

Dear Students:

This handbook has been designed with you in mind. You are expected to know and follow the procedures that have been established. We hope that it will help you to better understand your school, its purpose and its goals.

The faculty and staff are dedicated to providing you with a quality Catholic education. We are interested in you, we care about you, and we are committed to sharing with you the ideals of Christian living. We ask you to remember that your experiences at Our Lady of Victory Catholic School depend upon the effort you extend and will be as productive and rewarding as you wish to make them. We ask you to sign your name to the contract in the back of the Handbook acknowledging that you understand the rules and procedures of our school and that you intend to follow them.

The Administration and Faculty of OLV

Dear Parent(s)/guardian(s):

The success of any school depends upon the cooperation of all people involved. You have been wonderfully cooperative and supportive of OLV School and we are most grateful. The information in this handbook has been prepared with the hope that it will provide you with answers to some of the questions you have concerning procedures necessary for the smooth functioning of our school. We ask you to review this handbook with your children so that they will be aware of their responsibilities as students at OLV School. It is essential that cooperation and mutual understanding exist between parent(s)/guardian(s), teachers and administration.

Our success will be measured by the extent to which our children grow in Christian awareness and responsible living. We pray that together we may be instrumental in shaping the future Christian leaders and citizens of tomorrow.

We ask you and your children to sign the contract at the back of this handbook to indicate your support of the rules and procedures stated. Please return it to the school office by the Friday of the first week of the school year.

Thank you for your support and for the enthusiasm that you bring to our school.

The Administration and Faculty of OLV

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## INTRODUCTION

Our Lady of Victory Catholic School opened in September of 1963. Education is provided for children in Preschool through Middle School. The school is affiliated with Our Lady of Victory Parish in State College and is a part of the Altoona-Johnstown Diocese. The faculty at Our Lady of Victory Catholic School consists of lay teachers who are certified by the Commonwealth of Pennsylvania. In addition, all members of the faculty are required to attend Diocesan Master Catechist classes and participate in on-going professional development.

The selection of teachers is based upon high academic, social and spiritual values, and dedication to the ministry of teaching. Teachers must project a philosophy that is consistent with the philosophy of the school and be positive role models to the students.

There are four organizations associated with Our Lady of Victory Catholic School: the School Council, the Athletic Council, the Booster Club, and the Parent Teacher Guild. As a parent/guardian, you are encouraged to join the PTG and the Booster Club and attend their meetings. School concerns may be submitted in writing to the School Council and Athletic Council and for their consideration. These organizations are governed by written by-laws which you may preview by contacting the president of either group or the school principal.

### Mission Statement of Our Lady of Victory Catholic School

The mission of Our Lady of Victory Catholic School is to integrate Catholic truths, values and attitudes with the intellectual, emotional, social, spiritual and physical development of our students. Our Lady of Victory Catholic School is committed to preparing children to live in the world as caring, productive citizens, life-long learners, and witnesses of Jesus Christ.

### Philosophy of Our Lady of Victory Catholic School

Our Lady of Victory Catholic School is an integral component of the total educational mission of Our Lady of Victory Parish. The fundamental purpose of the Catholic school is to teach as Jesus taught. This involves a commitment to truth, love, and respect. In doing this, the staff of Our Lady of Victory Catholic School strives to impress the image of Jesus upon the lives of our students and their families. Through the Christian training and growth, which Our Lady of Victory Catholic School nourishes, a Faith Community emerges and thrives with constant care. This Faith Community inspires the Catholic Community and society as a whole through prayer and service. While our school program is faith-oriented, our concern for academic excellence is of paramount importance. We provide an eminently qualified staff who is dedicated to imparting the best intellectual, moral, social, and physical direction to the students. We continually improve and modify our instructional strategies to meet the needs of the students so they can develop their God-given talents and live with dignity and fulfillment. We strive to prepare them for their future endeavors and their ultimate spiritual destiny – the salvation of their souls. The disciplines, the values, and the standards at Our Lady of Victory Catholic School are guided by the teachings of the Gospel. We believe that our program will be of great influence to each individual and to the whole community.

## General Policies

General school policy is determined by the Education Office of the Diocese of Altoona-Johnstown. Our Lady of Victory Catholic School follows and implements these policies through discussions among faculty, staff, and/or parent(s)/guardian(s). These policies are explained to parent(s)/guardian(s) and students through formal and informal communications. Principal Updates and other communications from the school office should be retained throughout the school year since they may contain clarification of school policies and procedures.

### Admissions

All children, regardless of race, color or national origin are eligible for admission to Our Lady of Victory Catholic School. However, Catholic children may be given preference on the basis that our Catholic parishioners are the main source of support for our system.

Children entering Kindergarten must be five by August 31

Children entering First Grade must be six by August 31

Students transferring from another school will be enrolled subject to a three-month probationary period. Pennsylvania law, Section 1 305-A states, "Whenever a pupil transfers to another school entity, a certified copy of the student's disciplinary record shall be transmitted to the school entity to which the pupil has transferred. The school entity shall have ten (10) days from receipt of the request to supply a certified copy of the student's disciplinary record. Permission of the parent, guardian or other person having control or charge of the student shall not be required for transfer of the individual's student record to another school entity within this Commonwealth or in another state in which the student seeks enrollment or is enrolled."

### Registration

Priority registration for the following school year is scheduled from the first Monday of February until the second Friday in March. Registrations are accepted and positions are filled based on the following priorities:

1. currently-registered preschool student
2. sibling already registered
3. member of OLV or Good Shepherd Parish
4. member of another Catholic parish
5. non- Catholic

After the priority registration period, positions are filled in the order in which the registrations are received. If at any time during priority registration there are more registrations than available positions, a lottery is used to fill positions and create a wait list. International students must possess a student visa and an I-20 for consideration for enrollment. No exceptions will be made.

A completed application consists of the following:

1. Completed registration form
2. Immunizations (up to four months prior to start of school)
3. Copy of birth certificate or passport
4. Copy of baptismal certificate
5. Non-refundable registration fee

### Tuition, Fees, and ASAP Payments

Each student at Our Lady of Victory Catholic School pays one of two tuition amounts: the fee for Catholic students or the fee for non-Catholic students. Tuition rates and fees applicable fees are published each year in the spring. Tuition booklets are provided for your convenience. They will be sent home in the packets on the first day of school. Those who would like to pay above the minimum tuition fee may make a voluntary contribution. The per-pupil cost is published yearly. This contribution is tax deductible. Payments may be mailed to the school, sent to school with your child, or dropped off at the school office. Checks should be made payable to Our Lady of Victory Catholic School. Please review the following Tuition Collection Policy.

1. Any family who pays tuition and fees in full by November 1, will receive a 2% discount.
2. Half-day Kindergarten students may begin attending Full-day Kindergarten at any time during the school year. Full tuition will be assessed for any part of the month attendance begins.
3. Tuition is collected for the annual amount over a ten-month period from September through June. Payment is due on the 6th of the month (with the September payment due on the Friday of the first full week of school). The following policies apply to both tuition and fees.
4. Late notices are sent to each family approximately two weeks after the due date. A late fee will be assessed on all payments made after the due date.
5. If payment is not received after late notices are sent, phone calls are made approximately two weeks later.
6. If tuition, fees, ASAP charges and/or library fines are two or more months overdue at the time report cards are issued, the report cards will be held in the school office until payment is received or arrangements are made for future payments. If your family's financial situation makes it very difficult to pay the tuition on time, please notify the school office. We will negotiate a schedule of payments to fit your family's needs.

To receive a Report Card for:

First Marking Period  
 Second Marking Period  
 Third Marking Period  
 Last day of school

Tuition and fees must be paid through:

September  
 November  
 February  
 Last day of school

7. Families must pay all tuition, fees, ASAP charges and/or library fines in full by the last day of school to receive the end of the year report card and diploma (if applicable). In addition, for students leaving OLVCS, permanent records will not be forwarded to the new school until all tuition and fees are paid in full.
8. All unpaid balances for tuition and fees will be forwarded to the following school year.
9. For families withdrawing students before the end of the school year, tuition will be reimbursed as follows.
  - A. Families who pay tuition in full will receive:
    - 60% reimbursement for students withdrawing before the end of the first marking period.
    - 40% reimbursement for students withdrawing before the end of the second marking period.
    - 20% reimbursement for students withdrawing before the end of the third marking period.
    - No reimbursement for students withdrawing before the end of the fourth marking period.
  - B. Families who pay tuition monthly will pay for each month the student is enrolled regardless of the number of days in the month.
  - C. Book and Technology Fees and tax deductible contributions are not subject to reimbursement.

