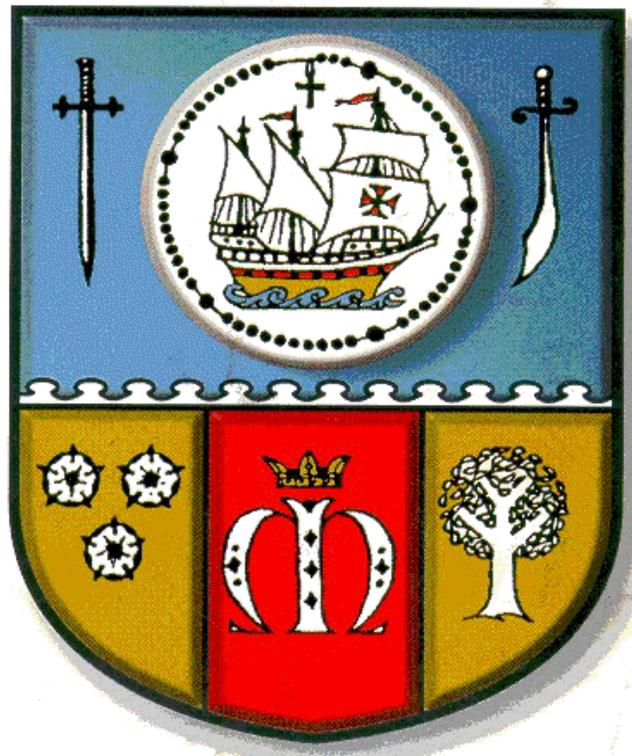


Our Lady of Victory School

2 Bellmore Street, Floral Park, NY 11001

516-352-4466 website: www.olvfp.org



2016-2017

Accredited by The Middle States Association of Colleges and Schools



Our Lady of Victory School
Reverend Thomas Fusco, Pastor
Mrs. Peg Augello, Principal



HISTORY OF OUR LADY OF VICTORY SCHOOL

Founded in 1931

School Colors - Blue and White

School Emblem - Coat of Arms

Coat of Arms: Upper half center - a galley ship symbolic of the Christian fleet is encircled by rosary beads; on the left a long sword symbolizes the Christian forces, and on the right a scimitar the sword of the Turkish forces. Lower half left - the three roses are the symbol of the Village of Floral Park; center – the bejeweled letter M Mary and the crown for Queen of Heaven; right-the tree is the symbol of the Village of Bellerose.

Sanctuary Window: The lower part of the apse window depicts a navel battle - the Battle of Lepanto. Above it stands Our Lady of Victory with the son Jesus. On her left, St. Michael the archangel with flaming sword and shield on which the words: Quis ut Deus (Who is like God?). On her right, Don Juan of Austria with long sword, commander of the Christian fleet.



PREFACE

This book is designed to serve as a reference for parents, students, and faculty of Our Lady of Victory School. It is written to fulfill the needs of those concerned with providing a fine education within our Catholic tradition.

Familiarity with its contents will facilitate the everyday functioning of our school and enable us to ensure the continuation of an excellent education within a Christian atmosphere.

MISSION STATEMENT

Our Lady of Victory Parish School is a community rooted in strong Catholic values and traditions under the guidance of our Patroness, the Blessed Mother. We are dedicated to the pursuit of academic excellence as we partner with parents to prepare our children to be faith filled, independent thinkers, who are ready to meet the challenges of the 21st century. Our Lady of Victory School community lives its mission in a safe, nurturing, friendly, Christian environment.

ADMISSIONS POLICY

Preference for admission to Our Lady of Victory School is extended to children who have siblings in attendance, whose parents are members of the parish living in Floral Park or who are moving into the parish. Students will be accepted if they reside out of the parish in Nassau County, Bellerose and North Floral Park providing there are vacancies.

REGISTRATION

Nursery – To enter Nursery School, a child must have reached the age of 3 on or before December 1 of the year of registration. Children still reliant on diapers will not be accepted.

Pre-Kindergarten – To enter Pre-Kindergarten, a child must have reached the age of 4 on or before December 1 of the year of registration.

Kindergarten – To enter Kindergarten, a child must have reached the age of 5 on or before December 1 of the year of registration. Performance on a readiness test must indicate that the child is sufficiently mature for Kindergarten.

Transfer students: Grades 1 to 8 – Transfer students will be admitted only at the beginning of the school year unless a change of residence occurs after the school year has begun. Students are ordinarily not accepted in the 8th grade. The original birth and baptism certificates and medical records, including an immunization certificate with dates, must accompany registration forms. A copy of the student's most recent report card as well as a copy of the scores of the student's latest standardized tests must also be submitted. A screening test may be administered to all new registrants. An interview by the principal with the parents and child will be held prior to admission. Formal admission will be based on a thorough review of the above-mentioned records as well as on the student's ability to perform the tasks appropriate to the curriculum of the particular grade level for which the student seeks admission.

RELEASE OF RECORDS

The school maintains academic and attendance records on all students. Information included in these records may not be released without written parental consent, except in response to a notice of transfer to another school or to send records on to high school. Two weeks notice is necessary to process a request for a release of records.

FINANCIAL OBLIGATIONS REGISTRATION/ACTIVITY FEE:

Nursery through 8 - \$150.00 per child.

