It is assumed that students will not write in them or deface them in any way as other students in coming years will use them also. If a text is lost, defaced, or destroyed, the student is responsible for its replacement before the closure of school. **All hardcover texts must be kept covered with book cover at all times.**

BUCKLEY AMENDMENT

OLV is in compliance with the Buckley Amendment regarding the reviewing of your children's records. Written notice of the intent to review them needs to be sent to school at least 24 hours in advance.

CARE OF PROPERTY

- All articles of clothing, lunch boxes, and bags need to be marked with the student's name and grade.
- Damage to property (broken windows, etc.) which occurs because of violation of school regulations or undue carelessness must be replaced by the student.
- Students are expected to have their own supplies.

CHILD ABUSE

Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and/or development. The major responsibilities of school personnel are:

- To identify incidents of child abuse.
- To comply with laws requiring reporting of suspected child abuse to proper authorities.

All school personnel must report to the administrator and to the proper agency any suspected abuse within 36 hours of awareness of the incident. Failure to do so may result in a misdemeanor charge punishable by fine and/or imprisonment.

Our Lady of Victory School and its employees comply with the reporting requirements of California's Child Abuse Reporting Law. The school will immediately report any known or reasonably suspected incidents of child abuse to a child protection agency (Diocesan policy 4710).

BELL SCHEDULES

Regular Day 8:00am-3:00pm

<i>Morning Bell</i>	<i>8:00 am</i>	
<i>Morning Recess Lower Grades (K-3)</i>	<i>9:45 am</i>	<i>10:00 am</i>
<i>Morning Recess Upper Grades (4-8)</i>	<i>10:00 am</i>	<i>10:15 am</i>
<i>Lunch Room Grades K-3</i>	<i>11:30 am</i>	<i>11:50 am</i>
<i>Lunch Recess Grades K-3</i>	<i>11:50 am</i>	<i>12:15 pm</i>
<i>Lunch Room Grades 4-8</i>	<i>12:00 pm</i>	<i>12:15 pm</i>
<i>Lunch Recess Grades 4-8</i>	<i>12:15 pm</i>	<i>12:45 pm</i>
<i>End of School Bell</i>	<i>3:00 pm</i>	

Early Release – Dismissal 2:00 pm

<i>Morning Bell</i>	<i>8:00 am</i>	
<i>Morning Recess Lower Grades (K-3)</i>	<i>9:45 am</i>	<i>10:00 am</i>
<i>Morning Recess Upper Grades (4-8)</i>	<i>10:00 am</i>	<i>10:15 am</i>
<i>Lunch Room Grades K-3</i>	<i>11:30 am</i>	<i>11:50 am</i>
<i>Lunch Recess Grades K-3</i>	<i>11:50 am</i>	<i>12:15 pm</i>
<i>Lunch Room Grades 4-8</i>	<i>12:00 pm</i>	<i>12:15 pm</i>
<i>Lunch Recess Grades 4-8</i>	<i>12:15 pm</i>	<i>12:45 pm</i>
<i>End of School Bell</i>	<i>2:00 pm</i>	

Minimum Day – Dismissal 12:00 pm

<i>Morning Bell</i>	<i>8:00 am</i>	
<i>Morning Recess Lower Grades (K-3)</i>	<i>9:45 am</i>	<i>10:00 am</i>
<i>Morning Recess Upper Grades (4-8)</i>	<i>10:00 am</i>	<i>10:15 am</i>
<i>End of School Bell</i>	<i>12:00 pm</i>	

DROP OFF AND PICK UP

Children should be dropped off in front of the school or at Mary's Grotto gate in the morning. Children should be picked-up at the far northwest corner of the school (Crystal and Cornell Avenues) between 3:00 p.m. and 3:15 p.m. All students must be picked up at the gate, no exceptions. On rainy days all children are dismissed at the side gate by Mary's Grotto. Please call the office if you have any questions.

For the safety of the child, **please do not double park or park in the red zone.** Please use the crosswalks when crossing Crystal or Cornell Streets. The front of the school is a loading and unloading zone only between 7:40 a.m. and 8:00 a.m. Drivers are not to leave their cars with the exception of those who are signing in preschool children. There is no parking between 7:00 a.m. and 9:00 a.m. on the Grotto Gate side of the school – this is drop off only. Please do not park in front of the OLV Parish Office, those spaces are reserved for parish staff.