#### Book/Materials and Technology Fees

Each student at Our Lady of Victory Catholic School is assessed an annual Book/Materials fee. This fee is used to purchase a variety of consumable workbooks, assignment books and classroom sets of instructional magazines. Each student is assessed an annual Technology Fee. This fee is used to maintain the technology infrastructure of the school's network and internet connectivity. Although these fees are added to the annual tuition and their payment is distributed over ten months, these fees must be paid in full for each student regardless of their length of enrollment.

#### School Day and Year

Our Lady of Victory Catholic School maintains a school year of 180 days in accordance with the Diocesan guidelines.

- Grades K - 8 begin at 8:00 AM and dismiss at 2:10 PM
- Half-day Kindergarten begins at 8:00 AM and dismisses at 11:00 AM
- After School Activities Program (ASAP) begins at 2:10 PM and dismisses at 5:30PM

#### After School Activities Program (ASAP)

This program is available for students beginning in Kindergarten. Care is provided immediately following the school day until 5:30 PM on days when school is in session. Activities will include supervised play, snack, homework time, educational games, videos and television. Children may bring their own snacks or purchase snacks. Students will be taken on an occasional basis if space permits, and the office is notified one week in advance. The After School Activities

Program is canceled on early dismissal days and on days the school is dismissed early due to inclement weather. Contact the school for registration information and cost.

#### Use of School Grounds

In the interest of safety, unsupervised students must not be on the school grounds. The administration, faculty and staff of Our Lady of Victory Catholic School are not responsible for your children before 7:30 AM and after 2:10 PM, unless participating in a school sponsored program. We encourage parents to use the After School Activities Program offered at Our Lady of Victory Catholic School, or to make other child care arrangements to ensure the safety of their child(ren).

#### Transportation

The State College Area School District, the Bellefonte Area School District, the Bald Eagle Area School District and the Penns Valley Area School District provide bus transportation. Busing is provided for our calendar year even for those times when our school year is not the same as the other public schools. If you are uncertain about your child's eligibility to obtain bus transportation, please contact the school office. OLVCS bus schedules are published in the School Edition of the Centre Daily Times under the SCASD busing schedule. Students transported by other districts should contact their district's transportation office. Kindergarten students are given their return bus assignments at the August orientation.

Please note: A child may ride only on a bus provided by the school district in which the child resides. So, when arranging "play dates", please remember that your child may ride the bus home with a friend only if the friend resides in the same school district as your child.

#### Morning Arrival

##### Students Arriving by Bus

Those students arriving by bus will enter the school through the auditorium where they will wait, under the supervision of a teacher, for the 7:50 AM school bell. At that time, they will be dismissed to go to their classrooms where their teachers will be waiting for them. They are to remain in their classrooms until school begins at 8:00 AM. During the first week of school, Middle School students will meet the Kindergarten children at the bus and take them to their room.

##### Students Walking or Arriving by Car

Walkers or students arriving by car should not arrive at school before 7:50 AM. If parent(s)/guardian(s) of walkers or car-transported students need to make arrangements for their children to arrive before 7:50 AM, the school principal must be contacted. Students arriving before 7:50 AM are to enter the auditorium and wait until the 7:50 AM bell. Under no circumstances should children arrive before 7:30 AM.

#### School Dismissal

| Dismissal begins at 2:10 PM.

Walkers exit from the doors by the school office. Bus students exit through the auditorium accompanied by their teacher. All students are to walk and talk quietly as they exit the building.

Car riders report to the hallway outside the library where they will report to the teacher in charge. Regular car-riders should submit a note to the office at the beginning of the year, which will be kept on record for the entire year. Occasional car-riders must submit a note to the office each time they are to be picked up from school. Students must be picked up by the parent/guardian at the library entrance. If by 2:15 PM a parent/guardian has not arrived, the student will report to the office and will be placed in ASAP. Parent(s)/guardian(s) will be assessed a fee for this service.

If there is an emergency and you cannot pick up your child, please contact the school office.

If there is a change in your child's dismissal plans, you will need to contact the school office by 1:45 pm to inform school personnel of the change.

If there is any confusion as to a child's dismissal plans, the child will be kept at school and not sent home on the bus. Every effort will be made to contact the parents as soon as possible to clarify dismissals plans.

### Transportation Form

Parent(s)/guardian(s) are required to complete a detailed Transportation Form at the beginning of each school year. This provides the staff with important information to keep your children safe and ensure their correct method of dismissal from school. Any changes to a student's dismissal routine must be submitted in writing to the school office. Students will not be placed on alternate buses or sent home with any other adult than what is designated on each family's Transportation Form.

### School Cancellations

Our Lady of Victory Catholic School follows the State College Area School District regarding cancellations due to inclement weather. Check radio or TV announcements (cable Channel 4 and local radio stations) when you suspect a decision of this sort may be made. Cancellations are usually determined by 6:00 AM.

### Delayed School Opening or Early Dismissals

Occasionally there is a need to delay the time of school opening or to dismiss students early due to inclement weather. When this occurs, announcements of the delay or early dismissal will be carried by both local radio and television stations.

### Attendance

State law requires students to be in school during all days the school is in session and to be punctual for all classes. Students who are absent because of illness must submit a written excuse, signed by their parent/guardian, to their homeroom teacher immediately upon return. If your child is absent, please leave a message on the school voice mail between 6:00 and 8:00 AM. Please note the child's name, homeroom and the reason for the absence. At that time, please make a homework request, indicating if the work is to be sent home with another child or if it will be picked up. Homework requests cannot be guaranteed if the request is made after 11:00 AM.

Parent(s)/guardian(s) should try to schedule routine doctor's and dentist's appointments outside school hours; however, if this is not possible, students should bring a note from the parent/guardian stating the time the student is to be picked up at the office and for what reason. Students must be signed OUT and IN at the school office by the parent or guardian. Students are not permitted to leave the school building during the school day unless accompanied by a parent/guardian. Please plan all vacations to coincide with school holidays.

### Absences

All children who absent from school are required to bring a written note from home explaining their absence. If your child has been seen by your family physician, please state this on the note. For example, the note would include, "under treatment for (illness) and no longer contagious". Alerting the office staff and classroom teacher of a condition or illness already being treated may prevent unnecessary phone calls to parents at home or place of employment. All information regarding health concerns is strictly confidential.

If your child was treated for pediculosis (head lice), the school must be contacted and a parent is required to accompany the child to school to be examined by the nurse before returning to school. Regardless of whether the lice were initially discovered by the parent or the school nurse, the child must be NIT-FREE (no lice eggs) for re-admission, according to State College Area School District policy. Parents of children with pediculosis will be provided with a copy of the school's complete Head Lice Policy.

Some recommendations for when to keep your child home include the following since these symptoms can indicate a contagious infection and a need for evaluation by your family physician.

1. fever 100 degrees F or more
2. vomiting or diarrhea within past 24 hours
3. rash on face, arms, chest or legs

4. blisters or open lesions around mouth or nose
5. red, watery eye accompanied by itching, burning or crusting discharge
6. yellow or green nasal discharge, with or without coughing

If you experience your child's reluctance to come to school, i.e. recurrent physical complaints each school morning, increased anxiety about leaving home or fear of riding the bus, please discuss the situation with the principal or classroom teacher. Physical, emotional and social well-being are necessary for learning. Your child's attendance in school benefits other classmates.

If you know that your child is to be absent from school for a period of time that extends beyond four (4) school days, parent(s)/guardian(s) must send a written notification to the teacher two weeks in advance of the anticipated absence. It is the child's responsibility to contact each of his/her teachers to obtain the advance homework assignments and make-up work for the period of absence. It is the parent/guardian's responsibility to ensure that the child completes the work.

