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OUR LADY OF VICTORY STAFF

Rev. Timothy B. Klunk Pastor
Mr. Thomas E. Riddle Principal
Mrs. Luisa Zapanta..... Assistant Principal and Administrative Assistant 5-8th Grades
Ms. Wendy Alley Office Administrator
Mrs. Rosemary Warwick..... Administrative Assistant Pre-K - 4th Grades
Mrs. Sue Bauer..... Business Manager
Ms. Erin Hughes Extended Care Director
Mrs. Gloria Smith..... Director of Religious Education
Ms. Karen Meredith Receptionist
Mr. Jack Pundt..... Facilities Manager
Ms. Sandi Geni..... Cafeteria Manager

**Our Lady of Victory School is fully
Accredited by
The Assembly of Elementary Schools-Middle States Association of
Colleges and Schools**

Our Lady of Victory School
4416 Wilkens Avenue
Baltimore, Maryland 21229

School Office(410) 242-3688/242-8067
Finance Office (410) 247-4563
Religious Education Office (410) 242-9533
Rectory (410) 242-0131
Web Site Address<http://www.olvschoolmd.org>

FAX No. (410) 242-8867

Please cut and detach at dotted line

OUR LADY OF VICTORY SCHOOL
Student/Parent Handbook Agreement Form
2011-2012

Student's Name: _____ Homeroom: _____
(Please print)

We ask that parents read and review the OLV Handbook at the start of each school year. It is particularly helpful to review our policies regarding the school uniform code, the code of conduct, and the Family Service Hour Volunteer Program (page 1) in order to avoid unnecessary consequences.

Parents and students (grades 5-8) are required to sign this form in the space indicated below to acknowledge receipt and review of the policies, programs, and rules and regulations outlined herein. The school administration maintains the right to amend the contents of the handbook at any time. Failure to become informed is not an acceptable excuse for violations.

Student signature (required in grades 5-8 only) Parent/Guardian Signature Date

Street Address Parent/Guardian Signature

City / State / Zip Code

Please initial to acknowledge having read the policies on publicity photos, computer usage, cell phone use, and inclement weather.
 I give permission for my child's picture to be used for any publication as outlined in the Picture Release Policy included in this Handbook.
 I do not want my child's picture to be used in any publication as outlined in the Picture Release Policy included in this Handbook.
 I agree to the Cell Phone Contract included in this Handbook. My middle school student will carry a cell phone.
My student's cell phone # _____

Please complete other side of this form.

____ *Parents:* I am the parent/guardian of _____. I have read the **Acceptable Use Policy for Computers and Telecommunications** and I have either explained it to my child/ward (“student”) or I have assured myself that the student understands it. I also understand my own and the student’s responsibilities regarding computer hardware, software, and internet access at Our Lady of Victory School.

____ I hereby consent to the student having access to, and use of, the telecommunications resources at Our Lady of Victory School. I also hereby indemnify and hold harmless The Archdiocese of Baltimore and Our Lady of Victory School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

____ I do not consent to the student having access to, or use of, the telecommunications resources at Our Lady of Victory School.

____ *Students:* I have read the **Acceptable Use Policy for Computers and Telecommunications**. I understand its significance, and I voluntarily agree to abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken.

____ I understand and agree to the Inclement Weather Policy as outlined in this Handbook.

The Home School Association’s Parent/Student Directory will include contact information for all Our Lady of Victory families. If you wish to have your contact information excluded from the directory, please initial here. _____

After signing this page, please remove it carefully by cutting along the dotted line. Have the student return it to his/her homeroom teacher on or before September 9, 2011.

OLV HSA SERVICE PROGRAM APPLICATION FOR SINGLE PARENT STATUS

Parent/Guardian Name (print) _____

Student(s) Name and Grade (print)

_____ Grade _____

_____ Grade _____

_____ Grade _____

Parent/Guardian email address (print) _____

Reasons for requesting single parent status: (use back of form if necessary)

- Parents with a sole custody order on file will automatically be approved for single parent status.
- Single parent families are defined as follows: One adult responsible for financial, physical, emotional, religious and educational needs of their child(ren).
- Complete this form and return it to school by September 30, 2011.

I certify that I am a single parent and meet the requirements for a single parent waiver. I understand that I need to notify the school if my situation changes during the school year.

Parent/Guardian Signature _____ Date _____

Approved by: _____ Date _____

Permission to Carry a Cell Phone or other Electronic Device Contract

Middle School Grades 6-7-8

(Students below 6th grade are not permitted to bring cell phones to school)

In order to carry a cell phone or other electronic device we agree to be governed by this contract.

1. Device must be kept in the student's locker and powered off during the school day.
2. The phone/device will be surrendered immediately upon request to any school employee.
3. The parent and student give the principal or teacher permission to search the call log, picture gallery, text messages or any other data the phone/device contains.
4. Our Lady of Victory School will not be responsible for loss, damage, or theft of any phone/electronic device brought to school.

Consequences for violating the terms of the contract are:

First offense: The cell phone/device will be confiscated and may be picked up by the parent the next school day. The child will receive a detention.

Second offense: The cell phone/device will be confiscated and may be picked up by the parent the next day. The child will receive a demerit. The privilege to carry a cell phone will be revoked for the remainder of the school year.

Any subsequent offenses will be punishable with consequences up to and including suspension and expulsion.

PICTURE RELEASE FORM

We have given our website a new look, and will be adding and changing pictures throughout the year. While names will never be used, we need your permission to have pictures on the site. Please look over this permission slip and sign below.

I consent to the use of my children's photographic image for use on the webpage or any advertising materials or programs created by OLV. I release any claim to or control over the photographs regarding their production, use or placement in said marketing materials.

Please initial the Handbook Agreement Form to indicate your preference.

Agreement for the Use of Computer and Telecommunications Parental Consent Form

Our Lady of Victory School has chosen to permit student's access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that Our Lady of Victory School and The Archdiocese of Baltimore do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, Our Lady of Victory School supports and respects each family's right to decide whether or not their child may have access to this resource.

Please review the Policy on the next page. Then initial the Handbook Agreement Form to give or withhold consent for the use of telecommunications resources.

Our Lady of Victory School

4416 Wilkens Avenue • Baltimore, MD 21229

Acceptable Use Policy for the Use of Computer and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Our Lady of Victory School community. Network and Internet access is provided to further the legitimate educational goals of this institution. The Our Lady of Victory School provides computing and network resources for the use of students, employees, and others affiliated with the Our Lady of Victory School. Members of the Our Lady of Victory School community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside the Our Lady of Victory School network software for educational or Our Lady of Victory School related activities and to facilitate the efficient exchange of useful information. However, the services are and remain the property of the Our Lady of Victory School. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information for libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance-learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material, or material protected

by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through Our Lady of Victory School E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this Our Lady of Victory School. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

- The use of personal financial or commercial gain, product advertisement, political lobbying or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the Our Lady of Victory School operator from intercepting and stopping E-mail messages, which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of Our Lady of Victory School computer resources.

Access to the Our Lady of Victory School's E-mail and similar electronic terms is a privilege and certain responsibilities accompany that privilege. Our Lady of Victory School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communicants or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the Our Lady of Victory School cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- The Our Lady of Victory School reserves the right to access E-mail to retrieve Our Lady of Victory School information and records; to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, date or files to law enforcement authorities.
- Any information contained on an Our Lady of Victory School computer's hard drive or computer disks, which were purchased by the Our Lady of Victory School, are considered the property of the Our Lady of Victory School.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the Our Lady of Victory School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

PHILOSOPHY

Our Lady of Victory School, a parish school of the Archdiocese of Baltimore, serves children in Pre-School through Eighth Grade by fostering their spiritual, intellectual, moral, social, emotional, and physical development. Through a cooperative partnership with the parents of the children, our dedicated faculty provides a high quality Catholic education with an emphasis on academic excellence, faith formation, and service to others. As a multi-cultural school, Our Lady of Victory embraces students from an ethnically diverse population. As a Roman Catholic Christian community, the school provides an atmosphere in which every student can obtain an outstanding elementary school education in a safe and structured, yet loving environment with a focus on Jesus Christ.

ADMINISTRATION OF OUR LADY OF VICTORY

The basis of the administrative philosophy of Our Lady of Victory School is that the decision making process involving the operation and program of the school should reflect the participation and thinking of the school and of those affected by these decisions. In realizing this goal each department has administrative assistants who are responsible for close communication within their department and with the administration.

PRINCIPAL

The chief task of the School Principal is to provide leadership to the faculty and staff of Our Lady of Victory School. Through his leadership, each member of the school staff is encouraged to work to his or her full potential. The guidance provided by the Principal permits each member of the school staff to become fully energized, creative individuals in their daily work with the students of Our Lady of Victory School. By visiting classrooms regularly, the Principal is able to keep in touch with the day to day happenings throughout the school. Teacher observations and evaluations provide the Principal the opportunity to assess the quality of the instruction as well as a means of mentoring new teachers when needed. The Principal hires new staff members as needed.

In addition, the Principal provides an important link between the school and the OLV School Board. In conjunction with the Finance Committee of the School Board, the Principal develops the annual school budget. The Principal keeps the Board informed of the status of the school regarding enrollment numbers, changes in staff, significant changes in curriculum, etc.

Through his role as leader, the Principal is also involved in short and long range planning, the management of resources, the communication of ideas, and the constant evaluation of the progress of Our Lady of Victory School.

ASSISTANT PRINCIPAL

The Assistant Principal shares with the Principal various responsibilities in providing leadership to the school community. These responsibilities include, but are not limited to the following tasks:

- To substitute for the Principal in his absence
- To assist the Principal in the administration of the school
- To assume responsibility for the school-wide Discipline Program
- To organize the monthly school calendar and special events
- To assist the Principal through observation and evaluation of the faculty and staff

- To attend, along with the Principal, meetings of the OLV School Board, the Home-School Association, the Pastoral Council, and the Pastoral Staff

SCHOOL BOARD

The School Board of Our Lady of Victory School is formed for the purpose of establishing and maintaining an educational institution and program in accordance with and subject to the standards, guidelines, and discipline of the Roman Catholic Archdiocese of Baltimore. The Board of Directors consists of between eleven and fifteen voting members. Directors serve a term of three years with a maximum of two consecutive terms. Meetings are held on the fourth Tuesday of the months of August, September, November, January, March, and May.

HOME-SCHOOL ASSOCIATION

Parents of Our Lady of Victory students are encouraged to participate in the Home-School Association by attending meetings and volunteering in its many planned activities and events. The HSA meetings, open to all parents and guardians, are held on the third Thursday of the months of September, November, January, March and May each year.

Class representatives from each homeroom from PreK through 8th Grade are chosen to serve the Association. These representatives attend Executive Board meetings where they plan the fund-raising events for the year. The funds raised by the HSA are an important part of the school's budget each year, thus helping to keep tuition increases to a minimum. Class representatives assist the homeroom teachers by planning and organizing holiday parties throughout the school year. Officers are elected to lead the Home-School Association each year.

PARENT INVOLVEMENT

The overall philosophy of Our Lady of Victory School and the department philosophies include you, the parents of the students being taught. You are needed if the philosophy is to be fulfilled. Your support of, and involvement with the school is vital. Parents are encouraged to participate in the Home-School Association and its sponsored events. In addition, parents are invited to share their talents by serving on the School Board, Technology Committee, and any other ad-hoc committees that may be established for the good of the school.

FAMILY-SERVICE HOURS / PROGRAM 2011-2012

Welcome to the HSA Service Program for OLV. The Service Program is administered by the school through the Home School Association (HSA). The HSA is a group of dedicated parents and family members that provide their time, talents, and energy for a variety of events and activities benefiting the school. They host numerous fundraisers throughout the year and are dependent upon parent and family member volunteers to help make these events successful.

The School Board instituted the HSA Service Program that requires each family to support the school and/or Church by giving 25 hours of service (12 ½ hours for single parents with sole custody) in an effort to help control the cost of tuition. Parents requesting the reduced (12 ½) hours must have a current custody order on file in the school, or complete the Single Parent Status Application found in this Handbook. Without a Sole Custody Order on file or an

approved Single Parent Status Application, each family is required to complete 25 hours of service.

Parents are being asked to provide 12 ½ (single parent households) or 25 hours (married household / joint custody) over the course of the 2011-2012 school year. In lieu of your service, you may choose to pay \$125 / single household or \$250/married household for the 2011-2012 school year.

Families may accumulate service hours in a number of different ways. Hours may be earned through the church, school, or HSA. They may be earned in each group (church-school-HSA) or a combination. ***In an effort to assist the HSA with their biggest fundraiser, the bingo program, volunteers will receive 1 ½ hours of service for each hour worked.*** All bingo service hours are logged by the bingo chair.

Please note that only the coach and one assistant coach per team may earn service hours. All coaching hours are awarded by the basketball and soccer committees. Individual coaches may not log hours.