Every Monday is a minimum day with early dismissal at 2:00 p.m. The 1st Monday of the month is 12:00 dismissal (Please see current year calendar for exceptions). Every Friday, the student body attends 9:00 a.m. Mass at Our Lady of Victory Church (weather permitting).

DRESS CODE POLICY

All students, grades kindergarten through eighth shall wear the designated school uniform, unless unavoidable circumstances prevent her/him from doing so, or unless it is a non-uniform dress day. A handwritten note from parent(s) must accompany a student not in uniform.

Appropriate Dress Uniform fosters the following:

- A sense of belonging
- A safer and more respectful learning and teaching environment.
- A sense of respect for God's house.

Catholic Education proclaims a view of life that is God-centered; a view of a person that Christ-centered; and a view of community that is Church-centered (Educating the Soul, L. Trafford).

Teaching modesty to children and adolescents means awakening in them respect for the human person (Catechism of the Catholic Church).

Modesty encourages patience and moderation in loving relationships; it inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet (Catechism of the Catholic Church).

All uniform shirts, plaid skirts/plaid skorts/ plaid jumpers must be provided by Dennis Uniform.

All polo and button down shirts, sweatshirts **must have the OLV logo.**

Formal Uniform: Formal uniform must be worn on all days on which students attend mass, on field trips, and any other day designated by the administration. Formal uniform includes:

- White button down shirt/blouse ***with a logo.***
- Red, navy blue or OLV plaid tie (crossover, clip, or tie). ***Tie is mandatory.***
- Navy blue slacks for boys (***no shorts.***)
- Navy blue slacks; plaid skirt, plaid skorts, or plaid jumper for girls (***no capris or shorts***)
- White or black socks – (small logo OK, no stripes)

Casual Uniform: Casual uniform will be worn on any day not designated as formal dress day.

Girls and Boys: Navy blue cotton walking shorts or pants with either a white or red polo shirt with school logo. Girls may wear capris, plaid skirts, plaid skorts, or a plaid jumper with either a red or white polo shirt.

Cold Weather: During cold weather, students may wear a standard white plain turtleneck or white plain long sleeve shirt under their uniform top.

Sweatshirts: The only sweatshirts that may be worn to school are red sweatshirts from Dennis Uniform or red sweatshirts from the OLV School online store. Hooded sweatshirts cannot be worn on Fridays and formal dress days.

Jackets:

- Jackets are to be worn outside only, and hung in the coat closet during class time.
- Dennis Uniform offers a red OLV jacket with logo – this is an *optional item*. *This jacket may be worn inside the classroom because it is part of the school uniform.*

Appearance:

- Skirts, skorts, and shorts may be no shorter than three inches above the top of the kneecap.
- Skirts, skorts, and shorts may not be rolled to make them shorter.
- No makeup of any kind (including lip gloss) may be worn or brought to school at any time. It may not be worn to OLV sponsored or participating events.
- Girls may wear clear nail polish to school.
- Only stud type earrings are allowed to be worn at school by girls. No earrings may be worn by boys.
- No excessive or offensive jewelry and tattoos (including temporary) are allowed for either girls or boys. No wallet chains or other similar accessories.
- Shoes for both boys and girls are to be in good taste and in good condition, and must be worn with white socks at all times. If tennis shoes are worn, they must be clean and in good condition. They may not have holes, tears, or unstable soles. No open-toed or strapless shoes or sandals may be worn. No boots (Uggs, cowboy) except rain boots during rainy weather.
- Shoes must either be white, black or a combination of those colors. Leather shoes may be white, black, or brown.
- White undershirts only may be worn under the uniform blouse/shirt (no T-shirts with pictures or designs).
- No gang related or gang style of clothing or accessories.
- No oversized clothing or ill-fitting clothes may be worn at school or school related functions (Including conferences).
- Torn or excessively worn or stained uniforms shall be considered non-uniform dress.
- Hats may be worn outside.
- Tights must be either be solid white, navy, or black; no footless tights.