### Punctuality

School begins at 8:00 AM. Students arriving after 8:00 AM should report to the school office before going to class. Lunch orders submitted after 8:30 am cannot be guaranteed. Habitual tardiness transmits a negative message, forms bad habits, and is disruptive to our classes. The number of tardies will be recorded on students' report cards.

### Illness

When children become ill in school, they should report to the school nurse. If the nurse is not available, they should report to the office. Parent(s)/guardian(s) will be notified of the student's illness, and it is the parent/guardian's responsibility to arrange transportation home. When taking a child from school, the parent/guardian must sign that child OUT at the school office.

### School Medication Policy

If your child requires prescription or "over-the-counter" medication during the school day, a medication administration form, signed by the doctor is necessary. This form may be obtained from the school office. Medication cannot be administered without this form. Children are not permitted to carry medication with them in school. All medication, in its original container, is to be kept in the school office.

### Visitors to School

All visitors are asked to enter by the main entrance and report to the school office. No teacher or student may be disturbed during the school day except in the case of an emergency or scheduled appointment, and with the permission of the school office. This regulation is to safeguard the security of our school. Student visits for enrollment purposes are scheduled through the Registrar. All other visits by non-OLVCS students are not permitted. Forgotten items such as lunches, band instruments, etc. should be dropped off at the office and the staff will deliver them to students at the appropriate time.

### Phone Calls

Phone calls to and from students are disruptive to the educational process of the school day. We encourage parents and students to reserve phone use for emergency situations only. Students must receive permission from their teacher, report to the office and then use the phone in the health room. No other phone use is permitted. We discourage interruptions to our students' learning and therefore, students may not call home for forgotten homework assignments, projects, gym uniforms, etc. unless directed by office staff.

Please refrain from making non-urgent phone calls to the school office from 1:45 – 2:15 pm, during dismissal time.

### Cell Phones, PDAs, MP3s, and Other Electronic Devices

Students are encouraged to leave all electronic devices at home to eliminate the potential for the items to be lost, stolen or damaged. If a student brings an electronic device to school, it must be kept in a book bag or locker during the day.

The use of these devices is prohibited during the school day, including field trips. The school is not responsible for lost, stolen, or damaged items.

### Food Service

The State College Area School District Food Services provides OLVCS with a Lunch Program. The SCASD Food Services sets the price of lunch, which will be announced at the beginning of the school year. A complete lunch includes entree, milk (homogenized, two-percent, skim, low-fat and chocolate) or orange juice. Milk and snacks (Middle School only) are available to be purchased separately. A monthly menu is sent home with the children.

Lunch, milk and snacks are bought on a computerized system. Payment, cash or check, is sent to school in an envelope with the child's order, name and grade and instructions regarding depositing the money in open, lunch or snack account. Checks should be made out to SCASD.

Children arriving at school after 8:30 AM must call in their lunch order prior to 8:30 AM or bring a bag lunch.

Students bringing BAG or BOXED LUNCHES must have their NAMES clearly MARKED on the outside.

Students who forgot their lunch will first be encouraged to select one of the hot lunches for the day. If they decline those choices, they are permitted to call home for a lunch. If a bagged lunch cannot be provided for that day, the student will be required to purchase one of the hot lunches.

Parent(s)/guardian(s) may eat in the cafeteria with their children. Parent(s)/guardian(s) should call the school office by 8:30 AM of the day they will be eating at school to give their menu choice to the secretary. Cost varies according to items ordered.

Families are encouraged to apply for free or reduced breakfast and lunch for their children. Applications are sent to all families in August. Submit applications to OLVCS office. Do not send to SCASD Food Service. Families with children enrolled in more than one school must submit separate applications to each school.

### Playground and Recess Policies

#### Outside Recess

All students will participate in outdoor recess, weather permitting. At the discretion of the lunchroom supervisor, students may be directed to participate in inside recess due to inclement weather or due to lack of adequate volunteers for playground supervision. Students not dressed properly for the weather (hat, coat and gloves) may be directed to remain inside the gym during recess. Parent(s)/guardian(s) are encouraged to send children to school with appropriate recess attire.

#### Playground Boundaries

The outdoor recess area includes the roped off area of the parking lot and the grassy area to the tree line. Students may not play in the tree lines and must be in full view of the playground monitors. Posted signs and ropes are used to mark boundaries. No traffic is permitted in the recess area.

#### Inside Recess

In the event of inclement weather, students will have inside recess. Students must play quietly in the homerooms. Shouting, running, eating and leaving the classroom unexcused will not be permitted. Lunchroom aides will supervise students.

### Dress Code

Parents are the most important resource the school has in ensuring that our students' uniform and appearance are becoming of a student in a Catholic school. Please refer to the following guidelines in selecting your child's uniform and accessories.

1. Uniforms must be clean, pressed and presentable (no holes in knees, tears, etc.).
2. Uniforms must be sized correctly and worn appropriately.
3. White t-shirts are permitted to be worn under shirts, but may not be visible.
4. Shorts may be worn under girls' skirts, but may not be visible.
5. Collars and sleeves of shirts/blouses may not be rolled in or up.
6. Uniform shorts, skorts and skirts are to be a modest length and may not be rolled up.
7. Shorts/Skorts are permitted from first day of school until Oct. 31 and April 15 until end of school. Please use parental discretion in determining if shorts are appropriate for the weather. Between November 1 and April 14, girls may wear skorts with tights. No shorts or skorts are permitted on days students attend Mass.
8. Elementary School (grades 1-5) students have the option of wearing the navy blue school sweatshirt. Middle School (grades 6-8) students have the option of wearing the maroon school sweatshirt. Uniform shirts must be worn under the sweatshirt.
9. Boys are not permitted to wear earrings. Girls may wear post-type earrings only.
10. No body piercings or tattoos are permitted.
11. All hair (boys and girls) must be neat and clean. Hairstyles and jewelry must be neat, becoming and conventional. Extreme hairstyles, hair color and/or jewelry are inappropriate.
12. No extreme hair coloring or hair styles are permitted.
13. Uniform shirts must be tucked into slacks/skirts (except for girl's Ribbed Bottom Knit shirt).
14. Slacks such as baggy, oversized, flared-bottom, cargo, or drawstring are not permitted.
15. Sneakers and any style or color, low-heeled dress shoes are permitted. Sandals, flip-flops, and light-up sneakers are not allowed.
16. All children should wear sneakers for gym class.
17. BOYS: Solid color socks only (white, navy, tan, black or brown).
18. GIRLS: Navy blue or white knee socks, tights or plain anklets. Nylon stockings optional beginning in Grade 4 (navy blue or skin tones only).
19. Belts are preferred, but optional (solid color belt only).
20. The Administration reserves the right to be the final judge of what is acceptable in matters of student dress and grooming.

ALL children must wear the following DRESS UNIFORM on MASS DAY:

- Kindergarten: Not required to wear Mass uniform.
- Girls Grades 1 - 3: Jumper and a white blouse/shirt.
- Girls Grades 4 - 5: Choice of jumper/skirt, and white blouse/shirt.
- Boys Grades 1 - 5: Navy dress pants and a white shirt.
- Girls Grades 6 - 8: Navy skirt and light blue oxford shirt.
- Boys Grades 6 - 8: Navy dress pants, light blue oxford shirt, and maroon uniform tie.

#### Gym Uniforms for Middle School Students

Students in grades 6, 7, and 8 are required to wear a gym uniform for physical education class. Students who do not have their uniform on the day of gym class may not participate, which could eventually affect their grade in the class. The uniform consists of:

- Short sleeve gray t-shirt with logo.
- Navy blue shorts with logo.

All items must be purchased through the school. All items will be printed with the OLVCS logo.

#### Quick Reference Uniform Chart

ONLY – The uniform item must be purchased only at indicated supplier.

- – It is recommended that the uniform item be purchased at the indicated supplier, but may be purchased through a vendor of your choice provided the item is identical to the approved uniform.