All parents, guardians, etc. providing service must be STAND trained. Information about the STAND Program is available through the school. Below is a breakdown of the program:

1. Families with students in Pre-K through 8th grade are required to accumulate 25 service points from May 8, 2011 through May 5, 2012. If you are a single parent, your requirements are 12 ½ service points. Single parent families are defined as follows: One adult responsible for the financial, physical, emotional, religious, and educational needs of his/her child/children.
2. The time value of the points is equal to one hour (1 hour – 1 point).
3. The points also have a monetary value of \$10.00 each (1 hour = \$10.00)

Each family has a sign-in sheet in the HSA Service Binder, which is kept in the school office. Ms. Erin Hughes, 410-242-3688 x 230, will oversee the record keeping throughout the year. All hours must be logged with dates and times.

The adult providing service for a given family does not have to be a parent or guardian. Other adult family members may provide service (e.g. grandparent, aunt, uncle) but must be STAND trained.

If a family choose to participate and does not accumulate 25/12 ½ points/hours, the balance must be paid at \$10/hour. For example, if a family has 20 service hours logged as of May 5, 2012, they will owe \$50 (5 hours x \$10.00).

The following is a list of the activities available to parents for the 2011-2012 school year.

OLV VOLUNTEER PROGRAM DESCRIPTIONS

Below is a description of church, school and HSA activities. Contact the rectory for all church volunteer hours or information. Additional activities may be added during the year. We encourage you to bring event ideas that you have to the HSA President.

School/HSA Activities

EVENT	DESCRIPTION
Weekly Bingo	Helpers are needed weekly on Friday nights to help with the following bingo activities: selling cards, kitchen help, callers, and floor walkers. The commitment time varies depending on the job you choose. This is a week-by-week commitment. 1 ½ hours earned for each 1 hour worked.
HSA Bingo Captain	Help is needed to contact parents to work the weekly bingo. One person from each grade is needed.
Cafeteria	Helpers are needed to clean tables in between lunch periods, push tables/chairs, empty trash cans, and supervise students in the cafeteria. This is a one-hour commitment. (STAND)

Homeroom Parent	Helpers are needed to organize classroom parties, field trips, and call parents for special or important announcements. A full year commitment is required. Attendance at the HSA Executive Board meetings is required. (STAND)
Book Fair	Helpers are needed to set up and break down the book fair tables/displays. Helpers will also be asked to help students shop and purchase books during the fair. This is generally a 2-3 hour commitment once during the year. (STAND)
Morning Traffic Guard	Helpers are needed to direct traffic in the morning during drop-off. This would involve a 30-minute commitment in the mornings. (STAND)
Pixie Workshop	Helpers are needed to work at the school during the sale (usually in December) to assist children with their purchases and to set up and break down the workshop tables. The time commitment varies depending on the job you choose. This is a one-time commitment during the year. (STAND if Working at School)
Breakfast with Santa	Helpers are needed to set up and clean the cafeteria, make pancakes, and serve during this event. The time commitment is 2 hours for one shift. This is a one-time commitment during the year. (STAND)
Basket Bingo	Helpers are needed to take tickets at the door, kitchen workers, floorwalkers, and callers. The time commitment varies depending on the job you choose. This is a one time commitment during the year.
May Festival	Helpers are needed to help set up and break down the tables, sell tickets, kitchen workers, and booth workers. The time commitment is 2-4 hours. This is a one time commitment during the year.
Coaching – Coach and One Assistant Coach	Helpers for coaching will be organized and selected by the basketball or soccer committee. (STAND)
Spring Flea Market	Helpers are needed to help set up and break down the event, sell tickets, and kitchen workers. The time commitment is 2-4 hours. This is a one time commitment during the year
Pancake Supper	A variety of opportunities are available - from cooking to serving during this annual event.
Race for Education	Helpers are needed on the day of the event (October 20)
Uniform Exchange	Helpers are needed to organize the used uniform program. (STAND)
Box Tops/Labels/ Bottle Caps	Helpers are needed to send reminders to families to send in their box tops and labels. This is something that could be done from home. This is a full year commitment.

Church Activities EVENT

DESCRIPTION

G.I.F.T. Catechist	Teach in Sunday morning Religious Ed program (STAND)
G.I.F.T. Aide	Assist teacher in Sunday morning Religious Ed program. (STAND)
Confirmation Catechist	Teach in Confirmation Program (10 – 1 hour sessions) (STAND)
Assist at Sacramental Workshops	Help set-up, assist at & clean up after Workshops for Reconciliation & Eucharist (STAND)

Church Cleaners	Clean Church one week a month
Money Counters	Help count church collections.
Cantor	Lead the congregation in singing. (Must audition)
Choir	Sing at Mass, twice a month, and 1 rehearsal a month. (Must audition)
Lector	Read at Mass – Scheduled at least once a month, training provided.
Eucharistic Minister	Distribute Communion, training provided.
Minister to the Sick	Visit homebound and take Communion. (STAND)
Parish Fund Raising Events	Event Volunteer
Parish Office	Work on Bulk Mailings
Lenten Bread & Soup	Provide soup for 1 or more Friday nights in Lent; help with set-up and organization of meals.
Child Care during Parish Meetings/Functions	On call to provide services. (STAND)
C.L.O.W. (Children’s Liturgy of the Word)	Work with Children’s Liturgy of the Word team (One Sunday a Month). (STAND)
Parish Liturgy Committee	Monthly Meetings for Planning
Parish Finance Committee	Monthly Meetings
On-call Repair Group	Painters, plumbers, electricians etc. (Must have state license and insurance.)
Fellowship Committee	Meet quarterly to plan and execute family activities. (STAND)
Pastoral Council	Meet monthly for parish planning.
Ushers	To assist at Mass as needed.
Greeters	To welcome people at Mass.
Instrumental Musicians	Provide music at parish liturgies. (Must Audition)

Please note that most service activities require STAND Training.

**School Number: 410-242-3688
Church Number: 410-242-0131**

HSA Board Members

President	Lucia Fraser	lucia4@copper.net
Vice President	Michele Hannon	hannon9299@comcast.net
Treasurer	Stephanie Romeo	stephr818@yahoo.com
Recording Secretary	Ramona Dougherty	Ramona.dougherty@gmail.com
Corresponding Secretary	Alena Sims	alenasims@comcast.net

**DISCIPLINE AND PROCEDURES
Code of Conduct**

As stated in the School Philosophy, Our Lady of Victory School is a Christian community. A firm commitment toward individual responsibility by each student is necessary to establish an atmosphere conducive to Christian living. In order to find complete success here at Our Lady of Victory, a student must choose to make such a commitment. If a student should profess a strong

dislike for the school and its regulations, it may be in his/her best interest to transfer from OLV.

It is expected that all students will follow and obey all established school rules and regulations as well as ordinary rules of courtesy, good behavior, and respect for themselves and others. Students are also expected to exhibit appropriate behavior in church. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

The rules and regulations contained in this Handbook cannot possibly cover every situation that arises. They are to be considered guidelines. The cooperation of students and their parents is essential.

GENERAL CONDUCT

The school reserves the right to exclude from special school events, such as field trips, field days, school sports teams, graduation exercises, etc. those students whose conduct grades throughout the school year do not reflect acceptable school behavior.

When reasonable suspicion exists that school policy has been violated, the administration reserves the right to inspect a student's personal property, such as bookbags, desk contents, etc..

DETENTION AND DEMERIT

Students who violate school rules will be assigned to a detention and/or a demerit based upon the seriousness of the violation.

DETENTION

An assigned detention requires the student to serve one hour after school from 3 - 4 p.m. Group detentions, monitored by faculty members, are held one afternoon per week. The day of the week will be determined by school administration. It is the responsibility of the student assigned to a detention to make arrangements for transportation home following the served detention. Extended Care services are available when needed. Information regarding rates for the service are found in this handbook.

Students assigned to a detention will receive a conduct report **which must be signed by a parent/guardian and returned to the issuing teacher on the next school day.** This form will state the date and time it is to be served. If further information or discussion is necessary, parents are asked to sign and return the detention along with a note requesting a call from the teacher or an administrator. **Failure to report to an assigned detention without the express written consent of the administration will result in the issuing of a demerit.**

There are two levels of Detention Reports – those regarding behavior (Level 2) and those concerning school or classroom policies (Level 1) such as – uniform infractions, failure to get tests signed, unexcused tardiness, chewing gum, not covering books, etc. Although students should make every effort to refrain from being issued any kind of detention, the school administration is most concerned with those detentions that have been issued for misconduct.

Detention may consist of writing assignments, policing the school grounds, or any other action judged appropriate by the administration.

Students who receive three (3) detentions for misconduct will be issued a demerit. In addition, a parent conference with the Assistant Principal will be required.

DEMERIT

A demerit system will be used for students who seriously violate school rules. Violations include, but are not limited to the following:

1. Disrespect
2. Classroom misconduct
3. Playground misconduct.
4. Use of improper language
5. Failure to return a signed Detention slip when due or to report to an assigned Detention
6. Lack of respect towards peers
7. Forgery of a parent's signature
8. Writing or passing of notes in class
9. Other

A Demerit Slip will be sent home stating all necessary information. The issuing teacher and a school administrator will sign the slip. A parent/guardian is to also sign the form and return it to school on the next school day. If further information is needed, parents are asked to call or send in a note with the signed Demerit Slip. Failure to report to the two hour detention that accompanies each demerit will result in further consequences.

Should a student receive three (3) Demerits within the school year he/she will be suspended from school. A parent conference will be required before the student will be allowed to return to school. Corrective measures must be taken in order for a student to remain at Our Lady of Victory School.

Should a student receive five (5) Demerits within the school year, he/she may be expelled.

SUSPENSIONS

Students who violate school rules may be suspended from school for 1 to 3 school days depending on the seriousness of the offense. The administration of OLV will determine the number of days that a student is to be suspended, as well as the nature of the suspension -e.g. out of school, or out of class suspension, as well as the dates of suspension, will be given to the parent(s) when the child is sent home from school. The form is to be signed by the parent/guardian and returned to school on or before the day the student returns to class. Students receiving a Suspension (In-School or At-Home) will be marked absent for the day.

Examples of behavior which warrant suspension include, **but are not limited to, the following:**

1. Fighting*
2. Stealing
3. Vandalism of school or personal property
4. Smoking, or the carrying of tobacco products/ matches, lighters
5. Drinking, or the possession of alcoholic beverages
6. Carrying of pornography of any kind
7. Flagrant disrespect to faculty or staff
8. Truancy or leaving the school grounds w/o permission
9. Continued disregard for school rules and regulations
10. Bringing public disgrace on the school
11. Misuse of the Internet (in or away from school)
12. Threatening, harassing (sexual or otherwise), or bullying other students. "Bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or of damage to the student's property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission and the education of any student.

***Any student who participates in fighting on the school grounds will be immediately suspended from school.** This rule is meant to safeguard everyone in Our Lady of Victory School and will be strictly enforced. It is important that our parents and guardians work with us to ensure a positive, safe, and respectful environment.

EXPULSION

Any student enrolled at OLV who is found to be under the influence of drugs (which include alcohol or inhalants) while on school grounds will be expelled from school. Expulsion will apply to any student who sells or possesses drugs, whether they be a controlled substance or an imitation.

Any student who possesses or brings a dangerous weapon or object to school will also be expelled.

Assault of a teacher and/or his possessions will also result in expulsion.

Failure to adhere to OLV's Internet Guidelines may result in disciplinary action such as expulsion.

All students are to obey all school rules and regulations during school hours and at any school or parish sponsored activity regardless of the time or place that it is held.

DUE PROCESS PROCEDURES

SUSPENSIONS/EXPULSIONS

Each student at Our Lady of Victory School shall have the automatic right to the protections of due process as guaranteed in the United States Constitution. The school reserves the right to search school property, a student's belongings and areas under a student's control to enforce school policies, rules, and regulations, and/or to otherwise preserve a safe and orderly learning environment.

OUR LADY OF VICTORY SCHOOL

HONOR ROLL

Our Lady of Victory School recognizes the outstanding achievement and performance of many of its students. In doing so, an HONOR ROLL has been established to provide the appropriate reinforcement for the student whose work demonstrates superior achievements and/or maximum effort.

HONOR ROLL GUIDELINES

Requirements:

1. The Student Progress Report (report card) shall determine eligibility.
2. A student may not have any "D's" or "E's" in any subject area.
3. The Effort column of the report card must show satisfactory or higher performance in each subject area, including specials.
4. Negative teacher comments concerning conduct on a progress report will disqualify the student from being eligible for the honor roll that marking period.
5. The student must have at least a "B" in Religion.
6. Three detentions during the trimester will make the student ineligible for the honor roll.

Eligibility:

All students in Grades 5 - 8 will be eligible.

GRADING SYSTEM

ACHIEVEMENT CODE

A+	97 - 100	C+	80 - 84
A	93 - 96	C	75 - 79
B+	89 - 92	D	70 - 74
B	85 - 88	E	69 and below

To determine eligibility, use the conversion chart and add the grades in the achievement column of the report card in the subject areas listed below:

Subjects Conversion Chart

Reading	A+ - .5
English Grammar	A - 1
*Mathematics	B+ - 1.5
Social Studies	B - 2
Science	C+ - 2.5
Spanish	C - 3
	D - 4
	E - 5

Points Totals for Grade 5 (Spanish excluded):

- 2.5 to 5.0 - Principal's List
- 5.5 to 7.5 - Honorable Mention

Points Totals for Grade 6-8:

- 3.0 to 6.0 - Principal's List
- 6.5 to 8.5 - Honorable Mention

*Algebra students subtract 1/2 point from total. Honorable mention may also be attained by a student who puts forth maximum effort in all subject areas yet falls short of the necessary point total. The effort grades must contain a minimum of 5 "Outstanding" and the sixth effort grade cannot be below a grade of "Good".