Unfortunately, even with all above statements, some students may come to school wearing non-uniform sweatshirts, jackets, etc. Logical consequences for a student not in uniform may be non-admittance to class until a uniform can be brought to school.

HAIR POLICY

All students' hair must be neat and clean at all times. Boy's hair may not be longer than the hairline on their necks. Bangs for girls and boys may be no longer than the eyebrow and any highlights must be a must a natural color. No hairstyle, for girls or boys, may be such that it is a distraction to other

students. Hairstyles that may be considered inappropriate will be handled on an individual basis. All boys shall be clean shaven.

NON-UNIFORM DRESS DAYS (FREE DRESS)

Non-uniform dress days will be announced to the students and parents through the bulletin in advance of the occasion. There are no pre-specified days. If we have "color" non-uniform dress days (i.e. red, white, and blue day), the color of clothing worn to school must be the color specified. The students may wear uniform on these days.

- No bare shoulders or midriffs.
- No tank tops.
- No skin tight tops or bottoms.
- Shorts and skirts must meet uniform guideline length (see Dress Code section *Appearance*).
- If dress shoes are worn, appropriate shoes must be brought as to allow for participation in P.E. class.

If a student does not abide by the guidelines on free dress days, he/she will dress in school uniform for the remainder of the free dress days for that school year.

EMERGENCY CARD

Emergency cards must be completed and on file in the office on the first day school.

The office must be notified immediately of any change in a student's address or phone number, and of any change in the emergency numbers on file at school. This will guarantee prompt action in case your child becomes ill or has an accident while at school.

ENDOWMENT FUND

One way to fulfill our Mission Statement is to ensure the financial vitality of Our Lady of Victory School for future generations. The continual building of the Endowment Fund is necessary to fulfill this goal. To this end, and to model for our students the need and desire to help community, **all groups within the school community that raise funds for any reason shall contribute a minimum of 1%** of those funds to this cause. The administrator shall make a recommendation to the School Board as to the specific percentage. The School Board members shall advise the pastor as to whether or not to accept the administrator's recommendation.

EXTENSION CARE

Extension Care is offered on all school days. Extension Care is offered before and after school. The before school program is offered to those parents who need supervision for their children prior to 7:30 A.M. The after school program is offered from on Monday's beginning at 2:00 p.m. and Tuesday through Friday beginning at 3:00 p.m. Students will be escorted to Extension Care. It is a pre-registered program. **The daily non-registered fee is \$15.00.** Registered Extension Care students who are in sports or other after-school activities are charged the regular Extension Care rate. Late pick-up carries a charge of \$20.00 for each 15 minutes past 6:00 P.M.

EXTRACURRICULAR ACTIVITIES:

Guidelines

Criteria:

1. Responsible choice and decision making must be evident.
2. Academics must show consistent effort and satisfactory progress, generally a 2.0 grade point average.
3. Students must be committed to be present at games, practices, and meetings appropriate for the activity. Absences must be excused with a written note upon returning to the next function.
4. Student members are expected to participate if fund raising is necessary.
5. The attached sample of the written parental and student consent to abide by the above criteria is necessary for every participating student.

See the academic eligibility requirements in the ACADEMIC section.

The form for Participation in Extracurricular Activities can be found at the back of the Parent-Student Handbook.

FAMILY ENVELOPE

All school and organization communications are sent home via email. Please email olvoffice@fresnoolv.org and to request your name and email to be added to the family envelope email list to receive these communications. It also can be viewed online at www.fresnoolv.org.

You can request to have the contents of the family envelope sent home with your child for a \$15 per year fee. Please contact or e-mail the office for information on how to receive the Family Envelope at 559-229-0205 or olvoffice@fresnoolv.org.

If you wish to add a flyer to the family envelope, it needs to be approved by the principal before it is placed in the family envelope. Please have flyers prepared and bring it to the school office no later than 11:30 a.m. the prior Thursday. It will then be approved by the principal and placed in the next family envelope.

FIELD TRIP POLICY

PARTICIPATION IN FIELD TRIPS IS A PRIVILEGE, NOT A RIGHT.

The primary purpose of a field trip is to provide educational enrichment for our children. Guidelines for each trip will be provided by the classroom teacher.