N/A – The uniform item is not available through indicated supplier.

- ✓ - The uniform item is permitted only at the indicated grade level

GIRLS UNIFORM	SUPPLIER			GRADES		
	SCHOOL-BELLES	LANDS' END	PTG	K - 3	4 - 5	6 - 8
Navy Slacks	• □	•	N/A	✓ □	✓	✓
Navy Pleated Front Walking Shorts (before Oct. 31 and after April 15)	ONLY	ONLY	N/A	✓	✓	✓
Navy Skort - (before Oct. 31 and after April 15)	ONLY	ONLY	N/A	✓	✓	✓
Plaid Shift Style Jumper	ONLY	N/A	N/A	✓	✓	
Plaid Kick Pleat Skirt	ONLY	N/A	N/A		✓	
Plaid Split Skirt	ONLY	N/A	N/A		✓	
Navy Kick Pleat Skirt	ONLY	N/A	N/A			✓
Navy Split Skirt	ONLY	N/A	N/A			✓
White Broad Cloth Blouse (Peter Pan or Pointed Collar) - Long or Short Sleeve	•	•	N/A	✓	✓	
White Knit Shirt - Long or Short Sleeve	•	•	N/A	✓	✓	
White Ribbed Bottom Knit Shirt Long or Short Sleeve	ONLY	N/A	N/A	✓	✓	
White Turtleneck	•	•	N/A	✓	✓	
Light Blue Knit Shirt w/monogram Long or Short Sleeve	ONLY	ONLY	N/A	✓	✓	
Light Blue Oxford - Long or Short Sleeve	•	•	N/A			✓
Navy Long Sleeve V-neck Pullover	ONLY	N/A	N/A	✓	✓	
Navy Long Sleeve Crewneck Pullover	ONLY	N/A	N/A	✓	✓	
Navy Long Sleeve V-neck Cardigan	ONLY	N/A	N/A	✓	✓	
Navy Long Sleeve Crewneck Cardigan	ONLY	N/A	N/A	✓	✓	
Navy Sleeveless V-neck Pullover	ONLY	N/A	N/A	✓	✓	✓
Navy Sweatshirt w/ monogram	ONLY	ONLY	ONLY	✓	✓	
White Sweatshirt w/ monogram	N/A	N/A	ONLY	✓	✓	
Maroon Sweatshirt w/ monogram	ONLY	ONLY	ONLY			✓

BOYS UNIFORM	SUPPLIER			GRADES		
	SCHOOL-BELLES	LANDS' END	PTG	K - 3	4 - 5	6 - 8
Navy Trousers	•	•	N/A	✓ □	✓	✓
Navy Pleated Front Walking Shorts (before Oct. 31 and after April 15)	ONLY	ONLY	N/A	✓	✓	✓
White Oxford Shirt - Long or Short Sleeve	•	•	N/A	✓	✓	
White Knit Shirt - Long or Short Sleeve	•	•	N/A	✓	✓	
White Turtleneck	•	•	N/A	✓	✓	
Light Blue Knit Shirt w/monogram - Long or Short Sleeve	ONLY	ONLY	N/A	✓	✓	
Light Blue Oxford Shirt - Long or Short Sleeve	•	•	N/A			✓
Navy Long Sleeve V-neck Pullover	ONLY	N/A	N/A	✓	✓	
Navy Long Sleeve Crewneck Pullover	ONLY	N/A	N/A	✓	✓	
Navy Long Sleeve V-neck Cardigan	ONLY	N/A	N/A	✓	✓	
Navy Sleeveless V-neck Pullover	ONLY	N/A	N/A	✓	✓	✓
Navy Sweatshirt w/ monogram	ONLY	ONLY	ONLY	✓	✓	
White Sweatshirt w/ monogram	N/A	N/A	ONLY	✓	✓	
Maroon Sweatshirt w/ monogram	ONLY	ONLY	ONLY			✓
Maroon Tie( 4-in-hand self tie)	ONLY	N/A	N/A			✓

### Academic Policies

#### Curriculum

Our Lady of Victory Catholic School follows the curriculum established by the Education Office of the Diocese of Altoona-Johnstown. The Education Office endeavors, through the revision of the curriculum guides, to provide continuity and stability to the teaching-learning process while assisting in the growth of students. Curriculum policy is developed by our school faculty under the leadership of the school administrator. Basic subjects and time allotments are established by the Diocese of Altoona-Johnstown. Curriculum content is determined through faculty selection of appropriate grade-level materials. The basic skills are presented in a context specific to the level of study. The sequential presentation of subject material within the curriculum begins at the introductory level. As knowledge is obtained, subject content is increased and comprehension and critical thinking become the objectives. This ability to think critically is the goal of a good curriculum.

Our curriculum provides an education for the development of the total person. The religious dimension gives meaning to one's relationship with God, self, others and the physical world. Gospel values are the heart of our curriculum, and are integrated in all areas.

In accordance with our Diocesan directives, we have three essential goals:

1. To integrate religious values within the total school program.
2. To provide a Catholic environment in which academic excellence can be achieved in relation to a student's individual potential.
3. To meet the needs of each student by correlating the continuous-progress philosophy through the use of the curriculum.

The following subjects are taught at Our Lady of Victory Catholic School:

Language Arts	Reading
English	Spelling
Penmanship	Creative Writing
Mathematics	Science
Social Studies	Music
Art	Health
Computer Literacy	Physical Education

Religion  
Foreign Language

Library

Our Lady of Victory students attend 9:00 AM Mass every Friday unless a Holy Day of Obligation or special feast day or celebration occurs during a given week. Mass takes the place of Religion class for that day. Students are required to wear their dress uniform to Mass.

### Internet Use

Use of the Internet provides numerous educational benefits for students. When in school, use of the Internet must be in support of education and research, and must be consistent with the educational objectives and policies of Our Lady of Victory Catholic School. All school policies regarding student conduct extend to student use of the Internet. The use of the Internet is a privilege, not a right. Inappropriate use will result in loss of this privilege. Students and Parent(s)/Guardian(s) are required to read, accept and sign an Internet Acceptable Use Policy, outlining on-line behavior, developed by the Altoona-Johnstown Diocese.

### Learning Support Resources and Programs

OLVCS is committed to providing a quality education environment that allows each child reach their full potential. For most students, a regular education classroom with standard teaching techniques and strategies is the appropriate education setting. In some cases, students require additional support. This support can be in the form of intensive small group or individual instruction or learning support services accessed through the student's home public school district. In all levels of intervention the most important component is communication and collaboration among the parents, teacher, administration, and personnel from the public school district and other agencies.

#### Procedures

If you believe your child is not achieving on grade level for any reason, the following process should be initiated.

- A. Contact your child's teacher to request a conference. Discuss your concerns about your child's progress and performance in class. In many cases, the teacher and parent can implement strategies at school and home that will improve your child's performance. Continue to maintain communication with the teacher and modify any strategies, as needed.
- B. If performance does not improve, school personnel will suggest that the student be referred to a Child Study Team. The team will collect pertinent information from all who work with the student, including the parents. Additional accommodations and modifications will be discussed and implemented to assist the student achieve academic success. A referral may be made to one of our learning support programs or to the school district in which the student resides for further evaluation.

#### Description of Programs

*Act 89 Programs* – The Central Intermediate Unit provides services and determines eligibility criteria.

*Act 89 Reading/Mathematics* – Students scoring/performing below grade level in reading/mathematics may be eligible for remedial reading instruction. Students receive intensive small or individual instruction by a certified teacher. Teacher initiates referral.

*Act 89 Speech and Language* – Students with articulation or language deficits may be eligible for services. Students receive small or individual speech therapy by a certified speech pathologist. Teacher initiates referral.

*Act 89 – Guidance* – A certified guidance counselor is available to provide counseling services. Parent initiates referral.

*Act 89 Enrichment* – Eligible students in Grades 3 to 5 have the option of participating in this program that provides additional instruction. To qualify, a score of 130 or higher is required on the individual psycho-educational testing done by the school psychologist.