SCHOOL POLICIES

ACADEMIC GROUPING PROCEDURES

Students are grouped according to several factors when enrolling in the middle school grades: academic classroom performance, ability as reflected on standardized tests, and classroom observations by teachers with regard to effort, work ethic, and comprehension of the new concepts being taught. Students are evaluated separately for math placement and language-based placements. Placements are reviewed regularly to ensure that students are placed in an academic group that provides sufficient academic support as well as sufficient academic challenges.

Academic grouping is subject to revision at the end of any given term, but except in cases of extreme need is typically changed between school years. To remain in the advanced academic grouping for a grade, the student must meet the following ongoing criteria:

- Academic performance of C+ or above in each class at the point of group evaluations;
- Consistent completion of all homework, projects, and major assignments;
- Attendance at a level that supports learning new material when presented;
- Adherence to all classroom policies and procedures.

Any student failing to meet these criteria is subject to removal from the advanced academic grouping at the discretion of the middle school faculty members. It is important to recognize that academic grouping is done in the best interest of the student. Students may be periodically moved into or out of the advanced

academic group based on the above criteria, and parents' support is expected in working with the faculty and their students to meet academic goals and expectations.

ADMISSION

Our Lady of Victory is a co-ed elementary school for Grades Pre-K - 8. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

All new students are on academic/behavior probation for one year. All new students are given a two-month evaluation period. If during this time the school is unable to meet the needs of the student, the parents may be asked to find an alternative placement for their child. This recommendation would only occur after conferences with the parents and exhausting all other options.

ADMISSION AND REGISTRATION

PROCEDURES

Currently Enrolled Students

All students presently enrolled in Our Lady of Victory may be invited to re-register for the following school year provided that they have received passing grades and have earned satisfactory Conduct grades. Please note that there is no automatic right to re-enrollment.

Registration of New Students

The dates for registration of new students will be publicized. In admitting children, this procedure is followed:

1. Children of families already enrolled.
2. Children of parishioners now reaching school age.
3. Children of non-parishioners who are transferring from another Catholic school.
4. Children of non-parishioners.

When necessary a waiting list will be formed. Parents will be contacted on a first-come first-served basis when openings exist.

ADMISSION REQUIREMENTS

All admission policies are subject to the rules and regulations of the Maryland State Department of Education and the Archdiocese of Baltimore.

Pre-Kindergarten

The child must be toilet trained and 4 years of age by September 1 of the current school year.

Kindergarten

The child must be 5 years of age by September 1 of the current school year. Successful completion of the "BRIGANCE" screening is required.

Grade 1

The child must be 6 years of age by September 1 of the current school year. The decision on first grade admission is usually determined by the Kindergarten teacher's recommendation. New

first grade students will also be given the "BRIGANCE" screening test. In addition, students testing for first grade will be given the Clymer-Barrett Readiness test during the month of September to assist with reading placement.

Grades 2-8

1. Students must be on grade level or above.
2. Have satisfactory marks in Conduct and Effort.
3. Students must place on or above their grade level on the achievement tests given in Reading Comprehension, Vocabulary, Math, and Writing.

Students whose performance on the admission testing is below grade level may be accepted with the need to repeat the current grade or required to complete 18 hours of tutoring (in each subject area identified) from an accredited program/tutor. Documentation must be submitted, prior to starting school, to show that the hours were satisfied. The report must include program/tutor signature, contact information, and that the child has successfully completed the program with a satisfactory on grade level score to show the readiness for the grade they are applying for.

All New Students

Birth Certificates and Social Security cards are required for all students. Baptismal Certificates are required for Catholic children not baptized at Our Lady of Victory Church. Also required by Maryland State Law is the following medical information:

- current immunizations
- physical and dental check-ups
- current teacher must complete and provide the school with "Student Evaluation Form".

ARRIVAL AND DISMISSAL TIME FOR SCHOOL

Supervision of students begins as early as 7:00 a.m. for those students whose parents need the convenience of the Morning Care Program. For all other students, supervision begins at 7:50 a.m. Students should not arrive prior to this time unless they report to the Morning Care Program so that supervision can be provided. No student will be permitted to enter the building before 7:50 a.m. unless they report to the Morning Care Program. See the section on Extended Care for further information.

At the end of each regular school day all students are expected to be picked up by 2:50 p.m. Outside supervision ends promptly at 3:00 p.m. each afternoon. (On 12:30 p.m. dismissal days supervision ends at 12:50 p.m.) Any students who have not yet been picked up by a parent or designated driver will be returned to the building and must join the Extended Care Program. Please see the Extended Care section of the handbook for rate information.

The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the stated times of supervision. Violation of this policy may result in disciplinary action up to and including suspension or dismissal of the student. Parents are therefore, required to follow the times stipulated when dropping off or picking up their children.

No student will be permitted to stand at the top of the hill by Wilkens Avenue to wait for parents or designated driver. Students must remain on the parking lot under teacher supervision.

No student is to be dropped off in the back parking lot after 7:45a.m.

Children are not allowed to play by or in the stream at dismissal time.

When students participate in scheduled after school activities, such as choir, band, after school clubs, or detentions, specific arrangements *must* be made for pick up or for the child to attend the Extended Care Program. Students should not be expected to wait outdoors for their transportation following special after school activities.

For the safety of all our students, parents may not proceed directly to a classroom, but instead must report to the school office when bringing in lunchboxes, bookbags or other materials needed by the student.

Admission to Class

All students are required to be on time and to attend each class. Students are required to be well prepared with all course materials upon arrival to each class.

Dismissal from Class

Any student dismissed from class for disciplinary reasons must report to the Assistant Principal or main office immediately.

Lateness

Arriving at school on time is very important. Students who are tardy for school disrupt the morning routine, and in many cases disrupt instructional time. Parents are, therefore, asked to make every effort to have their children at school on time daily. Students arriving after announcements begin (approximately 8:20 a.m.) must pick up a late slip. Parents should provide a written note explaining the tardiness. While late notes signed by a parent are required, the administration will be the sole judge of acceptable reasons for lateness. Administration will contact families of those who are consistently tardy. If, after two phone calls from the homeroom teacher, the tardiness has not been corrected, a mandatory conference with Mr. Riddle will be scheduled.

Students arriving after 11:30 a.m. will be marked absent for ½ day.

Dismissal

Dismissal is at 2:50 p.m. Monday - Friday. However, Pre-K and K classes dismiss by 2:40 p.m. in order to avoid passing through the halls with the older students. On occasion, such as just prior to the start of a holiday vacation, school will dismiss at 12:30 p.m. All such early dismissals are clearly noted on the monthly calendars. Extended Care services are usually available on these 12:30 p.m. dismissal days. Lunch, however, is not served on these days.

ATTENDANCE

Failure to attend school regularly interferes with school work, and eventually affects admission for high school. All students are urged to attend school every day unless there is a good reason. Students missing more than 27 school days may not be promoted. The following are considered to be the only legal reasons for absence: (1) illness of the students (2) death in the immediate family. Such excuses as "I overslept" - "I missed the van" - "I went on a trip with my family" are not considered acceptable reasons for absence.

The school strongly discourages absence from school for family vacations. Assignments will not be given until the student returns. No work will be given in advance. All missed work and tests must be completed within two weeks.

Every day a child is absent from school, he or she misses

something important. Each day's work builds upon what was taught the previous day. Please try to schedule appointments outside the regular school hours.

Students who are absent from school may not participate in any after school or evening school-sponsored activities such as band or sports programs.

It is the student's responsibility to see his teachers for any and all missed work or written communications that were distributed in his absence. This also applies to students who arrive late to class or to school.

PERFECT ATTENDANCE

Perfect attendance means *no days absent and no days late*. This includes early dismissal and being sent home ill as well as leaving early for a doctor's appointment and returning.

PROCEDURE FOR ABSENCE

When a student is absent from school, the following regulations apply:

- A. A student absent from school is required to have his/her parents call the school office before 10:00 a.m. on the day of absence. Parents will be contacted by phone if a student's absence has not been called into the office by 10 a.m.
- B. **Upon returning to school the student must present a note to the homeroom teacher signed by a parent stating the reason for the absence.**
- C. Students absent on any given school day may not participate in school related activities that day.

BAND

This music program is provided by the Instrumental Music Program in conjunction with the school. Information about the program is obtained through a school assembly. Interested students and parents are contacted directly by the music instructor who is assigned to OLV. Students in Grades 4-8 are invited to participate in the School Band.

Parent-paid student lessons are provided on a group basis by the instructor. Students work toward performances at public assemblies and participation in the Archdiocesan Music Festival, sponsored by the Instrumental Music Program.

BIRTHDAYS

Birthdays are special days for elementary - aged children. Teachers will acknowledge a student's birthday in a special way. Parents who wish to do so may send in a birthday treat for their child to share with his/her classmates. Parents who wish to do so may send in a small individual birthday treat (cookies, rice krispie treats, cupcakes, brownies, munchkins, cone cakes, etc.) for their child to share with his/her classmates during snack time. Drinks, cakes, frozen treats, and party bags are not permitted, and will be returned at the end of the day. If your child is having a special celebration at home, we ask that you **not distribute the party invitations during school hours** unless you choose to invite the entire class. We ask this in order to avoid the hurt feelings that accompany a child's exclusion from a party. Thank you for your understanding and compliance with this policy.

The delivery of balloons, flowers, etc. is acceptable. Please note the limit is one (1).

BOOKBAGS

The use of bookbags is encouraged in all grades, however, students should be careful of the damage that can be caused to books when a bookbag is dropped. Damage to books and papers also occurs when lunchboxes and loose crayons are carried in bookbags. Due to an increased concern for student safety, students are not to use the bookbags on wheels during the school day. Middle School students must not carry more than two classes' worth of materials with them at any one time.

BOOKS AND SUPPLIES

A basic fee is included in the tuition for the rental of textbooks and use of workbooks for each child. This fee includes:

1. Rental of all textbooks
2. Workbooks
3. Use of reference books
4. Use of learning kits, supplementary materials and other learning aids
5. Tests given throughout the year
6. Photocopied materials for various subjects
7. Newsletters and bulletins
8. Etc.

CAFETERIA

Students may bring a lunch to school or purchase a lunch from the cafeteria. A monthly Lunch Menu is published and sent home with each student. In addition to a hot lunch, students may purchase snacks or fruit drinks at reasonable prices. **All students are expected to pay for their purchased lunch each day.** A student who loses his lunch money or forgets his packed lunch will be provided with lunch. That lunch money is expected to be repaid on the next school day. Records are kept of those students who receive a free lunch. Progress reports will be held until the lunch money owed is paid in full. Children arriving after 10:00 a.m. may not have a full menu available to them.

All students are expected to pay for the lunch they order. No student should take food he or she did not order.

The use of the cafeteria lunch program should be considered a privilege. Students not conforming to cafeteria rules and/or procedures may forfeit the right to use the program.

All students are expected to display good table manners at all times. They must remain seated and use quiet voices during their conversations with friends during their lunch time. At dismissal, students must clean up their area and line up for recess without talking.

Food or drink may not be taken from the cafeteria. Food or drink may not be consumed anywhere outside the cafeteria.

Sodas may only be purchased from the vending machine by eighth graders. On those days when pizza is served the soda machine will be available to 7th and 8th grade students. We ask that parents refrain from sending sodas to school with younger children. **All glass bottles are prohibited for safety reasons.**

CARE OF BOOKS

All students are furnished books for classes. **These books are to be handled with extreme care throughout the year. It is required that all textbooks be covered with clean unmarked book covers to prevent unnecessary damage.** Students must

cover all workbooks with contact paper. Students who lose or damage books will be charged a **replacement fee**.

Care should be taken all through the year to see that books remain in top condition. In order to avoid detentions, students must keep hardbound text books covered. Parents are asked to encourage their children to keep textbooks covered at all times. **Free OLV bookcovers are available to all students throughout the year.** Students may pick up the bookcovers in the school library.

CELLULAR PHONE/ELECTRONIC DEVICE POLICY

Parents who feel it is necessary that their child carry a cell phone (Grades 6-7-8) must complete and sign the "Permission to Carry a Cell Phone or other Electronic Device Contract." A copy of this form is included in this Handbook or can be downloaded from our website. The contract is not in effect until the parent, the child, and the principal sign it.

Cell phones and other electronic devices will be confiscated if found during the school day or at any time the child is on the school property or under the supervision of school personnel or on a field trip. Cell phones in the possession of students below 6th grade are not permitted and will be confiscated immediately. Cell phones may be used in extended care with the permission of extended care personnel. The school reserves the right to search the call log, photo gallery, text message history, email or any other data contained in the device. The confiscated device will be returned to the child's parent or guardian.

The contract states that: Devices must be kept in the student's locker and powered off during the school day or at any time the child is on the school property or under the supervision of school personnel or on a field trip. Our Lady of Victory School will not be responsible for loss, damage, or theft of any electronic device brought to school.