CLARIFICATION

1. The number of supervisors required on any field trip will be determined by Diocesan policy.
2. On local field trips, the number of supervisors may be linked to the number of drivers needed to provide transportation of the children.
3. On any given field trip, if more parents wish to attend than are required, the choice of supervisors will be made in an impartial manner by the teacher.
4. If asked to supervise a trip, a supervisor may have all costs covered, partial costs covered or no costs covered, depending upon the availability of sufficient class funds for this purpose.

5. The teacher, who has ultimate responsibility for the class, with administrative and Diocesan approval, will determine all field trips and appropriate methods of fundraising.
6. All activities for the purpose of raising funds for field trips must be approved by the classroom teacher and the Administrator.
7. All fundraising efforts on behalf of the class are for the direct benefit of the students. Funds are raised for covering the cost of the field trip for the students (see "Endowment Fund" policy). It should not be construed that raising funds for these trips earn a parent the right to participate in the field trip.
8. A signed "Transportation Release Form" must be on file in the school office prior to the field trip.
9. Drivers may NOT make stops going to or returning from a field trip.
10. All students must use the official school permission slip to participate in a scheduled field trip. Students will not be permitted to go unless the form is completely filled out. Verbal permissions will not be accepted.
11. No child who is not a member of the class taking the field trip may accompany the class.

Policy - Student Trips

A student trip is defined as any field trip that requires an overnight or longer stay. All school-sponsored student trips must:

- A. Be clearly identified as focused on the school mission and curriculum.
- B. Provide safe and reliable transportation.
- C. Provide adequate and appropriate housing and meals.
- D. Provide adequate and appropriate student supervision. All employees and volunteers who supervise student trips must have on file fingerprint clearance (see policies 3620ff).
- E. Be reviewed and approved by the school's administration and the Diocesan insurance Office.
- F. Ensure that any student who is unable to attend the student trip for health or monetary reason acceptable to the school shall not suffer any academic consequence.

No solicitation, advertising, planning, fundraising, or any other business related to a non-school-sponsored student trip shall be conducted on campus.

No non-school-sponsored student trip shall directly or indirectly imply that it is a school-sponsored activity nor shall it use the school's name, letterhead, logos, uniforms, or any other school identification in any publication or activity

DRIVERS

Drivers for school field trips must meet the following Diocesan guidelines:

1. Is fingerprinted through the Diocese of Fresno
2. Have completed the Diocese Safe Environment training (either online or through workshop)
3. Be at least 25 years of age
4. Have a current, unrestricted California driver's license
5. Have never committed any serious driving violation
6. Be in good physical and mental health

7. Use a vehicle that:
 - a. Is in safe driving condition
 - b. Has a seat belt for each passenger
 - c. Does not have more than 9 passenger seats; and
 - d. Is insured with at least \$100,000/\$300,000 liability insurance.

In order to drive on school field trips, the driver must furnish the school with a copy of their drivers' license, vehicle registration, and vehicle insurance certificate.

No child who is not a member of the class taking the field trip may accompany the class.

FUNDRAISERS

Since fund-raisers are an important part of meeting the financial needs of the school, events requiring ticket sales are important. Guidelines regarding event ticket sales are shown below, and each family is responsible for selling and/or purchasing the minimum requirements:

*Car Raffle or Cash Raffle – each family is required to sell a minimum of \$200 worth of tickets.

If you choose not to participate your account will be billed \$200.00 to cover the cost of the tickets.

Every family is strongly encouraged to gain one donation item for the annual auction. Donated items should be dropped off at the school office.

GRANT APPLICATIONS

Grant applications for financial aid for the next school year must be submitted in April of each school year. Notification of grant allocations will normally be distributed by the closure of school.

HEALTH

The school is a place for well children. Children with signs of contagious infections will not be accepted at school. Children must be free from fever 24 hours before they can return to school. If a child is sent home with a fever, he/she may not return the next day. Children need to stay at home if they are experiencing any of the following symptoms: diarrhea, fever, cough with mucous secretion, rash or skin infection with drainage, vomiting, pink eye or conjunctivitis, head lice or nits.