*Title I Remedial Reading* – The State College Area School District provides this service and determines eligibility criteria. Teachers initiate referrals in the spring of the academic year.

*Public School District Special Education Learning Support Programs* – If a student is evaluated by the public school district and determined to have a learning disability and is in need of specially designed instruction, the parents have the option to dual-enroll their child at both OLVCS and the public school. Public school learning support services will be offered to the student. OLVCS, the public school, teacher and parents collaborate to determine a schedule for the student to attend most classes at OLVCS and access learning support services at the public school.

*Therapeutic Support Services* – Students who qualify for this service will be assigned an individual to implement a behavior plan developed by the student’s case manager, clinician and parents.

### Homework

Homework is an integral part of the learning process and must be completed regularly. It reinforces what has been taught and develops independent study habits. Parent(s)/guardian(s) should check to see if their child's homework has been completed. Parent(s)/guardian(s) will be notified when children have shown inadequate effort to complete assignments.

The amount of homework corresponds with the grade level. Suggested time spent on homework per day is:

Grade 1	15 minutes
Grade 2	30 minutes
Grade 3	30 to 45 minutes
Grade 4 & 5	one hour
Grade 6, 7 & 8	one to two hours

All students are expected to maintain an assignment book. Daily assignments will be recorded.

### Homework Requests

Homework requests for ill students must be made by 11:00 AM of the day you request the work. This gives teachers time to prepare materials and send them to the office to be sent home with another student or for you to pick up.

### Evaluation

Formal student evaluation is attained primarily through fixed standards of achievement, teacher-designed and standardized tests. These tests are used to diagnose the strengths and weaknesses of individual students. Informally, our students are evaluated on the basis of teacher observation. Portfolios are also used as a means of ongoing assessment.

### Standardized Testing Program

The Iowa Test of Basic Skills (ITBS) is administered to Grades 2 through 8 in the spring of each school year. The ITBS is used to evaluate student progress and to assess the effectiveness of the school program. The Cognitive Abilities Test (CogAT) is also administered to Grades 4 and 7 in the spring of the year.

### Report Cards

Report cards are distributed four times during the school year. They are to be signed and returned to the classroom teacher the first three marking periods. After the fourth marking period, report cards are not returned.

### Grading

The following guide is used in Grades 3 - 8:

A+	98-100	Does excellent grade-level work. Contributes to class discussion.
A	93-97	Does more than required.
A-	90-92	
B+	88-89	Does good grade-level work. Contributes to class discussion.
B	83-87	Does more than the average student.
B-	80-82	
C+	78-79	Does satisfactory work required for grade level.
C	73-77	
C-	70-72	
D+	68-69	Does work below grade level standards.
D	63-67	
D-	60-62	
F	59 or below	Does unsatisfactory work.

Projects and reports that are not handed in on the date due may result in a reduction from the grade they would have received if handed in on time. A student may receive points for extra-credit projects. This is at the discretion of the teacher.

### Honor Roll

Each marking period, students in Middle School have an opportunity to be placed on the Honor Roll. To be placed on the Honor Roll, students must attain an A or better average in their core subjects and at least a B- or higher in each of the “specials” classes (Art, Music, Physical Education, Foreign Language). The numerical grade received in Religion, Mathematics, Science, Social Studies and Language Arts are averaged and compared to the following criteria.

High Honor Roll – Students who maintain an average of 95% or higher in the core subjects and a B- or higher in all other subjects are placed on High Honor Roll.

Honor Roll – Students who maintain on average of 90 – 94% in the core subjects and a B- or higher in all other subjects are placed on Honor Roll.

Honor Roll Students receive certificates for each quarter they qualify.

### Classroom Awards

Teachers present students with classroom awards each quarter. These criteria are determined by each teacher. Certificates are presented in the classroom.

### Retention

A student is retained if he/she has not adequately mastered the subject material in at least two major subjects and if retention would provide the opportunity for the student to do so. If a student has been retained one time, he/she is normally not retained again. The decision of retaining a student is left to the discretion of the teacher, principal, and/or special teachers, guidance counselor and school psychologist in consultation with the parent(s)/guardian(s). The principal makes the final decision.

The following procedure will be followed:

By March 1st: In writing, the principal notifies the parent(s)/guardian(s) that retention is being considered as a possibility for their child. The principal, teacher and parent(s)/guardian(s) meet for discussion. Parent(s)/guardian(s) sign a statement of acknowledgment that they have been informed of the possibility of retention.

By April 15: Another meeting is held with the principal, teacher and parent(s)/guardian(s) who sign a second statement acknowledging they have received a second notice of retention possibility.

After April 15: After notification in writing that the student will be retained in the same grade, the parent(s)/guardian(s) are provided the opportunity to review the decision process with the principal and teacher.

### Conferences

Conferences are held twice a year. Refer to school calendar for scheduled dates. If a parent/guardian would like to schedule a conference over and above the one scheduled, please call the office to make an appointment. Parent(s)/guardian(s) are encouraged to keep in touch with their child's teacher(s).

### Records

The Family Educational Rights and Privacy Act grants parent(s)/guardian(s) the right of access to their child's records. If a parent/guardian wishes to view their child's records, a request should be made in writing with twenty-four hours notice to the principal.

### Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment with the respect of the rights of a non-custodial parent. In the absence of a court order to the contrary, the school will provide, upon request, the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### Disciplinary Policies

In guiding a child's growth in Christian attitudes, values and behavior, Our Lady of Victory Catholic School strives to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline. If a student is to develop self-control, he/she must be helped to understand his/her own emotions, be taught to live in harmony with others, and be expected to follow the laws of God, the rules of his/her own family, and the regulations of the school. We hope to instill a sense of personal responsibility in each child for his/her actions and a genuine and sincere respect not only for family and our school community, but for all other people as well.

1. Children should be helped to see clearly the consequences of various behaviors and realize that choosing certain behaviors means accepting the responsibility for the consequences of these behaviors.
2. From the beginning of the year, school and classroom rules, regulations and procedures, as well as the consequences of violating these rules, regulations and procedures, should be clear to the students.
3. Each teacher is primarily responsible for guiding students in following the rules, regulations, procedures and decisions of the school. Parent(s)/guardian(s) must also do their part in promoting the importance of self-discipline and in supporting the school policies. Parent(s)/guardian(s) will be kept informed and will receive a note or phone call from the child's teacher when problems arise. Serious problems will result in a call from the principal.
4. Students are required to respect the physical well-being and property of others. All individuals at Our Lady of Victory Catholic School--teachers, students, aides, staff--and all property, whether belonging to the school or to the individual--have an inherent value. Any behavior which fails to recognize the value of another individual, or his/her property, is contrary to the spirit of OLV School and our community.

### Behavior Expected at Our Lady of Victory Catholic School

#### General Rules

1. Be respectful of others:
2. Use courteous language
3. Raise your hand for permission to speak
4. Obey safety rules.
5. Be respectful of school property and personal property of others.
6. Walk quietly on the right-hand side of the hall:

7. No cutting in line
8. No saving places
9. Keep hands to yourself
10. Gum chewing is not permitted in school, on buses or on school premises at any time. This includes all school functions and field trips.

#### Cafeteria Rules

1. Follow directions of cafeteria aides
2. Speak in conversational tones
3. Keep eating areas clean
4. Keep playground equipment in proper area
5. EAT at least half of your lunch
6. RAISE YOUR HAND to be excused by a lunch aide before disposing of your trash and get in single-file lines to go outside.

#### Playground Rules - Recess

1. Stay within playground boundaries
2. Do not return to classrooms for any reason
3. Get permission to enter building
4. No game interference
5. Line up promptly and quietly when the bell rings
6. Return all playground equipment
7. Enter school quietly
8. Fair play will be enforced in all areas

#### Rules for Dismissal

1. Walkers are dismissed first. Exit from doors by office.
2. Car riders are dismissed second. Exit through doors by library after getting permission from adult in charge.
3. Bus students follow teacher to auditorium and exit through auditorium doors. Teachers accompany students to the busses.
4. ASAP students go to a table in the auditorium and wait for teacher in charge to distribute snacks and give directions.
5. No running, shouting or pushing.