Consequences for violating the terms of the contract are:

First Offense: The cell phone/device will be confiscated and may be picked up by the parent the next school day. The child will receive a detention.

Second Offense: The cell phone/device will be confiscated and may be picked up by the parent the next school day. The child will receive a demerit. The privilege to carry a cell phone will be revoked for the remainder of the school year.

Any subsequent offenses will be punishable with consequences up to and including suspension and expulsion.

CHEWING GUM

Chewing of gum at any time is not permitted on the school grounds. Students found to be chewing gum will be issued a detention. Students who repeatedly violate this rule will be issued a demerit. This rule also applies to morning care and extended care.

CHILD ABUSE/NEGLECT

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Divisions, and/or the local police department.

COMPUTER - INTERNET POLICY

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others only when under the supervision of their teacher.

Internet services are to be used in a responsible, efficient, ethical, and legal manner at all times. Students who misuse the Internet, within or outside of school may result in disciplinary action such as suspension or expulsion, depending upon the severity of the misbehavior.

Unacceptable uses of the Internet include, but are not limited to:

- violating the privacy of others
- using profanity, obscenity, or other offensive language
- gathering of or distribution of inappropriate materials (i.e. pornography)
- unauthorized copying of materials or installation of software
- revealing home phone numbers, addresses, or other personal information while using Internet services
- the intentional writing, producing, copying or introducing of dangerous codes or programs designed to cause harm, including but not limited to, computer viruses
- intentional erasing or disabling anyone's files or programs
- sharing of passwords or attempting to discover another's password

Please refer to the two tear-off forms at the beginning of this Handbook for more information. All forms must be signed and returned.

EARLY DISMISSAL FROM SCHOOL

In an emergency, the parent MUST COME TO THE SCHOOL OFFICE FOR THE STUDENT, be properly identified, and receive permission from the Principal or Assistant Principal for the student to leave school. Should a child become ill, the parents will be notified and their instructions followed. All children who leave before the end of the school day must be signed out at the office. No student will be dismissed early without a parent or legal guardian, unless other written arrangements have been made. **For the safety of all our students, parents may not proceed directly to a classroom, but instead must report to the school office when bringing in lunchboxes, bookbags or other materials needed by the student.**

EMERGENCY CRISIS MANAGEMENT PLAN/ CRISIS TEAM

In the event of a crisis or emergency situation, Our Lady of Victory School has in place an Emergency/Crisis Management Plan which provides a plan of action, a leadership team, and needed information, such as phone numbers, floor plans, and emergency procedures. An Internal Response Team, consisting of the school administrators, secretary, counselor, nurse, maintenance director, and teacher representatives has been established in accordance with recommendations from the Archdiocese of Baltimore.

It is imperative that the school office be notified of any change to phone numbers (home or work phones as soon as possible, so that parents or guardians can be reached promptly in the event of an emergency.

EMERGENCY FORMS

Emergency forms are mailed to the students prior to the beginning of the school year. The form must be returned to the school listing the names of responsible, available persons who can be contacted by the school office in the event that the parent cannot be reached in an emergency. **Please notify the office of any changes in this information immediately.** The form includes the parent's signature and will be kept on file.

FERPA Policy for Student Handbooks

Our Lady of Victory School ("the School") complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Our Lady of Victory School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - o To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
 - o To other schools to which a student is transferring.
 - o In connection with financial aid under certain circumstances.
 - o To specified officials for audit or evaluation purposes.
 - o To organizations conducting certain studies for or on behalf of the school.
 - o To accrediting organizations.
 - o In order to comply with a judicial order or lawfully issued subpoena.
 - o To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent

objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

- o Student's name
- o Participation in officially recognized activities and sports
- o Address
- o Telephone listing
- o Weight and height of members of athletic teams
- o Electronic mail address
- o Photograph
- o Honors and awards received
- o Date and place of birth
- o Dates of attendance
- o Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Principal in writing by September 5, 2009.

- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Our Lady of Victory School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

FIELD TRIP POLICY

Our Lady of Victory believes that field trips provide for educational enrichment primarily, and secondarily, for the building of a certain enthusiasm and spirit among the student body. Field trips are planned by the teachers for the students in Grades Pre-K - 8. Each year one or two trips are planned for each grade. **It is mandatory that students participate in the planned trips, as they are a part of the instructional program and some academic work is to be expected as a classroom connection to the experience.** Children who do not attend will be marked as absent for the day. Students are expected to wear their regular school uniform on field trips unless the office has approved other instructions. Exceptions to the policy can only be granted by the Principal. All chaperones must complete the Archdiocese of Baltimore's Application for Volunteer Service (STAND Training).

Parents are asked to sign an Archdiocesan Permission Slip in order for their child to attend the trip. The school cannot assume parental permission based on the child's word, nor accept permission over the telephone. **All permission must be given in writing.**

Expenses for each field trip are the responsibility of each student. The cost of the trip is based upon the admission cost of the place visited, and the cost of the bus transportation. In the event that a child or chaperone is sick on the day of the field trip and cannot attend, a refund cannot be issued as the cost per person was based upon total numbers anticipated at the time of planning.

Teachers and all students are required to ride to and from their destination by bus. Individual chaperones for Pre-Kindergarten are necessary due to students' age. On most trips parent chaperones are asked to follow the bus in cars; carpooling is encouraged.

When planning a field trip, teachers take into consideration the safety of the children as well as the individual policies of the places they are visiting. A limited number of parent chaperones are usually chosen to attend most trips. Class Representatives are always reserved a place on each field trip, although they are responsible

for their own cost. Additional chaperones are selected at random from among names of interested parents. When a second trip is planned, preference for chaperones is given to those parents who were not selected to attend the first field trip of the year. Parent chaperones are asked to be responsible for the care of a small number of children throughout the day. For this reason, parents are asked not to bring along younger siblings from home.

The chaperone policy for Pre-Kindergarten and Kindergarten may differ from the policy in Grades 1 - 8.

Upon returning to OLV the students are expected to complete the school day with their class.

When deemed necessary by the teachers, a student may be required to have a parent attend a field trip or permission to attend the trip may be withheld. The principal, in consultation with the teachers, may withhold permission for a student to attend a field trip if a student, by his/her behavior or attitude during the year, indicates that the student would not be responsible, or would be careless in proper safety toward self or others.

FINANCIAL POLICIES

1. There will be a \$25.00 charge for any check made payable to the school that is returned by the bank for any reason. This charge will be made each time a check is presented and returned by the bank.
2. If a tuition payment is past due, the student(s) will be suspended from school until payment is made. No homework or school work will be provided. The student will be responsible for making up all missed work.
3. **Students not having paid tuition in full for the previous year will not be allowed to return to Our Lady of Victory for the following year.***
4. No personal checks will be accepted for tuition after May 1st under any circumstances. Personal checks will be accepted for Extended Care, payment for HSA service hours, lost or damaged textbooks etc.
5. Transfers and/or progress reports will not be issued to any student(s) with an outstanding balance of tuition fees or other charges (Extended Care*), etc.
6. Attorney's fees will be charged to accounts turned over to a collection agency.
7. Parents with past due tuition and/or other school financial obligations will be denied the use of Parent Access until such time as payment is made to the school.
8. Any 7th or 8th grade student with outstanding financial balances will not be able to take the final exams.

*Our Lady of Victory School reserves the right to suspend a student for a period of up to three school days if financial obligations, as agreed to at the time of admission, have not been met by parent(s) or guardian(s). During the course of this suspension period it is the responsibility of the parent to contact the school and settle the debt. If at the end of the three day period, financial obligations have not been met, a transfer for the student will be issued.

Our Lady of Victory School will consider requests for exceptions to this rule on an individual basis only if it judges extraordinary circumstances are demonstrated.

FIRE DRILLS

Fire drills will be conducted at various times throughout the school year. While hopefully, we will never experience a fire at this school, but we must be prepared in any event. All students should follow the fire drill route as designated by their teacher. In the

interest of safety, all students are to move quickly while vacating the building. SILENCE will be maintained at all times. Consequences, such as detentions or demerits will be given to any student who fails to comply with the stated fire drill rules.

FUNDRAISING

All students are encouraged to participate in the various fundraising activities which are held throughout the school year. Money raised from these activities is used to benefit the school and help keep the cost of tuition at a reasonable rate. Fundraising - 1 service hour is awarded for every \$100.00 of fundraising. ¼ hour is awarded for every \$25.00 over \$100.00.

GRADE SCALE

Grades 1 and 2

Progress codes are earned in the standards for each subject

I	Independent	93-100
P	Progressing	75-92
E	Emerging	0-74

The following progress codes are used for Effort, Conduct, and Unstructured Time.

O	Outstanding
G	Good
S	Satisfactory
I	Improvement Needed
U	Unsatisfactory

Grades 3 through 8

Grades are earned in the major subject areas

A+	97 – 100
A	93 – 96
B+	89 – 92
B	85 – 88
C+	80 – 84
C	75 – 79
D	70 – 74
E	Below 70

Achievement Comments are earned in the non-academic subjects and in the categories for each major subject

P	Demonstrates Proficiency
G	Very Good Progress
S	Satisfactory
I	Improvement Needed
N	Not Yet Demonstrating

GRADUATION POLICY

Graduation will be held towards the end of the school year for eligible students. All eighth grade students are required to attend all graduation rehearsals; students who do not attend or who do not cooperate will not be permitted to participate in the commencement exercises.

All graduates are required to pay a \$90.00 graduation fee. This fee covers the cost of flowers, awards, refreshments, high school transcripts, etc. This fee is nonrefundable.

Students failing more than two academic subjects will not graduate. Students failing one or two academic subjects with less than a Satisfactory grade in Effort and/or Conduct will not

be permitted to participate in the Graduation Ceremony or the Graduation Party. Students failing one or two academic subjects with satisfactory effort and conduct will be allowed to participate in graduation ceremony and activities.

All eighth grade students will bring home specific information regarding 8th grade requirements during in the school year. Parents/guardians are asked to sign and return these materials to the 8th grade homeroom teachers promptly.

GUIDANCE SERVICES

Our Lady of Victory School offers limited guidance services under the direction of the Principal. The Educational Management Team (EMT) is available to children who may need further academic assistance in meeting educational goals. If, following the initial meeting after a referral is made (parent/teacher) and collection of informative/formative information, there is determined to be a need for an evaluation plan and implementation of an Individual Educational Plan (IEP) or outside/private evaluation, school administrators will conduct with the parents to determine the most appropriate academic placement/accommodations for the child. Although Federal Law only requires implementation of an IEP in the public sector, throughout the process every effort will be made by the team/school staff to complete required paperwork, and attend EMT and IEP meetings, and to support the students and parents. Parents are asked to keep the school guidance office informed prior to initiating any of these meetings. The guidance counselor is in charge of assigning members to the EMT based on the specific need present by the parent/teacher.

When classroom teachers believe that there is a need to refer a student to the guidance office for academic screening, or for specific behavior or emotional concerns, a parent permission form will be sent home. **The school administration strongly encourages parents to sign and return the form promptly so that the student in question will be able to receive the benefit of this valuable support service.** The information generated by such a screening or counseling is considered confidential; it is not placed in the student's permanent record file. Parents can also contact the Guidance Counselor with specific concerns about their child(ren).

If a child is not progressing academically, the school may ask the parents to initiate the process to request professional assistance from their local public school system. The Admission, Review, and Dismissal (ARD) Process is available to children who may need further academic assistance. If, following the initial meeting and collection of screening information, there is determined to be a need for an evaluation plan and implementation of an Individualized Education Program (IEP), school administrators will consult with the parents to determine the most appropriate academic placement for the child. Although Federal Law only requires implementation of an IEP in the public sector, throughout the process every effort will be made by the school staff to complete required paperwork, attend ARD meetings, and to support the student and parents. Parents are asked to keep the school guidance office informed prior to initiating the ARD process.

Conflicts are a normal and healthy part of living and growing. We encourage our students to handle conflicts responsibly and in a manner consistent with our Christian values. Counseling services are available to all students who may feel a need to speak with the School Counselor.

Students with Accommodations - All students who have the proper documentation and require special accommodations should contact the guidance office. A conference with your child's teachers is strongly recommended at start of each school year to come up with an action plan based on the suggested accommodations for the school year. Accommodations are shared with your

child's teachers to help them reach his/her potential. To continue providing accommodations, the proper documents must be current within three years and must go through the guidance office for review. The report must specify the type of accommodations to be implemented and the report must be an official document that was completed by a specialist (e.g., educational, psychological, speech evaluation, Individual Educational Plan). There are some circumstances when accommodations are above and beyond what OLV can implement. If this is the case, the guidance counselor will discuss the alternatives with the child's parent(s) to discuss the next step in helping the student reach his/her potential. At all times, parents must adhere to this policy for their child to receive special accommodations.

HARASSMENT POLICY

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability or handicap, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities.

This policy applies to all students in Archdiocesan elementary, middle, and secondary schools. The Archdiocese neither condones nor tolerates harassment of students, whether engaged in by other students, teachers, administrators, or others. Violation of this policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive environment.

Bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission and the education of any student.

Procedure

Any person who believes that a student is being subjected to harassment should immediately report the suspected harassment to any one or more of the following individuals: the student's teacher, the principal, the Superintendent of Catholic Schools.