Dispensing Prescribed and/or over the counter medication: In order for school personnel to assist in the dispensing of any form of medication, a "Parent or Guardian Request for Assistance with Non-Prescribed or Over the Counter Medicine Waiver of Claims and release of Liability" or "Parent or Guardian's Request for Assistance with Physician Prescribed Medicine Waiver of Claims and Release of Liability" form must be completely filled out (samples at the end of this handbook). The medication must be given directly to a teacher or supervisor by the parent or guardian.

Medical or Dental Emergencies: In case of medical or dental emergency pertaining to your child, the staff will follow instructions as given on your "Consent for Medical Treatment" form (please visit OLV Office for form).

IMMUNIZATIONS

Effective August 1, 1977 Kindergarten entrants to all California schools must be immunized against Hepatitis B (3 doses are required). Children who have received at least one dose of Hepatitis B vaccine may enter Kindergarten on condition that they receive the remaining doses as follows: 2nd dose, 1-2 months after the 1st dose; 3rd dose, 2-6 months after the 2nd dose.

Effective August 1, 1997, kindergarten entrants will need two doses of measles vaccine, at least one of which must be MMR. Effective July 1, 1999 students entering seventh grade will need to have 3 Hepatitis B shots. These shots are spaced several months apart requiring planning on the part of parent to ensure immunization.

Effective July 1, 2011, all students entering 7th through 12th grades will need proof of a Pertussis (Whooping Cough) booster shot also called "Tdap" (Tetanus toxoid, reduced diphtheria toxoid and acellular pertussis vaccine) before starting school.

A copy of all immunization records must be on file in the school office.

LIBRARY

Each grade has a weekly library visit. Our Lady of Victory School offers students a wide range of high interest books at all levels. Proper student care of the books is necessary in order to continue to build the inventory. The cost of a book that is written in, water damaged, torn, or otherwise showing signs of misuse will be billed to the child who most recently checked the book out.

LUNCHES

Children must have their lunches with them when they arrive at school or have a pre-purchased lunch through the hot lunch program. Parents may not bring fast food type lunches for their children.

NON-DISCRIMINATION POLICY

Our Lady of Victory School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Our Lady of Victory School. Our Lady of Victory School does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of its education policies, admission policies, admission policies, scholarship and loan programs, and athletic or other school-administered program.

Likewise, Our Lady of Victory School does not discriminate against any employee or applicant for employment on the basis of gender, age, race, color; and national and/or ethnic origin.

This statement is based upon diocesan policies 3211 and 4110.

OPEN HOUSE

Open House is scheduled on a Sunday early February. At this time parents are invited to see the progress students have made and to visit the school in a social context. Parents are urged to bring non-OLV families to this function. Students are also encouraged to attend this event.

PARENT-TEACHER CONFERENCES

In keeping with the guidelines of the new Diocesan Administrative Handbook, parent-teacher conferences will be held twice (one mandatory and one optional) a year at the end of the first trimester and second trimester. Students must be present for conferences. These conferences are required for all parents and students at the end of 1st trimester. Additional conferences may be requested by either a parent or a teacher.

PARENT VOLUNTEERS

We depend upon volunteer help for many tasks at school, and understand that because of other jobs, responsibilities, and family obligations, everyone cannot give the same amount of time and help. Thirty hours of annual service is required for parent participation. For detailed information please refer to the Parent Participation Program.

PERSONAL PROPERTY

Playground equipment is provided by the school. Children may not bring sports equipment, electronic toys or other games. Children may bring softball gloves. Our classrooms are used by other programs. All personal property should be taken home each night.

CELL PHONE POLICY

Students and parents must sign "PERMISSION TO HAVE CELL PHONE ON CAMPUS" form that verifies they have read and agree to the cell phone policy at OLV School. This form is located at the end of this handbook.

CELL PHONES ARE NOT TO BE USED ON CAMPUS UNLESS WITH TEACHER'S PERMISSION AND AT TEACHER'S DISCRETION.

Cell phones are to remain off and in student's backpack while in school. Each teacher has the option to collect cell phones each morning and return to students at the end of the day.