#### Bus Rules

1. Keep hands, heads, and all objects inside windows
2. Remain in seats
3. No excessive noise
4. The same discipline rules that apply in school also apply while students are on the bus
5. No eating, drinking, or gum chewing on the bus

#### Rules for Assemblies

1. Enter and exit the auditorium quietly
2. Use appropriate applause
3. No talking during performance

#### Lockers

Lockers are the property of Our Lady of Victory Catholic School and are provided for students to store school-related books, materials, and students' clothing. The school administrators have an obligation to ensure that lockers are properly used and that no item is placed in the lockers which jeopardizes the health, safety and welfare of the school community, school property or the educational process. Students also share this responsibility and are to report actions that endanger the school community, property or the educational process. To meet this obligation, school officials have the right to conduct locker searches.

Students must adhere to the following locker-use guidelines.

1. Middle School students are to provide a combination lock and submit combination to the homeroom teacher and school office.
2. No stickers or other items that would damage or disfigure the locker are permitted inside or outside the locker.
3. Materials deemed inappropriate can be removed by school personnel.

4. Large sums of money or valuables are not to be brought to school.
5. Students are not to share combinations to locks with each other.
6. The school is not responsible for articles that are stolen from the individual or their lockers.
7. The following items are considered to be inappropriate for students to have either in their possession or in their lockers. If any of these items are discovered by school personnel, they shall be confiscated and appropriate disciplinary and/or legal actions will be instituted:
  - a. Weapons
  - b. Incendiary devices (firecrackers, smoke bombs, etc.)
  - c. Lighters, matches, etc.
  - d. Tobacco products and “look-alikes”
  - e. Alcohol
  - f. Drugs (controlled substances) and “look-alikes”
  - g. Drug paraphernalia
  - h. Obscene material
  - i. Stolen property
  - j. Poisons or other harmful material
  - k. Prescription drugs\*
  - l. Over-the-counter drugs\*

\*Students are not permitted to have prescription or over-the-counter drugs in their possession. All medications, including over-the-counter, are kept in the office and dispensed by the nurse or office personnel. For prescription and over-the-counter drugs, a form signed by a physician must be on file in the office.

#### Sexual Harassment Policy

Our Lady of Victory Catholic School will not condone sexual harassment of any nature. No employee or student should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Harassment regulation is grounded in the belief that all persons have a right to be treated with dignity. Demeaning behavior is unacceptable. All allegations of sexual harassment will be taken seriously and promptly investigated.

Definition of Sexual Harassment: any unwanted, uninvited talk, gesture, sound or action of a sexual nature.

- It is one-sided and unwelcome.
- It is about power, not about physical attraction.
- It happens over and over.
- The victim cannot get the harasser to stop.

What you can do:

- Stand up to the harasser, clearly telling them to stop.
- Tell somebody – parent(s)/guardian(s), teacher, trusted adult, friend.
- Ask for help.
- Keep a cool head.
- Protect yourself – avoid the harasser.
- Stand up for someone else who is being harassed.

#### Threat Assessment Policy

Our Lady of Victory Catholic School maintains a strong commitment to ensuring the health, safety, and welfare of all students, faculty and staff. All threats, either direct or implied, will be fully investigated and acted upon by the school’s administration. A “threat” is defined as any comment or action that has the potential to place any faculty, staff or student at risk of physical or emotional harm.

1. All faculty, staff, volunteers, and students are encouraged to report any “threat” or suspicion or threat to the administration. This includes but is not limited to verbal comment, written communication, drawing, or suspicious behavior.

2. The administration will conduct an investigation by gathering information by contacting individuals who may have pertinent information. This would include students, faculty, staff, parents, and other involved parties. In addition, it may be necessary to gather information contained in a student's locker.
3. The administration will convene a meeting of the student's parents, teacher(s), guidance counselor and/or other individuals. An action plan would be formulated.
4. Action plans include:
  - a. monitor the situation
  - b. monitor the situation and refer student to school counselor
  - c. monitor the situation and refer student to psychologist
  - d. detention, suspension, or expulsion depending on the severity of threat and potential of harm to others.

Detention, Suspension, and Expulsion Policy

Punishment for a rule infraction or behavior problem is intended to discourage repetition of the action. Some infractions are more serious than others; therefore, some punishments will be more serious. Disciplinary action may be taken for academic infractions as well as for behavioral problems. This includes excessive missed assignments, cheating, and being consistently unprepared for class and tests. Disciplinary action includes after school detention, suspension (in and out of school), and expulsion.

As infractions occur, parents will be notified of their child's actions and the assigned discipline with the Conduct Referral Form. This will be sent home with the child and the parent is expected to sign and return to school. Failure of the student to return the form may result in a detention being assigned. Students are responsible for all school assignments during periods of suspension.

After-school detention will be assigned on the following Tuesday or Thursday after parents are notified of the offense. The detention will take place in one of the Middle School classrooms from 2:10 until 3:00 pm. Parents will be responsible for transportation home. Students will be given a task to complete from the supervising teacher. After-school activities, practices for sports, games, etc. will not be considered as an excuse to postpone or cancel the date of the detention.

In-school suspension will be assigned the next school day after the offense. The student will report to school as usual, but will be excluded from the classroom and given appropriate assignments. On the day of the assigned suspension, the student will not be eligible to play or participate in any school activities or games during the remainder of the day.

Out-of-school suspension will be assigned the next school day after the offense. The student will be excluded from school and given appropriate assignments. On the day of the assigned suspension, the student will not be eligible to play or participate in any school activities or games during the remainder of the day.

Parents are encouraged to communicate with their child's teacher at any time to discuss strategies their child could implement to replace their current behavior with positive behavior.

Accumulated detentions and/or suspensions may prevent students from participating in upcoming school sponsored events, field trips, sports, etc.

Corporal punishment and verbal abuse are not permitted at Our Lady of Victory Catholic School.

If it becomes necessary to consult the principal, the following procedures will be followed:

1. The list of violations in the following chart at each level are not considered complete or exhausted.
2. Depending on the severity of the violation, it is not required that each step be followed in order.
3. The Discipline plan applies to all instructional areas including CIU trailer, playground, field trips, etc.
4. The Principal and the Pastor are the final recourse in all serious disciplinary situations and may wave any disciplinary rule for just cause, at their discretion.

VIOLATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
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<u>Level A</u> Dress code violation	Warning letter	Parents notified to bring in appropriate clothing	Detention	1 day in-school suspension	1 day out-of-school suspension
<u>Level B</u> Bus misconduct – out of seat, shouting, throwing objects, fighting, etc.	Minimum: Warning and parents notified  Maximum: 1 week no ride	Minimum: 1 week no ride  Maximum: 2 weeks no ride	Minimum: 2 weeks no ride  Maximum: 1 month no ride	Minimum: 1 month no ride  Maximum: 2 months no ride	Minimum: 1 Marking period no ride  Maximum: 1 year no ride
<u>Level C</u> Classroom misconduct, Profanity, Horseplay, Loitering, Cafeteria misconduct, Repetitive playground offense, unsportsman-like conduct (including P.E.)	Minimum: Missed recess  Maximum: Detention	Minimum: Detention  Maximum: 1 day in-school suspension	Minimum: Detention  Maximum: 2 day in-school suspension	Minimum: 1 day in-school suspension  Maximum: 3 day in-school suspension	Minimum: 1 day out-of-school suspension  Maximum: 3 day out-of-school suspension
<u>Level D</u> Insubordination, Defiant behavior, Verbal harassment, Sexual harassment, Misuse of Technology	Proceed to step 2	Minimum: Detention  Maximum: 1 day in-school suspension	Minimum: 1 day in-school suspension  Maximum: 3 day in-school suspension	Minimum: 2 day in-school suspension  Maximum: Expulsion	Minimum: 1 day out-of-school suspension  Maximum: Expulsion
<u>Level E</u> Fighting, Theft, Vandalism Possession/misuse of lighters, matches,	Proceed to step 3  May be referred to law enforcement for criminal action		Minimum: 1 day in-school suspension  Maximum: Expulsion	Minimum: 2 day in-school suspension  Maximum: Expulsion	Minimum: 1 day out-of-school suspension  Maximum: Expulsion
<u>Level F</u> Possession of weapons and/or “look alike” Assault on staff, Under the influence of or in possession of alcohol, non-prescription drugs, tobacco products, or abuse of prescription drugs.	Proceed to Step 5  May be referred to law enforcement authorities for criminal action				Minimum: 1 day out-of-school suspension  Maximum: Expulsion

### Confidentiality

Confidentiality is generally held to mean that an individual will keep private information that has been given to them, and will not reveal it. Students expect that teachers and other staff members will keep confidences. Parents expect that school officials will give them necessary information concerning the health, life and safety of their children. It is the policy at Our Lady of Victory Catholic School that teachers will keep confidential information entrusted to them so long as no one's life, health or safety is in danger. Parents will be promptly notified of teacher concerns.