Individuals are encouraged to report suspected cases of harassment early, before it becomes severe or pervasive, so that preventative action can be taken. All complaints will be investigated promptly, thoroughly, and impartially, and will remain confidential to the extent possible.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party as the result of the filing or investigation of the complaint is considered a serious violation of this policy and should be reported immediately.

Upon completion of the investigation, the school will take immediate and appropriate corrective action when it has been

determined that this policy has been violated. The complaining party will be advised of the findings and conclusions following the investigation. A report will be forwarded to the Division of Schools for the Baltimore Archdiocese.

HEALTH SERVICES

The giving of medication in school is discouraged, but medication may be given by the school nurse, or another qualified person in her absence when necessary. **THE HEALTH DEPARTMENT REQUIRES A DOCTOR'S WRITTEN ORDER WITH ANY MEDICATION.** Forms may be obtained at the school. A new form is required at the beginning of each school year. A physician's statement is also required for any restricted physical activity. For any children who have any health problems necessitating medication for any reasons, such as bee stings, allergies, sensitivities, or any other reason, please have medication in school in case of an emergency. **All medications are to be kept in the Health Room for the protection of your child, as well as every other child in school. If it is necessary for you to send medication to school for your child please be sure it is clearly marked in his name, the name of the medications, and the amount to be given.**

Should your child become ill, or be involved in an accident that might necessitate doctor or hospital care, the school must first reach a parent. Remember, a doctor may not treat a minor, especially in a hospital, without a parent's consent. The child must be picked up within one hour of the school's notification to parent.

IT IS MOST IMPORTANT THAT YOU INFORM THE TEACHER AND THE NURSE OF ANY CHANGE OF ADDRESS, HOME OR BUSINESS PHONE NUMBERS, OR OF A PERSON DESIGNATED SUBSTITUTE IN AN EMERGENCY. PLEASE DO NOT DEPEND ON ANY CHILD TO TELL US. THE CHILD MAY BE UNABLE TO GIVE US THE NECESSARY INFORMATION.

If you have any problems concerning your child's health in relation to school, please feel free to call the school nurse. For optimum teaching and health care in school, we would like to know of any diseases, illnesses, or health problems that your child may have or may develop. The information is confidential.

All medication must arrive in school with the current prescription label on the container.

Massachusetts Vision Testing is administered in September to grades PreK, 1st, 4th, and 8th by the Baltimore County Department of Health.

A child should remain home for 24 hours if he/she (1) has a temperature over 100 degrees with symptoms; (2) is vomiting; (3) has a rash, which may be infectious; (4) has drainage from eyes or ears; (5) has yellow or green discharge from nose; (6) has a disruptive, productive cough. **Your child may return when he/she is completely free of fever, no longer vomiting, and free of symptoms for at least 24 hours. If they require Tylenol or Motrin to keep their temperature down, they should not be in school. Not only are they still considered contagious, but they are also more vulnerable to picking up yet another illness.** In the event of an infectious illness such as Strep Throat or Pink Eye, students should remain home until they have been on antibiotics for 24 hours.

HIGH SCHOOL VISITATION

Two days are allowed for high school visitations for students in the eighth grade. The school must be notified in advance of these visits. In order for these to be excused absences, a written note from the parent or guardian must be sent to school.

HOMEWORK

Homework is a necessary phase of each child's education. It is the responsibility of the student to see that all assignments are completed and submitted on time. Homework is evaluated on the progress report. **Students in grades 2-8 are required to purchase a homework assignment book from the school and to list the assignments for each subject daily.**

Parents are expected to see that their children fulfill their homework responsibilities in a timely manner. If home assignments cannot be completed because of extenuating circumstances such as sickness of a death in the family, parents are asked to write and sign a letter of explanation to the teacher requesting an extension of time for completion. Each teacher will determine the appropriateness of such an extension of time.

The primary grades (1 and 2) have 30 minutes of home assignments per night. The intermediate grades (3, 4, and 5) have 1 to 1.5 hours per night. The upper grades (6, 7, and 8) may have 2 or more hours per night. Home assignments are a vital part of our educational program. Students are subject to dismissal for non-compliance with homework requirements. Planning ahead by students for team assignments or projects is a study skill that is best learned early in education. Saving major projects until the last minute is problematic for the student.

Students in all grades are to complete homework assignments. Assignments are to be neat, complete, according to directions, and must arrive with the student to class. Homework is not to be delivered by someone other than the student, except in the case of illness. Students are to have the supplies needed for class (pens, paper, books, etc.).

Chronic problems in completing homework are causes for serious concern. Parents are encouraged to seek advice of teachers, administrators, or the school counselor in motivating and structuring the work habits of students who experience difficulty in this area.

Students who do not meet the academic requirements of individual teachers (submission of homework, required signatures, etc.) may be excluded from participation in all after school clubs and special activities held during the day for a period of time (usually until requirements have been met) to be determined by individual teachers. Additionally, once a student has been added to an ineligibility list, it will be his/her responsibility to approach individual teachers for a signature granting reinstatement of eligibility (upon completion of missed assignments, etc.)

The sharing or copying of a student's homework assignment is prohibited. All students are encouraged to fully complete all homework assignments at home. Classroom teachers may elect to issue a demerit for assignments copied in class.

Homework for students absent two or more consecutive days may be obtained by calling the school office prior to 10 a.m. on the second day. Assignments and books may be picked up between 3 and 6 p.m. from the school office.

Our Lady of Victory School operates a website with a link to the Homework Site. The homework site is a resource for students and parents. You can access this site by logging on to www.olvschoolmd.org and clicking on the Homework Site bar at the bottom of the first page. **The Homework Site is not intended to replace information written on the board about homework assignments. Students are still responsible for copying that information into their homework planners.**

LATE/MISSING WORK POLICY (GRADES 5-8): In accordance with the handbook's policy on Homework (page 8), late and missing work will not be accepted for reasons other than excused absence of students. All homework is expected to be submitted when due, and points will be deducted for each day after the due date by which an assignment is late. If any assignment is more than five school days (not class meeting days) late, the teacher will check to see that

an assignment has been completed, but at their discretion will give 10% of the available points for the assignment. It is the students' responsibility to submit the work to the teacher – not the teacher's responsibility to pursue the student for their assignments.

HONOR CODE

Students at Our Lady of Victory are encouraged to follow a Code of Honor in all that they do. Honesty, personal integrity, and Christian values are a basis for this philosophy.

Plagiarism of another student's work is in direct contrast to this Code of Honor, and as a result will not be tolerated. Students in any grade who choose to plagiarize either from a written text, or from the Internet, will suffer a consequence. Parents are asked to review their children's work before it is submitted.

INCLEMENT WEATHER

For all inclement weather situations, we follow the decision of the Baltimore County Public Schools. If they close or open late, Our Lady of Victory will do the same. In the event that the Baltimore County Public Schools are scheduled to be closed during an inclement weather situation, an announcement would be made for Baltimore County Catholic Schools or simply for Our Lady of Victory School screen and will mention Our Lady of Victory School. Our direct contact is with WBAL only. Parents should always exercise their own judgment in deciding whether or not to send their children to school during inclement weather.

When school dismisses early due to inclement weather or any other emergency situation, the After School Program will not operate and all children must be picked up within 30 minutes of the announced closing time. **(NO EXCEPTIONS PLEASE)**. For example, schools closes one-hour early, pick up by 1:50 p.m. Two hours early, pick up by 12:50 p.m., etc. Extended Care late rates **(\$5.00 for every fifteen minutes)** will be charged when students are not picked up within 30 minutes of our closing time.

When school opens late because of the weather, it is usually one or two hours late. Under these circumstances our Before School Program will operate. **It will, however, begin one or two hours later than the normal start time as well.**

When school closes early, you may always pick your child up prior to the new dismissal time. You must, however, report to the school office. Parents are never permitted to be anywhere in the building without permission from the office first. In addition, you must register and receive a visitor pass. No one is permitted to pick up a student unless you have registered them on your emergency form. We will check and require identification. Thanks for understanding.

In addition, please be aware of the following procedures:

1. When possible, a sign will be placed in front of the school in the morning near the church indicating any changes in the schedule.
2. Information will be placed on the school answering machine as soon as it is available. Call the school at (410) 242-3688, at the prompt press 600 to reach our inclement weather mailbox.
3. The Pre-Kindergarten and Kindergarten program will follow any regular school changes (Same as Grades 1-8).
4. When school opens late, regular supervision will be provided 30 minutes prior to the scheduled opening. Please do not drop off at the regular time, as the building will be locked and teachers are not on duty. (Except for the Before School Program)
5. Please remember to have a plan in effect for late openings and early closings. We obtain our information by listening to WBAL-Radio 11 (AM 1090). We do not receive advance notice.

6. OLV sweat wear may always be worn on days that school opens late.

The school will send an email to you in the event that the weather or another emergency would force us to **close early**. Please go to our website (www.olvschool.org) and register your email address if you have not already done so. We are using email as a way of contacting you about emergencies here at school and as a way of informing you about any school newsworthy events. **For inclement weather, it will be used for early dismissals only. Closings will still be announced on the television and the school answering system.**

INSURANCE

At the beginning of the school year an envelope explaining two accident insurance plans is given to each child. If you wish to take either policy, complete the needed information on the envelope and return it to the school. If you do not wish to purchase the policies, please return the empty envelope.

KEYCHAINS/LANYARDS

Realizing that many students need to carry a house key, keychains and lanyards are permitted but must be kept out of sight in a pocket or bookbag. Lanyards may not hang out of pants or skirt pockets. Students seen swinging the long keychains will be asked not to bring them to school. The safety of our students is always of paramount importance.

LEVEL PLACEMENT FOR INSTRUCTION

Children are placed in levels or groups for instruction by the following criteria:

1. Permanent records, including the achievement record and grades
2. Results of standardized tests
3. Personal factors: attitudes, interest, cooperation, etc.
4. Teacher evaluation.

At the end of each marking period (and periodically during a given marking period), students' academic placement may be reevaluated based on their current performance, and grouping changes may be made during the school year. Teachers will meet to consider grouping changes at the end of each school year, and changes may be effected based on academic potential, motivation (as evidenced by willingness to seek help, submit homework in a timely fashion, etc.), and current academic performance. Parents should trust the professional judgment of the teachers who make these decisions solely with the best interests of their children in mind.

LIBRARY

The school library is very well equipped with educational materials and is available to all students.

SPECIAL LIBRARY RULES

1. Students are responsible for all materials that they sign out from the library. Returned materials must be placed in the book return box.
2. Good manners must be displayed at all times.
3. The library will be closed during lunch hour.
4. The library is to be used for selection of materials and research work only. Ordinary work that can be completed in the classroom should not be brought to the library.

5. Damaged or lost library materials are the responsibility of each student.
6. Students will be expected to pay a replacement cost for lost or damaged books.
7. No students are allowed in the library without supervision.

If a book is overdue when progress reports are being distributed, the student will not receive a progress report unless the book is replaced or the replacement cost for the book is paid. The student will be informed ahead of time concerning which book is overdue and its replacement cost.

LOCKERS

Lockers with combination locks are provided for use by students in our middle school (grades 6-8). Students will be permitted to use the lockers only at designated times as explained in the Locker Policy received at the start of the school year. Lockers are property of the school and can be searched at any time. The principal, or designee, shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school. As stated in the Locker Policy, students are NOT to share their locker combinations with other students for any reason.

LOST AND FOUND

Lost and Found articles are kept in the school gym. There is ample opportunity for all students to reclaim lost possessions. Labeled items will be returned as soon as possible. A lost item left for more than two weeks will be given to the poor.

School sweaters and sweatsuits are most frequently lost. Please label your child's sweater, sweatsuit, uniform, and jackets. We would also ask that lunchboxes and bookbags be labeled in order to return them promptly to the owner. If any item is not marked, the teacher will label the item with student's name by the end of September. Any items not picked up by the end of the month will be given to charity.

MESSAGES, TELEPHONE ETC.

PARENTS ARE RESPECTFULLY REQUESTED NOT TO GO TO A CHILD'S CLASSROOM WHILE SCHOOL IS IN SESSION. SHOULD A PROBLEM ARISE WHICH MAKES IT NECESSARY TO SPEAK TO A STUDENT, KINDLY REPORT TO THE OFFICE. INTERVIEWS WITH THE TEACHERS MAY NOT BE HELD DURING CLASS PERIODS OR BEFORE OR AFTER SCHOOL UNLESS ARRANGEMENTS HAVE BEEN MADE WITH THE TEACHER.

MORNING MASS

Attendance at morning Mass is not only permitted, it is encouraged.

NATIONAL JUNIOR HONOR SOCIETY

The Our Lady of Victory chapter of the National Junior Honor Society was established to recognize the outstanding academic achievements of students in the 7th and 8th grades. While it is primarily an honorary organization, the NJHS does provide an incentive for the entire student body to strive for higher academic and personal goals. A cumulative GPA is used for determining

scholastic eligibility. The student must have a minimum of an A average for the past two progress reports prior to the time of consideration for eligibility. For grade 7, first and second trimester grades are considered; for grade 8, the third trimester of 7th grade and the first trimester of 8th grade grades are considered. Conduct and effort grades must be at a minimum of satisfactory to be considered for eligibility. In addition, to be considered for induction, students must complete a minimum of 30 approved service hours as determined by the NJHS Moderator. Once all eligibility factors have been met, inductees will be chosen by a consensus of the faculty council, reviewing the five components of scholarship, citizenship, leadership, character, and service. In the event a student is eligible and not selected for induction, the student will conference with the NJHS Moderator with the purpose of improving the student's future eligibility.