Unauthorized cell phone use may result in the cell phone being confiscated to be picked up by a parent. Continued disregard for cell phone policy can result in referral, parent conference and possible suspension.

Cell phones MAY be used on out of town field trips at the teacher's discretion. Prior to field trip, a written policy for cell phone use during the out of town trip will be issued, agreed upon and signed by the parents and students.

PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS

While your child is at school, he/she may be photographed or videotaped by members of the school staff, parents or others. This may be done to have personal memories or the use of photographs to be used in school yearbook, publications, advertisement, school website and school social media pages. If you would like to limit the photography and videotaping of your child, please check your student's EMERGENCY CARD and check the appropriate box to request that your child's image not be used in school publications or advertisements. The emergency card is kept on file in the office.

PROGRESS REPORTS AND REPORT CARDS

Mid-trimester progress reports are sent home to all students each trimester. Report cards are distributed each trimester as designated on the current school calendar.

READMISSION POLICY

If a child is removed from school because of differences with a teacher or the administrator, the child needs to remain out of Our Lady of Victory School for a period of one year. After one year, the new application will be carefully considered. The child in grades four through eight will be required to successfully complete an entry test.

SCRIP

Orders are due by Monday no later than 9:00am. Orders must be pre-paid with a check or cash, no credit card or debit card accepted for payment. Scrip cards are available for pick up on Thursday from 8am to 4pm. You may drop off scrip orders in the office any day of the week.

Orders will be placed once a week. We will not order if school is on vacation. If a holiday falls on a Monday, the order will be placed the next business day.

SNACKS

It would be appreciated if children's snacks are healthful. Please also be mindful of the snack's packaging; some pre-packaged snacks are difficult or dangerous for students to manage themselves.

SPORTS PROGRAM

OLV is a member of the Parochial Athletic League. Students who are eligible may participate in football, volleyball, cross-country, basketball, softball, and track. Except for track, students must be in grades 4-8.

In order to be eligible, the students must:

1. Maintain acceptable academic progress according to ability, generally a 2.0 grade point average.
2. Maintain acceptable progress on the habit section of the report card.
3. Be able to attend all of the practices and games. An absence from either must be accompanied by a written excuse.
4. Must be in school, attending classes the day of the game. If the student is not in school on game day, the student will not be allowed to play on that day. Students may not leave early for games without prior team approval by principal.

TELEPHONE

Phone messages are given to teachers and students through the office. Students may use the office phone in emergency situations and at the discretion of the office staff and teachers. Please see the cell phone policy under Personal Property heading for information regarding student cell phone usage.

TESTING PROGRAM

The Diocese of Fresno provides the IOWA Test of Basic Skills for second through eighth grades, the ACRE Religion Inventory for students in grades five and eight. The IOWA test is administered in the fall and spring, and the ACRE Religion Inventory is administered in January.

All prospective Kindergarten age children are required to take the Gesell Maturity Test before admission to Kindergarten.

TRAFFIC SAFETY

The safety of our children is of utmost importance. **When dropping off or picking up your child, you must park your vehicle at the curb. DOUBLE PARKING IS NOT PERMITTED. Parents and students must abide by safety regulations by crossing only at the crosswalks.** If your child is in Extension Care, you must personally come into the facility and check out your child. No child can be dismissed from Extension Care unless physically accompanied by a parent or a parent or a person with prior written authorization to transport the child.

VISITORS

Our campus is a closed campus all gates are closed and locked except for arrival and dismissal times. Main door has an auto lock and all parents must have parent code to enter.

All visitors, including parents, must check in at the office to obtain a visitor's badge before proceeding to their destination on campus.

CLASSROOM VISITATION POLICY

Parents of students in Our Lady of Victory School are encouraged to take an active role in the education of their children. This includes participation in mandatory conferences at the end of first trimester, and supervision of homework in the evenings. There may arise occasions when the teacher, the parent, or both feel that a classroom visitation time would be beneficial to the education process. If the teacher requests that a parent visit the classroom during school hours, he or she will make arrangements with the parent and inform the administration that the visit will be taking place. If the parent requests the visit, he or she should speak directly with the classroom teacher to arrange a mutually agreeable time for the visit, and the teacher will inform the administration. In either case, a request for classroom visitation must be made in writing at least twenty-four hours prior to the intended visit. There will be a reply to the request for a classroom visitation with twenty-four hours from the time the written request is received, which will either confirm the visitation time, or suggest an alternate date and/or time. At the conclusion of the visitation period, the parent will fill out a dated visitation form which will include the opportunity to request a parent-teacher conference if so desired. The integrity and confidentiality of the classroom environment must be maintained at all times.