### General Information

#### Library/Media Center (LMC)

A list of general rules for behavior and care of books is posted by each door in the LMC. Most library books circulate for two weeks and may be renewed once. Students must check out and return books on time. Students are responsible for returning books in good condition. Lost books should be reported immediately and replacement is at the discretion of the librarian.

The fine for an overdue book is five cents per day. All money collected for overdue books will be used to purchase books for the LMC. There is no fine for Kindergarten students. Please remind them to return their books on time. When a student has not returned a book and/or has not paid the fine, he/she will not be allowed to check out another book until all obligations are met.

If a book is not available when a student wishes to sign it out, he/she may reserve it. The student will be notified when the book is available. Books will be held on reserve for one week.

### Field Trips

Field trips are designed as a part of the educational process and are scheduled to enhance classroom lessons. No student may go on a field trip without the written permission slip signed by the parent/guardian.

### Emergency Information Cards

Parent(s)/guardian(s) are required to complete Emergency Information Cards for each child attending OLVCS. This should be filled out completely at the start of each school year and kept up-to-date.

### Health Services

The School Health Law requires the following:

1. Physical examination upon entry into school, into Grade 6, and for students transferring from outside of Pennsylvania.
2. Immunization against the following diseases is required as a condition of enrollment: Tetanus/Diphtheria (4 doses), Polio (3 doses), Measles/mumps/ rubella (2 doses), Hepatitis B (3 doses), Chicken Pox (for students entering Kindergarten, and Grades 1 and 7)
3. Dental examination upon entry into school, in Kindergarten, Grades 3 and 7, and for students transferring from outside of Pennsylvania.
4. Tuberculin Test upon entry into school.
5. Height, weight, and vision screening checked annually by school nurse.
6. Hearing test by school nurse in Kindergarten, and Grades 1, 2, 3, and 7.
7. Scoliosis screening by school nurse in Grades 6 and 7.

Exemptions are granted for medical, religious, moral, or ethical reasons. (A written request for exemptions must be submitted to the school nurse.) Additional information concerning immunizations should be addressed to the school nurse or principal.

School health services supplement, but are not a substitute for, the health care which parents provide for their children. School services devote attention to student health problems and encourage parents to use the services of their physicians, dentist and community agencies when attention is needed. A doctor assigned to our school by the State College Area School District is available on a date determined by the district to conduct physical examinations.

The school nurse is available in case of emergencies that occur during school hours. Volunteers staff the health room in the morning but are not permitted to administer medication. The school must be informed if a child has any special health problems. It is very important that all emergency information be accurate and up-to-date. Parent(s)/guardian(s) are responsible for notifying the nurse of any emergency information changes. Please notify school nurse of any medications your child takes on a regular basis at home (i.e. allergy or headache medication). Please notify school nurse of any food or drug allergies.

### Wellness Policy

Beginning in 2006 – 2007 school year, a state mandated Wellness Policy will be in effect. The purpose of the policy is to raise the awareness in the school community of the importance of exercise and healthy eating habits. The complete Wellness Policy is available for review in the school office. The main components of the policy are:

- Access, at a reasonable cost, to a lunch program that meets federally established nutritional guidelines.
- A health curriculum for classes designed to educate students about proper nutrition and life long physical activity on a developmentally appropriate level.
- A physical education course of study that provides for developmentally appropriate physical activity during the school day.

### Safe Arrival at School Program

The SAS (Safe Arrival at School) Program is a voluntary program staffed by volunteers. If a child is absent from school and the parent/guardian has not called in to notify the school of the absence, the volunteer will call to make sure the child is at home. This is to ensure the safety of our children. Parent(s)/guardian(s) who wish to participate must sign a form at the beginning of the school year.

### Emergency Drills

Regularly scheduled emergency drills are conducted to familiarize students with emergency procedures. Students practice exiting the building, maintaining lockdown procedures, and relocating to safe areas in case of severe weather. Exit routes are posted in each classroom. Students are to maintain silence and proceed quickly and orderly to insure safety for all.

### Personal Property

Students are not permitted to bring toys, electronic devices/games, etc. from home, unless requested by their teacher.

### Lost and Found

The Lost and Found is located in the auditorium. Please LABEL all students' school clothing and articles. Unclaimed items will periodically be donated to charitable organizations.

### Books

We ask all students to take care of their textbooks and workbooks. All books must be covered, kept clean and carried to and from school in some type of book bag. Students are expected to pay for all books which have been defaced or lost. A supply list will be sent home at the end of the school for the following year. Lists will also be available in the office.

### Pictures

School pictures are usually taken in the fall. Parent(s)/guardian(s) are provided with all necessary information in advance. Optional school photos are taken in the spring of the year.

### Parties

#### Celebrations in School

Occasionally, teachers and homeroom parents may organize parties to celebrate holidays. In addition, children may bring treats to share with their class to celebrate their birthdays. The Wellness Policy of the school encourages parents to consider healthy snacks for these celebrations. Fruits, vegetables, cheeses, whole grain/low fat snacks, etc. are preferred. If they want to share treats with other teachers, they should leave them in the office and they will be placed in the faculty room. In lieu of treats, children may donate a book or give money towards the purchase of a book for the school library. The child will then become a member of the Library Birthday Club. Teachers' birthdays are not to be celebrated in the classroom and gifts should not be brought in for their birthdays.

#### Invitations

If the entire class is not being invited to an at-home party, students are not to distribute invitations in school and are to refrain from discussing the party with classmates. This helps to avoid hurt feelings in the case of a child who is not invited.

### Parking Regulations

Visitors to the school are to park in the back parking lot between the church and the sidewalk leading to the main entrance to the school. Parking in the front driveway interferes with bus arrival and departure and will delay visitor's ability to exit the front driveway.

Parent(s)/guardian(s) picking up children at dismissal are to park near the library.

Children should be dropped off in the back parking lot, enter the doors near the school office, and report to the gym. The area in front of the school must remain clear for buses.

#### Supervision at Indoor School Sponsored Events

At all indoor school sponsored events (i.e. Family Fun Night, Back to School Night, Fine Arts Night, etc.), students and their siblings are expected to remain inside the designated event area, under parental supervision. No children are to be outside the building during these events, as there will be NO supervision outside. During events held in the all purpose room (gym), no children are to be in the academic wing of the school.

### Extracurricular Activities

#### School Pride and Spirit

Participation in extracurricular activities is optional. Parents and students are reminded that although these activities are not usually part of the regular school day, all behavioral expectations of these students are consistent with school/classroom rules, procedures and guidelines. The administration and coordinator of these activities retain the right to exclude students from any or all extracurricular activities due to non-compliance of established behavioral expectations. For most extracurricular activities, students will be asked to comply with our Code of Conduct.

#### Choir

Beginning in Grade 4, students may choose to join the Our Lady of Victory Catholic School Choir under the direction of the music teacher. Choir meets in the Music Room after school one day per week from 2:15 -3:00 PM. Parent(s)/guardian(s) must make arrangements to pick up their children.