New members of the National Junior Honor Society are selected during the course of each school year. Membership is based on the qualities of scholarship, citizenship, leadership, character, and service and satisfactory Conduct and Effort grades. **Any student whose behavior warrants concern may be denied admission to the N.J.H.S., or may be suspended or removed from the organization.**

OLV – National Junior Honor Society Selection Guidelines

- Candidates must have attended the school the equivalent of one school year
- Membership may be open to qualified students in grades seven and eight
- A cumulative GPA is to be used for determining scholastic eligibility. The GPA requirements must not be the same for Section 1 and Section 2. **Section 1** students should accumulate **14 points** for the first and second trimesters (inclusive of the six major subjects). **Section 2** students should accumulate **12 points** for the first and second trimesters. Students who fall behind scholastic points, but excel in the 4 required areas (Citizenship, Leadership, Character, and Service) may be inducted as honorary members and can hold office.
- No quotas or percentages of members per class can be established.
- All five criteria must be considered in the selection process, though the local Faculty Council determines the weight that any individual criterion receives.
- All local selection guidelines must conform to the national guidelines.

NOTE: Initiation, blackballing, hazing, or the like are expressly prohibited as part of the selection process of any National Junior Honor Society activity. Any chapter found in violation of this regulation risks losing its charter. For this reason, it is suggested that the phrase "Induction Ceremony" instead of "Initiation" be used to refer to the formal presentation of new members to the school and community.

Notification of Inductees - Those students selected and their parents are generally notified promptly and personally by the principal or chapter advisor, or by engraved or printed letters. The letter may also outline some of the duties, responsibilities, or obligations of membership in the National Junior Honor Society. As a courtesy, the chapter advisor or principal should also notify the officers and chapter members of the selection results at an appropriate time. This information should be held in confidence until the formal invitations to the induction ceremony are released.

NON-CUSTODIAL PARENTS

Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or legal

agreement records and other school-related information regarding their children. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders to or legal agreements regarding access to educational records. The school reserves the right to notify the custodial parent of any request to review records. The school **does not** allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

NOTES

Written messages are required for:

ABSENCE - Please note the days and dates of absence and the reason for absences. This note is to be signed by a parent or guardian and presented to the homeroom teacher upon the child's return to school. A consequence will be issued if a note is not turned in to the teacher. You may also email the homeroom teacher.

LATENESS (arriving after 8:20) - The student should present the note to the teacher.

EARLY DISMISSAL - A note on the day of the appointment which states the time of dismissal is necessary. Parents are required to sign out the student in the school office.

UNIFORM - When a student is unable to be in full uniform. Students will **not** be excused from wearing their complete school uniform for more than a day or two without an updated notice to the homeroom teacher. Outgrown shoes or uniforms are to be replaced right away so that the students's dress is in compliance with our Uniform Policy. A detention will be issued for failure to comply.

OUTSIDE RECESS - If a child must stay inside during recess or is unable to participate in Physical Education class.

SPECIAL SITUATIONS - Whenever you feel the school should be alerted to a special situation, e.g. death in the family, the student is going home with another child instead of by bus, etc.

MEDICATION - When a child is taking medications of any kind (**prescription or non-prescription**). A doctor's note is required in order to have the school nurse distribute medications of any kind.

LEAVING SCHOOL GROUNDS - Whenever a child leaves the school grounds for any activity, e.g. field trips, etc.

PARENT - TEACHER COMMUNICATION

Cooperation between parents and teachers is of great importance. Conferences may be requested at any time.

1. Conferences should be requested by the parent or teacher in the form of a note or telephone call, or through the school office, a day or more in advance. In this way a time suitable for both teacher and parent may be arranged and preparation may be made to discuss fully the problem under consideration.
2. **Parents/guardians are not permitted to interrupt teachers either before school or during class hours.**
3. We request that parents not call teachers at home unless the teacher has requested them to do so.

4. Orientation meetings concerning classroom procedures and school regulations are scheduled early in the school year. Parents/guardians are strongly encouraged to attend the Orientation Meeting in September.
5. Scheduled conferences between parents and teachers will be held during the year. Interim progress reports are sent home midway through each trimester. Conferences will be scheduled during the first marking period, and at appropriate times through the school year. Parents are encouraged to request conferences whenever there is a concern about their child's grades or conduct.

The partnership between school and home is facilitated by the cooperation and support of both parents and teachers. Your cooperation and support are necessary for an effective discipline and guidance program. It is important not to place the child in opposition to the teacher, which may result in defiance and disrespect. Comments or disagreement heard or read by the student undermines the authority of parents and teachers. The following guidelines help maintain this partnership.

1. If your child comes home seriously upset about a school situation, we ask you to listen openly to him/her. We caution you not to offer an opinion until you have contacted the teacher involved in the situation. The approach in this situation is one of calm and passive listening. The time taken for this communication will show your interest in the child's viewpoint. At the same time, the need to view the situation as completely as possible requires that the parent confer with the teacher openly.
2. If you disagree with a teacher's action, please express your disagreement and concern directly to the teacher first by making a phone call and requesting a conference. The Assistant Principal will be part of this conference.
3. Interest in your child reinforces his/her interest in school. If you feel that your child is not working to his/her capacity, contact the homeroom teacher in order to schedule a conference with the teachers. Homework is for the child's benefit and should be done completely by him/her. It is most important that the child grow in independent study habits as he/she moves from grade to grade. The most effective means of assisting your child's scholastic growth can be checking homework, reviewing for tests, and inquiring about projects, test results, and school activities.
4. Responsibility is something caught more than taught. If we exemplify responsibility, our children will practice it. We are not always able to communicate personally; therefore we ask you to value any communication and respond promptly if necessary.
5. Request to see test papers. SIGN papers when requested, and return to the teacher.
6. Attend all parent and parent-teacher meetings.

PARKING LOT PROCEDURES

Please follow the instructions of the OLV staff and school safeties as they help to direct traffic in the morning and afternoon. Please drive carefully and courteously at all times.

A.M. Parents are asked not to drive around to the back parking lot after 7:45a.m., as parking places for the faculty and staff are limited. Discharge children as soon as your car comes to a stop either by the sidewalk next to the church or by the orange cones on the large parking lot. **Leave as soon as your children are discharged.** Do not wait until they arrive at their line, play area or enter the building. (Teachers are on duty after 7:50 a.m.)

P.M. Park only in marked spaces. Follow the directions of safety

patrol. The parking lot will not be emptied until most of the children have reached their car. **For everyone's safety, please be courteous and patient.**

PERSONAL PROPERTY

Students of all ages are encouraged to take proper care of their personal supplies, as well as school-owned books and materials. With the exception of labeling with their names and homerooms, students should refrain from writing on their bookcovers, bookbags, and binders. The use of "Wite-Out" or other correction pens for any use other than their specific intended purpose is strictly prohibited.

PHYSICAL EDUCATION PROGRAM

All students are expected to participate in the School's Physical Education Program. A child may be excused only if a note from his/her physician is sent to the teacher of this program. In case of serious injury, surgery, or prolonged illness, a release is needed before the child is allowed to resume physical education.

PROCEDURES FOR RECESS

1. Students are not permitted to bring food from the cafeteria to the play areas.
2. The play area located between the school and the rectory is reserved for the Pre - K and Kindergarten programs during school hours. After school this area is used by the Extended Care Program.
3. **The stream is a definite health hazard and is to be considered out-of-bounds for all. Students are to use the bridge when crossing to the large field.**
4. All grass plots around the buildings are for the beautification of the school grounds. They are not play areas.
5. Student who pick up anything on the school grounds (sticks, rocks, etc.) will be issued a consequence.

PROGRESS REPORTS / INTERIMS

Progress reports are given to students as a record of their progress, indicating their strengths and weaknesses, in order to stimulate them toward greater productivity and academic excellence. They are a reflection of daily work, homework, assignments to help, to encourage, to assist him/her, and thereby to further the child's development. It is a parent's responsibility to keep in close contact with the teachers and monitor academic progress throughout the school year.

Parents are encouraged to attend a Powerschool Parent Access workshop in order to obtain a password that will allow them to see their child's grades in each class. It is a parent's responsibility to keep in close contact with the teachers and monitor academic progress throughout the school year.

CLOSE OF MARKING PERIODS 2011-2012

First Trimester	November 16
Second Trimester	February 16
Third Trimester	To be announced

Final progress reports will be mailed when all financial obligations, including Extended Care, have been met.

RAINBOWS FOR ALL GOD'S CHILDREN

Rainbows for All God's Children is a proven bereavement peer group program run by trained facilitators that offers support for children grades 1-8 who are dealing with a single parent family, stepfamilies, divorce, or a death of a family member. The program is not meant to be long term, nor a replacement for counseling. Students who display behavior that is disruptive or detrimental to the group may be removed from the group by the facilitator/coordinator

SACRAMENTAL POLICIES

Our Lady of Victory Parish has sacramental policies which govern the administration of the Sacraments of Initiation (Baptism, Confirmation and Eucharist) and the sacrament of Penance. In addition to these policies, our parish also follows Canon Law and the regulations and guidelines of the Archdiocese of Baltimore. The Archdiocesan policies for Infant Baptism, First Penance, First Eucharist, Initiation of Children of Catechetical Age and RCIA are found in the document Signs of God's Love, Third Edition 2004. This document was published by the Division of Evangelization and Catechesis. The Archdiocesan policies for Confirmation are found in the document "Seal of the Spirit", Third Edition, 2000. This document was published by the Division of the Religious Education and the Division of Youth and Young Adult Ministry.

To obtain a copy of these policies, contact the Director of Religious Education: 410-242-9533, dre_olv@yahoo.com

SCHOOL STORE

Ordinary school supplies are available each day in the school store. The store operates from 8:10 - 8:25 a.m.

SEARCH AND SEIZURE

The school reserves the right to search school property, a student's belongings and areas under a student's control to enforce school policies, rules, and regulations, and/or to otherwise preserve a safe and orderly learning environment.

STAND: THE PROTECTION OF CHILDREN AND YOUTH

The Archdiocese of Baltimore is committed to providing a safe environment for children entrusted to the Church's care.

Our Lady of Victory follows the policy of the Archdiocese of Baltimore regarding volunteer training and service.

All volunteers and chaperones must complete the Archdiocese of Baltimore Application for Volunteer Service, the Volunteer Criminal History Screening Consent Form and have completed the STAND video training. If a volunteer applicant refuses to complete any part of the screening or training, then he/she cannot serve as a volunteer.

STUDENT COUNCIL

The Student Council of Our Lady of Victory School exists for the students. It helps develop a closer relationship between students and faculty, and an awareness or student responsibility. It builds and fosters school spirit and pride, allows students to become aware of the values of good citizenship and leadership.

The Student Council sponsors dances, trips, parties, movies, athletic contests and other activities for the student body and their families.

Students interested in serving on the council may run for election each September. Two representatives to the Council are elected from each homeroom to attend meetings and keep the homeroom informed of Student Council activities. Officers of the Council are also elected for 1 year terms. The students' Conduct and Effort must be Satisfactory or better to remain on the Council. Students who run for the Council must have the support of the faculty and administration. **Any Student Council member whose behavior warrants concern may be suspended or removed from the Council.**

SUMMER SCHOOL/RETENTION

Students in Grades 1 - 4 may be required to complete remedial work over the summer months as a condition to being promoted to the next grade.

In addition, should a student not satisfactorily complete the required levels in Mathematics and Reading by the end of the school year, he/she may be retained in the grade for the following school year.

Students in grades 5 - 8 with academic failures (less than a "D" average) in the subjects of Mathematics, English, Reading, Science, Social Studies or Spanish will be required to attend an approved summer program before being promoted. Students with more than two (2) failures in the subjects above will not be promoted. In general, students in Grades 5 - 8 who receive more than two academic failures in the same school year are not permitted to enroll in Our Lady of Victory for the next school year.

Each child's promotion or retention will be reviewed on a case-by-case basis. The principal will make this decision in conjunction with the teachers and parents. The principal is the final recourse in all matters of promotion or retention.

TELEPHONE

Telephones are only for the use of the school. Students are not permitted to use any phone except in the case of an emergency and with permission. Parents are requested not to call students or teachers during school hours unless an emergency arises. Students are not allowed to make phone calls concerning afternoon pick-up plans. Parents must inform their children about their plans for pickup each day. If these plans change, please notify the office. These and all other important messages will be delivered to the students.

TESTING

The Stanford 10 Achievement Test and OLSAT-Otis Lennon School Ability Test are administered to all students in grades 3-8 in March. The Olsat measures the cognitive abilities that relate to a student's ability to learn in school. The Stanford 10 assesses the basic curricular objectives in the areas of reading, mathematics, language arts, science, and social studies. The test results become part of the student's transcript. Parents receive a home report with the final Progress Report.