PARENT PARTICIPATION PROGRAM

The Parent Participation Program is designed to strengthen the sense of Christian fellowship, family, and school spirit at Our Lady of Victory School as well as to provide the needed services to the school to keep tuition as low as possible.

Tuition covers approximately sixty percent of the total operating costs of the school. The remaining balance comes from subsidies provided by the Parish and the OLV School Parent Club.

The subsidy provided by the Parent Club is generated not only from actual fund-raisers, but also from the services provided to the school by parents. The absence of parent participation in school activities would require additional paid staff or a loss of many activities.

At Back-to-School Night, each family is asked to sign-up to for various activities. A list of parent participation program activities is provided to parents so they can select the activities that will satisfy their required commitment (service hours) to the school.

Parents who participate during school time activities in the classroom, in the playground/cafeteria, afterschool sports and on fieldtrips MUST be fingerprinted through the Diocese of Fresno and have completed the Diocese Safe Environment training (either online or through workshop) prior to their volunteer hours.

Provide a minimum of:

- 30 hours per year -15 hours must be completed by December 1st and 15 hours must be completed by May 15th. Of those 30 hours 2 hours must be earned attending parent club meetings, 6 hours must be earned toward the dinner auction, 6 hours must be earned working toward the carnival and 2 hours earned working toward the crab feed OR golf tournament. Please see the current year school calendar for specific dates.

In addition to the above, service hours may be performed by grandparents and other relatives of registered OLV students. NOTE: Children (including OLV students) are not eligible to earn service hours for parents.

Parent Participation hours are not limited to the required minimum service hours. Parents are encouraged to provide additional service hours, if possible. When more hours are completed, the

commitment from parents becomes highly visible, plus the children and the school benefit directly. Parents are able to begin accruing participation hours for the next school year effective May 16th.

To ensure parents are not waiting until the end of the school to meet their service hour obligation, the Parent Club recommends that you complete a minimum of one third of the total service hours per trimester. **If parents do not meet some or all of the required service hours an assessment of \$25.00 per unfulfilled hour will be billed.** However, if parents have completed their required service hours prior to the school carnival, but they do not complete the required carnival hours, they will be assessed the \$25.00 per hour charged.

It is the responsibility of each family to track and record their participation hours. Log your time by visiting the OLV Office and record your family hours in the Parent Participation Hours Binder. Failure to log your hours may result in a \$25.00 per hour charge for hours short of 30 hour requirement.

The Parent Club would prefer your service hours to the school rather than the money. Everyone's help is needed to ensure the school continues to be successful.

AUTHORIZED PARENT PARTICIPATION PROGRAM SERVICES:

Fall Auction*

Auction Committee Chair(s)
Procure large donations
Event Set-up & Clean-up

OLV Church Services

Eucharistic Minister
Music Minister
Reader
Religious Education
Volunteer
Parish Office, Adult Altar
Server Help
All other services approved
by the Pastor

Fun Run (unscheduled)

Bank
Fun Run Chair & Committee
Lap Trackers

Parent Club Hospitality

1st Day of School
Back to School Night
Catechist Sunday
Mass (September)
Open House
Room Parent Movie Night
any other events approved
by Administrator

School Sport Coaches

Basketball
Driving to Away Games
Football
Soccer

Sokko

Sports Concessions
Track
Volleyball

Carnival*

Auction Event & Staff
Booth Chair(s) & Staff
Cake Donations (cake walk)
Carnival Chair(s)
Food Chair(s) & Staff
Publicity & Promotion
Procure large donations
Set-up & Tear-down
Ticket Booth & Bank Staff