#### Instrumental Music

Beginning in Grade 4, students may choose to join the Our Lady of Victory Catholic School Band under the direction of the instrumental teacher. Group lessons are taught during the day on a rotating schedule. The ensemble practices after school one day per week. Information is distributed early in the school year and arrangements are made directly between parent(s)/guardian(s) and the instrumental teacher. Refer to information from the band teacher for fees and other details or pick up information in school office.

#### String Ensemble

Beginning in Kindergarten, students may choose to join the Our Lady of Victory Catholic School String Ensemble under the direction of the string teacher. Lessons are taught during the day on a rotating schedule. Information is distributed early in the school year and arrangements are made directly between parent(s)/guardian(s) and the instrumental teacher. Refer to information from string teacher for fees and other details or pick up information in school office.

#### Altar Servers

Beginning in Grade 4, students may apply to assist the priest in Liturgical celebrations.

#### Cub Scouts

OLVCS sponsors Cub Scout Pack 383 which is chartered by the Boy Scouts of America Juniata Valley Council in the Nittany District. All boys in Grades 1-5 are welcome to join, as are their parent(s)/guardian(s) as Scout leaders. Information regarding registration will be sent home. An OLV Priest serves as chaplain. Pack meetings are held monthly in the school auditorium. Dens meet either at the school immediately after dismissal, or in the evenings and on weekends at the leaders' homes. While most scouting activities are during the school year, the pack tries to conduct at least three summertime functions. Each year, our cub scouts have the opportunity to earn the Light of Christ and Parvule Dei emblems, which are awarded by the Roman Catholic Church. The pack works closely with Boy Scout

Troop 83 which is sponsored by the Knights of Columbus. Seven Mountains Scout Camp provides many camping and training opportunities for the boys and leaders.

### Girl Scouts

Our Lady of Victory Catholic School sponsors Girl Scout troops for Daisy (Kindergarten), Brownie (Grades 1-3), Junior (Grades 4-6), and Cadette (Grades 7-8) Girl Scouts. Troops meet at school either immediately after dismissal or in the evening. Information regarding registration will be sent home.

### Reading Competition

Parent volunteers sponsor this club that encourages students to read several books and be prepared to answer questions at a regional competition. The competition is open to students beginning in Grade 4.

### Hoops Basketball Program

HOOPS at OLV is an instructional basketball program for students in Kindergarten through Grade 6. Students in Grades 7 and 8 are encouraged to participate as volunteer referees and assistant coaches in the program.

### Fencing

Our Lady of Victory Catholic School sponsors a Fencing program for students beginning in Grade 4.

## Athletic Guidelines

All students are eligible and encouraged to participate in a variety of sports available at school.

### Student Athletes

For Student Athletes participating in competitive sports, the objectives should be to:

1. learn sportsmanship and cooperation
2. develop physical fitness
3. develop a positive self image
4. enjoy the sport
5. learn to compete
6. accept and respect other teammates' capabilities
7. be willing to work with the coaches and follow their instruction and guidance
8. accept and keep in perspective that one's talents are a gift from God

When participating in sports, students are representing OLVCS and must maintain an acceptable disciplinary and academic record.

### Volunteer Coaches

OLV School needs volunteer coaches who believe that children should have the opportunity to participate in organized sports.

These volunteers give of their time, talent and energy to help the student athlete grow. Practices and games should be planned and conducted to include fairness, equality of opportunity, respect for the dignity of each person (teammates and opponents), and respect for authority. Coaches serve our student athletes by teaching them the sport, developing their overall physical fitness, and motivating them to give their maximum effort.

Coaching is both challenging and rewarding. Coaches have a major impact in the children they coach, and they must ensure that impact is positive.

All volunteers, including coaches, must submit criminal and child abuse clearances and attend Protecting God's Children Training.

## Parental Involvement

### School Council

The purpose of the Council is to assist the Pastor in fulfilling the mission of the Church through the education program of the school. The Council is a consultative body which, in fulfilling this mission, cooperates with and is guided by any legal or Diocesan directives or policies which regulate the conduct of Catholic education on the elementary level.

The Council develops and evaluates the policies by which the school's program is designed, implemented, and evaluated. The Council is responsive to, and collaborates with, all the parishes sending children to the school, as well as other councils and committees within the parish or school. Parent(s)/guardian(s) are encouraged to consider serving on the Council.

### Parent Teacher Guild

The purpose of the Parent Teacher Guild (PTG) is to foster close relations between the parish, faculty and parent(s)/guardian(s) of students at Our Lady of Victory Catholic School. The PTG is instrumental in developing fundraising projects which benefit the school, and is also in charge of the school volunteer program.

All parent(s)/guardian(s) are encouraged to become active participants in the PTG. Associate membership is open to any adult member of Our Lady of Victory and Good Shepherd parishes.

### Athletic Council

The purpose of the Athletic Council is to assist the Pastor in fulfilling the mission of the Church through the athletic programs of OLV Parish and School. The Council is a consultative body which, in fulfilling this mission, cooperates with and is guided by any legal or Diocesan directives or policies which regulate the conduct of Catholic athletics of the Parish or School.

### Athletic Booster Club

The purpose of the Athletic Booster Club is to support the athletic program at our school. Through fundraising and volunteerism, the Booster Club assists in maintaining and developing a wide variety of sport opportunities for our students.

### Parent Volunteers

Parent volunteers are an integral part of Our Lady of Victory Catholic School. Any time or talent you can offer is valued and appreciated. All volunteers are required to submit criminal and child abuse clearances to the school office and participate in Protecting God's Children Training sponsored by the Altoona Johnstown Diocese. Parent volunteers are welcome and necessary in the following areas:

#### Lunchroom/Playground Monitors

Monitors supervise children in the cafeteria, playground and/or classroom from 11:00 AM to 12:15 PM. Six or more volunteers each day are needed to adequately supervise recess.

#### Library Aides

Aides assist during library classes, checking books in and out, and keeping the library organized.

#### Homerom Parent

Parents help with seasonal parties, OLV Day and other special events, coordinate chaperones for field trips, and provide help for any other special class event.

### Volunteer Nurses

Volunteers work in the nurse's office dispensing "tender loving care", contacting parents about children's needs and maintaining the health log. Any amount of time can be scheduled.

### Hospitality Committee

Committee members provide baked goods for PTG meetings and special events.

### Classroom Volunteers

Volunteers assist with classroom activities in basic skills; listening to children read; helping children with activities; working with small groups and individuals, etc.

### Teacher's Helpers

Duties include duplicating and collating materials, helping with bulletin boards, and assisting teachers with non-teaching tasks.

### Resource Volunteers

Volunteers share job specialties (i.e., firefighter, police officer, entomologist, etc.), knowledge, talents, special collections, travel experiences, etc., with students.

### Safe Arrival at School (SAS) Program

Volunteers call parent(s)/guardian(s) if a child is absent from school and the parent/guardian has not called in to notify the school of the absence.

### Technology Committee

The purpose of this committee is to offer support and recommendations to the Technology Coordinator and administration in the area of computers and technology. Membership is open to all parents and parishioners with an interest and expertise in this area.

### Parent Advisory Committees

As the need arises, parents are invited to serve on committees to discuss and investigate a particular issue and make recommendations to the administration.

## CONTRACT

(A copy of the contract will be distributed at the beginning of each school for signing.)

All families are required to sign a contract that contains the following agreement. The contract is sent home at the beginning of the school year or is available at the school office.

"By sending our child/children to Our Lady of Victory Catholic School, we acknowledge that the administrators of the school have the right to expect our child/children to comply with the rules and regulations as set forth in the student handbook. We also understand that the administration has the right to set policies and make decisions that they find not only to be in the best interest of our child/children but also in the best interest of the whole student body. Our Lady of Victory Catholic School administrators retain the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

We do hereby contract with Our Lady of Victory Catholic School that we, the undersigned parent(s)/guardian(s), will pay the tuition charged by the school for the academic year on a timely basis and cooperate with the school's fundraising efforts.

We do contract with Our Lady of Victory Catholic School that we, the undersigned parent(s)/guardian(s) and our child/children, will support the Mission and Philosophy of OLVCS and comply with the school rules, regulations and decisions made by the school and administration as stated in the handbook."