The ACRE (Assessment of Catholic Religious Education), published by the National Catholic Education Association, is a religion test given to all students in Grades 5 and 8. The results are used to assess the effectiveness of the Religion curriculum.

EXTRA SETS OF TEXTBOOKS

As our book fee covers the cost of only one set of textbooks per student, parents who wish to have an extra set for their child to keep at home are encouraged to search on amazon.com, half.com, or a similar site and purchase any duplicate books themselves. Books are often available either new or used, and are rated as to quality and price. The easiest way to search is by using the ISBN (the number in the barcode area on the back of the book).

TRANSFERS

In case of withdrawal of a student from the school, a transfer slip should be requested by the parents to be presented to the new school. Parents are required to sign a release so that scholastic and health records may be forwarded upon request from the new school.

All financial obligations must be completed before any records will be released.

TUITION RATES

The tuition rates for students of Our Lady of Victory School for the 2011-2012 school year are as follows. These rates are for all students in grades Pre-Kindergarten through Eighth Grade.

Registered OLV Parishioners:

One Child	\$4,550
Two children	\$7,850
Three children	\$10,300

Non-Parishioners:

One child	\$5,600
Two children	\$10,850
Three children	\$16,250

Student Activity Fee: \$225

(includes Technology, Art, PowerSchool, Standardized Testing, School Yearbook, and Archdiocesan Fees)

Special Charges

Pre-Kindergarten Supplies	\$70
Kindergarten Supplies	\$65
First Grade Supplies	\$65
Eighth Grade Graduation Fee	\$100

REMINDER

All families receiving the Our Lady of Victory parishioner tuition rate are required to contribute to the church through the use of the church envelope system. An audit of church envelope usage will be conducted regularly. Families who do not support the church through regular envelope use may have their tuition rate adjusted to reflect a non-parishioner status. See Parishioner Ration Tuition Policy on final page.

TUITION REFUND POLICY

In the event that a student withdraws or is expelled from Our Lady of Victory School, tuition plus all fees including the \$300.00 Annual Book fee must be paid for the entire trimester in which the withdrawal or expulsion occurs. Any tuition paid beyond that trimester will be refunded. For this purpose, the school year's trimester's are defined as follows:

1st Trimester	November 16
2nd Trimester	February 16
3rd Trimester	To be announced

TUITION ASSISTANCE - Limited funds are available for those OLV parishioners who have demonstrated a financial need and who are considered eligible. Applications will be distributed annually. All information received is strictly confidential. Please contact Our Lady of Victory Church Rectory at (410) 242-0131 for more information.

UNIFORMS

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of neatness and grooming that does not interfere with the health and safety of themselves or others and does not interfere with the educational process or religious dimension of the school. Each student in grades Pre-K - 8 is expected to be in a clean and complete uniform each day. Parents are asked to support all uniform policies and to see that the children come properly dressed to school each day.

School uniforms **must** be purchased from Dennis School Uniforms located at 1110 C North Rolling Road, Catonsville, MD 21228 (410) 869-4682, or online at www.Dennisuniform.com.

Hair Policy - Hair must be neat, clean, and well groomed. Extreme hair styles are not permitted for boys or girls. **The school reserves the right to determine what constitutes an "extreme" style.** Razor cuts, mohawks, and bowl haircuts are strictly forbidden. Boys may **not** wear their hair in braids or twists. Boys' hair length may not be excessive. It should not touch the shirt collar or hang below the eyebrows, or in any way draw attention to the student. Students who are not in compliance will be asked to have the hair promptly re-cut or re-styled within one week. **It is strongly advisable to contact the administration prior to making an appointment for the new haircut or re-styling in order to avoid additional expense.**

SCHOOL UNIFORMS

Students in Pre-K - 8 are required to wear the Our Lady of Victory School uniform beginning on the first full day of school. All uniforms MUST be purchased from Dennis School Uniforms in Catonsville, (410) 869-4682.

The school uniform, be it the summer, winter, or gym uniform, is to be worn with pride. A well-groomed, neat appearance bespeaks a student ready to learn. As students grow older they may assume responsibility for the care of their uniforms. In the lower grades, parents are to monitor the way the students are groomed.

FALL/WINTER UNIFORMS:

BOYS:

Navy blue trousers
Plain dark belt (black, brown, blue) no fad or large buckles
Socks -- Navy blue crew socks only (low cut socks are not permitted)
Low-cut, soft soled school shoes in black, brown, tan buc (Ex. loafers, Docksidiers, Bass). Boots, Doc Martins are not permitted.
Tennis shoes are only permitted on gym days.
Shirt (Gr. 1-5) Light blue Polo with OLV logo
Shirt (Gr. 6-8) Light blue Oxford with OLV logo
Tie (Gr. 6-8) Solid navy blue
Sweater (optional) Navy blue V-neck or vest with OLV logo

Full uniform includes having shirts tucked in at all times so that belt can be seen, and pants worn correctly at the waist.

GIRLS:

OLV Plaid Jumper (Gr. 1-5) 174-3D
OLV Plaid Skirt or Skort (Gr. 6-8) 134-3D, 148-3D
Blouse (Gr. 1-5) White round collar with OLV logo
White turtleneck or mock turtleneck with the OLV logo. The turtleneck *may* be worn in winter months in place of the oxford shirt or the blouse; it must be worn with the sweater or the sweater vest except on gym days when it must be worn with the OLV sweatshirt.
Blouse (Gr. 6-8) White Oxford with OLV logo
Sweater (Gr. 1-5) Navy blue crew cardigan with OLV logo (optional)
Sweater (Gr. 6-8) Navy blue V-neck or button vest with OLV logo (optional)
Socks/Tights --Navy blue knee highs or navy blue tights only (no hose or low cut socks)
Soft soled school shoes in navy, black tan buc or brown (Ex. Bass, Docksidiers, Loafers, Mary Janes, Saddle shoes). Boots, clogs, sandals, heels, and Doc Martins are not permitted. Tennis shoes are only permitted on gym days.
Full uniform includes having blouses tucked in at all times. Excessive "blousing" of the shirt or rolling of the waistband on skirts is not permitted. Jumpers and skirts/skorts should not be worn more than 2 inches from the knee.

SUMMER UNIFORMS: (Start of school year and late spring)

The summer walking shorts may be worn at the start of the school year and in late spring. When preferred, the girls may choose to wear the jumper or skirt with the white oxford blouse instead of shorts on non-gym days. Girls may choose to wear blue knee high socks or white crew socks during the days that the summer uniform is in effect.

BOYS:

Navy blue walking shorts with plain dark belt
Light blue Polo shirt with OLV logo
Plain white crew sock (no logo or stripes) NO low cut sport socks, socks must cover the ankle; students must not wear "no-show" socks.
Soft soled school shoes (tennis shoes may only be worn on gym days)

GIRLS:

Navy blue walking shorts with plain, dark belt
White Polo shirt with OLV logo
Plain white crew socks (no logo or colored decoration) NO low cut sports socks, socks must cover the ankle; students must not wear "no-show" socks.
Soft soled school shoes (tennis shoes may only be worn on gym days)

GYM UNIFORM BOYS AND GIRLS:

Regular high-top or low-cut (no over-sized) tennis shoes in white; or white and black; or white and blue; or black. The shoe policy will be strictly enforced. Shoelaces must be white or black.
Plain white crew socks (no logo or stripes) that cover the ankle. Socks may not be rolled.
Navy blue walking shorts (summer uniform shorts for warm weather) or
Navy blue sweatpants with OLV logo (for cooler weather)
Girls: white Polo with OLV logo
Boys: light blue Polo with OLV logo

Navy blue sweatshirt with OLV logo for cooler weather
In winter months, students may choose to wear the white turtleneck (with the OLV logo) under the sweatshirt, instead of the polo shirt, for added warmth.

Note: The OLV Polo shirt must be worn under the OLV sweatshirt.

Please note that the use of sweatpants must be discontinued when the use of the summer uniform is in effect.

Parents are asked not to purchase oversized sweatwear.

Students not dressed in the complete gym uniform may be issued a consequence. A student's gym grade will be affected adversely if there is a high frequency of non-participation in class due to uniform infractions.

UNIFORM SPECIFICS

1. Students are expected to remain in full compliance with uniform policy from the time they leave their car in the morning until they get into their car in the afternoon. **Mark all clothing clearly with the child's name.**
2. Any form of make-up is not permitted. Nail polish must be clear. Any form of artificial nails (acrylics, press-on nails, etc.) are prohibited without the written consent of the administration. Students will be asked to have such nails removed if in violation of this rule.
3. All shoes must comply with the uniform code. Black athletic (rubber soled) shoes may not be worn to school except for Gym. Shoe boots are not allowed. For safety reasons, girls may not wear shoes with a heel of more than 1" in height.
4. Earrings for boys are not permitted. Girls may wear post earrings only. No hoops or dangling earrings may be worn for safety reasons. Girls may not wear multiple earrings in each ear. Body piercings are strictly prohibited.
5. Jewelry is not permitted with the exception of a ring (one per hand), watch, and religious medal. No exceptions.
6. Plain white (no decals, pictures, words, etc.) undershirt may be worn under the uniform. Undershirts or t-shirts of any other color are not allowed.
7. Skirts may not be rolled at the waist.
8. Long sleeve shirts and blouses are to be extended and buttoned.
9. Boots are permissible only during inclement weather.
10. **Uniforms are to be sized appropriately. Oversized faddish styles are not acceptable.**
11. Boys and girls are not permitted to "blouse" their shirts or blouses over the waistband. Shirts and blouses must be tucked into pants or skirts.
12. Pants and sweatpants must be worn at the waist. Detentions will be issued to students who attempt to wear the uniform pants below the waist and hips.
13. Extreme Hair coloring is prohibited.
14. Boys in grades 6-8 who come to school without a tie will be required to rent one from the nurse's office for 50¢ a day. Consequences will be issued for frequent school tie rentals.
15. Any student in Grades 5-8 in violation of the uniform policy will be issued a uniform infraction notice form to be signed by a parent or guardian and returned to the issuing teacher the next day. With the second violation, a detention will be issued by the homeroom teacher.
16. Shoelaces must be kept tied at all times.
17. Sunglasses are not to be worn in the building.

These specifics are a sample of our uniform expectations. They cannot possibly cover every area. The administration will remain the final judge of appropriate clothing and appearance and their decision will be final. Thank you for your cooperation

DRESS CODE FOR NON-UNIFORM DAYS:

On special occasions throughout the year students in grades Pre-K - 8 will be invited to dress out of uniform. Students are reminded not to abuse the privilege. As always, a neat, clean appearance is required. All clothing should be appropriate and in keeping with the Christian dimension of our school, so as not to interfere with the educational process. Parents are asked to support our uniform and non-uniform day dress codes and to help the students make good choices.

The following is a partial list of inappropriate dress. This list is not meant to be complete as other styles of dress may also be inappropriate:

- Bare midriffs
- Halter and tube tops
- Tank tops
- Low cut tops
- Tightly fitted or revealing clothing
- Short shorts or extremely short skirts (in the opinion of the administration)
- Flip flops
- Hats
- Earrings for boys
- Hoops or dangling earrings for girls
- Sunglasses

Any article of clothing or personal items with artwork or messages that are considered suggestive, profane, discriminatory, or inappropriate for an OLV student may not be worn. When in doubt, do not wear it to school. Students wearing inappropriate clothing, in the opinion of the administration, will not be permitted to attend classes until that clothing has been changed. Parents will be notified in this event.

COMPUTER PROGRAM

In addition to the classroom computers, Our Lady of Victory School has a full time computer center. This center is used by all students in Pre-K through eighth grade. In addition, students may utilize the computer center during lunch, recess and after school when teacher supervision is available.

Our Lady of Victory School operates a school website. This website includes a link to the Homework Site where students can look up assignments for their classes. Students and parents are encouraged to visit the site (www.olvschoolmd.org) for information on homework, school activities, lunch menu, etc.

All students are responsible for appropriate behavior on the school's computer network. The use of the network is a privilege, not a right, and may be revoked if abused. Students will be asked to comply with specific rules for using the Internet World Wide Web as determined by the computer teacher. Parents and students will be asked to sign a statement of agreement in the early weeks of the school year. Please refer to OLV's Internet Guidelines for specific details. Our Lady of Victory School will be responsible for teaching students about these guidelines and for supervising and guiding student access to the Internet.

VALUABLES

Students are not allowed to bring valuables of any kind to school or to morning and after school care. (See exception for Grades 7 and 8 under "Extended Care.") These would include, but would not be limited to the following:

- Audio recording devices such as tape players, CD players, IPODS, IPADS
- Laser pointers

- Electronic games and toys (such as Gameboys)
- Excessive amounts of money (cash or coin)
- Other

A consequence will be imposed if a student chooses to violate this regulation.

VISITORS:

In order to maintain a safe environment for our students, all school doors will remain locked during the school day. **All visitors MUST report to the school office upon arrival to receive an identification badge before visiting other parts of the school building during the regular school day.**

Parents are asked not to pick up children from the classroom at dismissal, but instead to wait outside for the teachers and children.

VOLUNTEERS:

All volunteers and chaperones are required to complete the Archdiocese of Baltimore Applications for Volunteer Service, the Volunteer Criminal History Screening Consent Form and have completed the STAND video training. If a volunteer applicant refuses to complete any part of the screening or training, then he/she cannot serve as a volunteer or chaperone.