Cash Raffle*

Bank
Raffle Chair(s)
Site ticket sales
Site Coordination/liaison

Crab Feed*

Crab feed Chair
Publicity & Promotion
Procure large donations
Set-up & Tear-down

Golf Tournament*

Golf Tournament Chair
Procure donations
Publicity & Promotion
Set-up & Tear-down

Other Activities

Attendance at

- School Board Meetings
- Parent Club Meetings*
- Booster Club Meetings
- Development Committee Meetings

Book Fair
Boy Scout Leader
Classroom Volunteer
Development Committee Meetings
Family Envelope Preparation & Tracking
Field Trips
Girl Scout Leader
Hospitality
Library Help
Office Help
Room Parent
School Day Helper
School Maintenance
Traffic Control
Yard Duty
Year Book

****required parent hours in these area***

This handbook contains many, but not all of the policies, rules, and practices of Our Lady of Victory Catholic School. Many of them are only provided in summary form. If you have a question concerning a school policy, rule, or practice, contact the school's administrator.

The pastor and/or administrator reserve the right to change its policies, rules, and practices during the school year. Changes will be noted in the school's bulletins or by special notification.



Sample of discipline referral form - See page 14 for more information

Student: _____

Grade Level: _____

Date: _____

Location: _____

Moderate
<input type="checkbox"/> Chronic misbehavior (e.g., disruptive, late to class, homework/classwork, dress code violation)
<input type="checkbox"/> Non-Compliance (defiance)
<input type="checkbox"/> Disrespectful Behavior
<input type="checkbox"/> Name-calling, put-downs, profanity or foul language.
<input type="checkbox"/> Other: _____ _____ _____ _____

Severe
<input type="checkbox"/> Bullying: intimidating other children or destroying another's reputation either verbally, in writing or in action.
<input type="checkbox"/> Physically dangerous
<input type="checkbox"/> Gross insubordination
<input type="checkbox"/> Stealing
<input type="checkbox"/> Damaging and/or destroying school property.
<input type="checkbox"/> Other : _____ _____ _____ _____

Description of Problem/Situation: _____

Action taken by referring adult:

- Instructional/verbal correction
 (e.g., for minor disrespect)
- Had student demonstrate or
 practice rule
- Parental contact
- Principal contact
- Restitution

Consequence Given:

Referring adult: _____

Action taken by administrator:

 Teacher Parent Student



OUR LADY OF VICTORY CATHOLIC SCHOOL

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Phone: 559/229-0205 ⊥ Fax: 559/229-3230

www.fresnoolv.org

GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Criteria:

1. Responsible choice and decision making must be evident.
2. Academics must show consistent effort and satisfactory progress, generally a 2.0 grade point average.
3. Students must be committed to be present at games, practices, and meetings appropriate for the activity. Absences must be excused with a written note upon returning to the next function.
4. Student members are expected to participate if fund raising is necessary.
5. The attached sample of the written parental and student consent to abide by the above criteria is necessary for every participating student.

I / We have read the attached criteria for participation in

_____ for the school term _____ and

agree to abide by the criteria as stated.

Participating Student

Parent Signature

Administrator Acknowledgment



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PERMISSION TO HAVE CELL PHONE ON CAMPUS

Date: _____ School Year _____

My student _____ in _____ grade has my permission to have their personal cell phone on campus. We understand that the student must obey the OLV Cell Phone Policy requirements as stated in the Parent-Student Handbook.

CELL PHONES ARE NOT TO BE USED ON CAMPUS UNLESS WITH TEACHER'S PERMISSION AND AT TEACHER'S DESCRETION.

Cell phones are to remain off and in student's backpack while in school.

Unauthorized cell phone use may result in cell phone being confiscated to be picked up by a parent. Continued disregard for cell phone policy can result in referral, parent conference and possible suspension.

Failure to adhere to the policy requirements may result in cell phone permission revoked.

Student signature _____

Parent's signature _____

Teacher signature _____



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CONTRACT

We, the undersigned, have read and agree to uphold the guidelines as stated in the Parent-Student Handbook. We understand the regulations and guidelines contained therein and agree to abide by and support the contents of this handbook.

Date

School Year

Student Signature

Student Signature

Student Signature

Student Signature

Mother/Legal Guardian Signature

Father/Legal Guardian Signature

Please sign and return to school by Back to School Night.