EXTENDED CARE

Before school and after school care is available for our parents' convenience.

Before School Care -	7:00 to 7:50 a.m.	
	\$2.25 per day.	
After School Care -	12:30 - 3:00	\$7.00
	3:00 - 4:30	\$5.75
	4:30 - 6:00	\$4.50

A LATE FEE WILL BE CHARGED AFTER 6:00 P.M.

A late fee of \$5.00 for the first 15 minutes after 6:00 p.m. will be charged. A fee of \$10 will be charged for every 15 minutes (or fraction thereof) after 6:15 p.m.

After school care is billed monthly for the parent's convenience. Payment is due upon receipt of the monthly billing calendar. When an Extended Care account becomes past due, a \$10 per month late fee will be assessed until paid. In addition, parents will need to seek alternative after school child care for their children until the past due balance is paid.

Students who are enrolled in the Extended Care programs (either before or after school) will be expected to follow the school rules of good conduct and respect for authority, as well as respect for others. The administration, if necessary, will suspend a student from the program for misconduct reasons.

Students enrolled in the after school program are expected to report promptly to their designated classrooms when announcements are made at dismissal. **THEY SHOULD NOT REPORT OUTSIDE.** Cell phones must be turned off during Extended Care. Children can be contacted through the office. Parents cannot call children to come outside; they must be signed out.

The use of electronic devices is a privilege reserved for 7th and 8th grade Extended Care. No other children will be allowed to have them. They will be confiscated if they are brought out during the school day. Electronics belonging to and/or being used by students younger than 7th grade will be confiscated and may be picked up by a parent at the end of the day.

NOTICE OF NON-DISCRIMINATORY POLICY OUR LADY OF VICTORY SCHOOL

“Whereas: The Philosophy of Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message to love and to respect the right of all people.

It is the policy of the Archdiocese School Board that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national ethnic origin in the administration of their educational policies, admissions policies, scholarship and loan programs, athletic and other school administration programs.

It is the policy of the Archdiocesan School Board that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate against any applicant or employee because of sex; and shall not discriminate against any student because of sex in any education program and activity.”

NOTICE OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan, please contact: Thomas E. Riddle, Principal at (410) 242-3688.

OUR LADY OF VICTORY SCHOOL PARISHIONER RATE TUITION POLICY

These policies were formulated by a joint committee made up of members of our School Board and Pastoral Council in consultation with our Parish Staff

1. The family must be **Roman Catholic and registered with the Parish**. All students receiving the Parishioner Rate of Tuition must be baptized Roman Catholics and members of the Parish.
2. We extend a preferred tuition rate to those families who demonstrate that they are interested not only in the academic programs, **but also participate in the spiritual and communal life of the parish as well**.
3. **WEEKLY MASS ATTENDANCE IS EXPECTED**. This expectation is not something new to the people of the Catholic Church.
4. As a family registered at Our Lady of Victory, you will receive contribution envelopes on a monthly basis. We ask that you use these envelopes when you attend Mass. **While there is no minimum amount of donation expected, your support is essential to the well being of the parish**.
5. We realize that there may be times during the year (including the summer months) when you and your family are away from the area due to family **vacations, emergencies, illness, and so forth, and you are unable to attend Mass at Our Lady of Victory**.
6. Attendance will be tracked by the use of the offertory envelopes. Multiple envelopes turned in on a particular Sunday are counted as **one week's attendance, unless you choose to write or attach an explanation**. Your understanding with regard to this policy is appreciated. It is not our intent to offend anyone. We simply wish to track attendance.
7. Envelopes are accepted **during the offertory collection ONLY**. Envelopes received outside of Mass will not count toward your annual Mass attendance.
8. **There will be two reviews conducted per year on the family's Mass attendance**. Reviews will be conducted in January and June. The January review will give each family a chance to see where they stand, and a chance to improve their attendance if necessary. The June review will advise each family of their "status" for the coming school year.
9. If a family loses their preferred rate status, **they may be reinstated the following school year** by adhering to our policies **DURING THE YEAR** they have lost their preferred rate of tuition.
10. **Please remember that your family's presence at worship and in parish life enriches the well being of the parish. Your absence diminishes the well being of the parish. The value of our communal life is an important value to instill in your children.**

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 School Supply Sale 1:00 - 5:00 p.m.	19	20
21	22 Archdiocesan Convocation Professional Day	23 Professional Day	24 Professional Day	25 New Student Orientation and Social School Supply Sale	26 School Closed	27
28	29 12:30 p.m. Dismissal First Day of School A	30 12:30 p.m. Dismissal	31 First Full Day of School Summer Uniforms Required C			

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 D	2 12:30 p.m. Dismissal Back-To-School Mass 9:00 a.m.	3
4	5 Labor Day School Closed	6 E	7 NJHS Ice Cream Day F	8 Back-To-School Night 6:00 p.m. Gr. Pre-K to 4 HSA Meeting 7:00 p.m. A	9	10 HSA Middle School Mixer 7:00 p.m.
11	12 B	13 Back-To-School Night Gr. 5-8 6:30 p.m. C	14 D	15 E	16 Parent Access Open	17
18 Catechetical Sunday	19 F	20 A	21 B	22 C	23 Faculty Bingo Night	24
25	26 D	27 School Board 7:00 p.m. E	28 NJHS Donut Day F	29 A	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<i>1</i>
<i>2</i> ACRE Testing for Gr. 8 this week	<i>3</i> B	<i>4</i> C	<i>5</i> T1 Interims Distributed D	<i>6</i> HSA Board Meeting 7:00 p.m. E	<i>7</i> Feast Day Mass 9:00 a.m.	<i>8</i>
<i>9</i> Open House	<i>10</i> Professional Day School Closed	<i>11</i> F	<i>12</i> NJHS Donut Day A	<i>13</i> B	<i>14</i>	<i>15</i>
<i>16</i> Archdiocesan Accreditation This Week	<i>17</i> C	<i>18</i> D	<i>19</i> E	<i>20</i> F	<i>21</i>	<i>22</i>
<i>23</i>	<i>24</i> A	<i>25</i> B	<i>26</i> C	<i>27</i> Race For Education D	<i>28</i> Faculty Retreat Professional Day	<i>29</i>
<i>30</i>	<i>31</i> Halloween E					

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 All Saints Day Mass 9:00 a.m.	2 Race For Education Rain Date	3 HSA Board Meeting 7:00 p.m.	4 Professional Day School Closed	5 HSA Quarter Auction
		F	A	B		
6	7 Grandparents' Luncheon Gr. 3-4	8	9 Grandparents' Luncheon Gr. 5-6	10 Grandparents' Luncheon Gr. 7-8	11 Grandparents' Luncheon Gr. Pre-k - 2	12
	C	D	E	F		
13	14	15	16 End of T1 NJHS Donut Day	17 HSA Meeting 7:00 p.m. Open House	18	19
	A	B	C	D		
20	21	22 School Board 7:00 p.m.	23 12:30 p.m. Dismissal Extended Care Open Prayer Service 9:00 a.m.	24 School Closed Thanksgiving Day	25 School Closed Thanksgiving Holiday	26
	E	F	A			
27	28	29 T1 Progress Reports Distributed	30 Pixie Workshop			
	B	C	D			

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<i>1</i> HSA Board Meeting 7:00 p.m. Pixie Workshop E	<i>2</i> Pixie Workshop	<i>3</i> HSA Breakfast With Santa 8:00 a.m.
<i>4</i>	<i>5</i>	<i>6</i> Sacrament of Reconciliation	<i>7</i> NJHS Donut Day	<i>8</i> Feast Of The Immaculate Conception Mass 9:00 a.m.	<i>9</i>	<i>10</i>
	F	A	B	C		
<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i> Primary Christmas Program 6:45 p.m.	<i>15</i> Primary Christmas Program 1:15 p.m.	<i>16</i>	<i>17</i>
	D	E	F	A		
<i>18</i>	<i>19</i>	<i>20</i> 12:30 p.m. Dismissal	<i>21</i> Christmas Vacation School Closed	<i>22</i> Christmas Vacation School Closed	<i>23</i> Christmas Vacation School Closed	<i>24</i>
	B	C				
<i>25</i> Christmas Day	<i>26</i> Christmas Vacation School Closed	<i>27</i> Christmas Vacation School Closed	<i>28</i> Christmas Vacation School Closed	<i>29</i> Christmas Vacation School Closed	<i>30</i> Christmas Vacation School Closed	<i>31</i>

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2 Christmas Vacation School Closed	3 School Reopens D	4 E	5 HSA Board Meeting 7:00 p.m. F	6	7
8	9 A	10 B	11 C	12 D	13 Martin Luther King, Jr. Prayer Service	14
15	16 Martin Luther King, Jr. Day School Closed	17 E	18 NJHS Donut Day F	19 HSA Meeting 7:00 p.m. T2 Interims Distributed A	20	21
22	23 B	24 School Board 7:00 p.m. C	25 D	26 E	27	28
29 Catholic School Week	30 Catholic School Week Mass 9:00 a.m. F	31 Career Day A				

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i> No Homework Night Open House 9:00 - 11:30 a.m. B	<i>2</i> HSA Board Meeting 7:00 p.m. C	<i>3</i> 12:30 p.m. Dismissal Extended Care Open Faculty/Student Appreciation Day	<i>4</i>
<i>5</i> ACRE Testing Gr. 5	<i>6</i>	<i>7</i> Exams 7-8	<i>8</i> Exams 7-8 NJHS Donut Day F	<i>9</i>	<i>10</i>	<i>11</i>
<i>12</i>	<i>13</i>	<i>14</i> Valentine's Day	<i>15</i>	<i>16</i> End of T2	<i>17</i> Professional Day	<i>18</i>
<i>19</i>	<i>20</i> President's Day School Closed	<i>21</i> Shrove Tuesday Pancake Supper	<i>22</i> Ash Wednesday Prayer Service 10:00 a.m.	<i>23</i> 3 on 3 NJHS Basketball	<i>24</i> 3 on 3 NJHS Basketball Gr. 2-3-4 Reconciliation Service	<i>25</i>
<i>26</i>	<i>27</i> T2 Progress Reports Distributed	<i>28</i>	<i>29</i>			
	C	D	E			

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 HSA Board Meeting 7:00 p.m.	2 Gr. Pre-K - 1 Reconciliation Service	3
				F		
4	5	6 Gr. 3-8 Standardized Testing	7 Gr. 3-8 Standardized Testing	8 Gr. 3-8 Standardized Testing	9 NJHS Induction Ceremony	10 Confirmation Retrat
	A	B	C	D		
11 Gr. 3-8 Standardized Testing	12	13	14	15 HSA Meeting 7:00 p.m.	16	17 St. Patrick's Day
	E	F	A	B		
18	19	20	21 NJHS Donut Day	22	23 Reconciliation Gr. 5-8	24
	C	D	E	F		
25	26	27 School Board 7:00 p.m.	28	29	30 Stations of the Cross 1:50 p.m.	31 NJHS Dinner Theater
	A	B	C	D		

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Palm Sunday	2 E	3 F	4 12:30 p.m. Dismissal Extended Care Open A	5 Holy Thursday School Closed	6 Good Friday School Closed	7
8 Easter Sunday	9 Easter Break School Closed	10 Easter Break School Closed	11 Easter Break School Closed	12 Easter Break School Closed	13 Easter Break School Closed	14 HSA Spring Dance
15	16 School Reopens	17	18 NJHS Donut Day	19 HSA Board Meeting 7:00 p.m. T3 Interims Distributed	20	21
22	23 F	24 A	25 B	26 C	27	28
29 Special Dress-Up Activities All Week Spirit Week	30 D					

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 NJHS Ethnic Festival	3 HSA Board Meeting 7:00 p.m. May Procession	4 Parent Appreciation	5 HSA May Festival
		E	F	A		
6	7	8 NJHS Talent Show	9	10	11 Field Trips Gr. 5 - 8 Games Day Gr. Pre-K - 4	12
	B	C	D	E		
13 Mother's Day	14	15	16 NJHS Ice Cream Day	17 HSA Meeting 7:00 p.m.	18 Games Day Gr. 5 - 8	19
	F	A	B	C		
20	21	22 Exams 8	23 Exams 8	24	25 12:30 p.m. Dismissal Extended Care Open	26
	D	E	F	A		
27	28 Memorial Day School Closed	29 Graduation Party Graduation Practice 9:00 a.m. School Board 7:00 p.m.	30 Graduation Practice 9:00 a.m.	31 Graduation 6:00 p.m.		
		B	C	D		

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<i>1</i> Exams 7	<i>2</i> NJHS Semi-Formal
<i>3</i>	<i>4</i> Exams 7 E	<i>5</i> F	<i>6</i> Closing Ceremony for Pre-K and Kdg. Dismissal 12:30 p.m. Extended Care Open A	<i>7</i> Dismissal 12:30 p.m. Extended Care Open B	<i>8</i> Dismissal 10:30 a.m. Mass 9:00 a.m. Tentative Last Day of School	<i>9</i>
<i>10</i>	<i>11</i> Professional Day	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>
<i>17</i> Father's Day	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>
<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>

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