The fee is applied as follows:

- \$ 15.00 Cafeteria Fee
- 25.00 Computer Fee
- 75.00 Religion Books, Insurance, Diocesan Testing Program, Supplies, and Other Instructional Materials.
- 35.00 class magazine subscriptions, art fee

This **non-refundable** fee is due at registration for new admissions and by April 15 for re-registrations.

If your fee is *not paid* by this date, your child *will not* be placed in a class for the following school year.

TUITION:

In Parish (Supporting) families are active members of Our Lady of Victory Parish who are committed to worship and financially support the Parish through the regular use of the weekly church envelope system. Families that contribute \$10/week (\$500/year) to the parish are defined as supporting families.

Out of Parish (Non-Supporting) families are those families who attend OLV or another parish or church and who do not financially support Our Lady of Victory Parish.

Tuition payments are due on the 1st day of each month in 10 monthly installments. The first payment is due July 1st and tuition should be paid in full by April 1st. A **LATE FEE** of \$15.00 will be charged for tuition payments received after the 10th calendar day of the month. It is a School policy to hold all records and report cards if tuition or fees (late fees, fundraising obligations, and volunteer obligations) are in arrears. Any deviation from this policy must be discussed with the Tuition Committee. To insure proper credit to your tuition account, please include the payment stub with your tuition payment.

GENERAL REMINDERS

1. Any visitor must report to the Office and sign in when entering the building. **PARENTS MAY NOT GO TO A CLASSROOM WHILE SCHOOL IS IN SESSION.** Please use the rear entrance in the schoolyard by the high steps.
2. Appointments for parent-teacher conferences may be made by writing to a teacher or by leaving a message at the Office. It is the policy of the school that if there is a difficulty or complaint to be registered, it should be discussed with the individual teacher first. However, the principal is always available for consultation. Please call the Office (352-4466) for an appointment.
3. **Cars should never be driven into the schoolyard between 7:30 AM and 4:00 PM regardless of the weather.** Parents should not let children out of a car where they must walk in front of other vehicles. Cars should never be double-parked while waiting for children regardless of weather. Cars should never park in front of the school building **where the District school buses park.**
4. Children will not be allowed to leave school at lunchtime unless the school has been informed in writing.
5. Please do not park in the Rectory driveway at any time.

SCHOOL HEALTH SERVICE

The health and safety of our students is essential for effective learning. The school Health Office is staffed by a registered nurse and is supervised by a Health Coordinator. We ask our parents to cooperate with the school as far as the following are concerned:

1. Parents must call the school Health Office before 9:00 AM when a child is absent for any reason. The number is 352-4410.
2. An absence note is mandatory when a student returns to school. Your child's absence is recorded as unexcused if a note is not submitted.
3. When it is necessary for a child to leave school before dismissal, please sign your child out in the General Office. Parents must notify the office in writing prior to the early dismissal.
4. No medication may be taken in school. If for some reason prescription medication is necessary during school hours, the nurse must be contacted so proper arrangements can be made to meet the health needs of an individual child.
5. The New York State Education Law requires that each student entering a new school, entering Pre-Kindergarten, Kindergarten, first, third, fifth

and seventh grades be examined by a physician at the beginning of the school year. The State Law requires that the medical examination be done after June 1st to be valid for those students mandated. New students to the school in any grade are required to have a complete physical examination and immunizations complete to enter class on the first day of school. Kindergarten Students are required to have two (2) doses of the Measles, Mumps and Rubella (MMR) serum and three (3) doses of the Hepatitis B serum in order to enter the classroom in September. Returning students in grades K, 1, 3, 5, and 7 must return the completed physical examination forms to the School Nurse by October 1st, or they will be scheduled to be seen by the school district physician.

6. The New York State Education Law also mandates that each child entering school be immunized against polio, diphtheria, mumps, measles and rubella. HiB vaccine is required before entering school. The Law permits school districts to exclude from school any child who has not been properly immunized.
7. Any child receiving an injury necessitating the need for medical support devices e.g.: casts, crutches, slings, canes, braces, dressings, etc., must upon his/her return to school, report to the Nurse's Office so that she is fully aware of the nature and extent of the injury and of any assistance the child may need moving throughout the building or exiting during a fire drill.
8. If you have any questions, please feel free to call the school Nurse at 352-4410.

TRANSPORTATION

Buses – Bus service is available for qualified Nassau County residents. All students are required to ride only on their designated bus. Excessive noise, pushing, shoving and fighting will not be tolerated. Behavior disruptive to the bus driver and affecting safety can result in the loss of bus riding privileges. All requests for bus transportation must be submitted by April 1st of every school year. Requests received after April 1st will not be considered except for new residents. Problems concerning bus transportation should be taken up with the School District Transportation Offices.

Floral Park-Bellerose (District #22) 327-9302
Elmont (District #16) 326-5500 Ext. 16 & 35
High School 7th & 8th – Sewanhaka 488-9821

Walkers – It is expected that parents will carefully instruct their children concerning safety while walking to and from school. Crossing Guards are

located at strategic intersections and students must follow their instructions. Students must use sidewalks and cross at corners. It is important that students not walk in yards of private residences or on Long Island Railroad property.

Bicycles – Students riding bicycles to and from school must obey rules for bicycles. They should ride singly and obey traffic lights, signs and Crossing Guards. Bicycles must be walked into the schoolyard and parked in the bicycle rack. They should be securely locked while the student is in school. The school cannot accept the responsibility for damage and/or theft of bicycles, which are ridden to school. NY State Law requires that all children under the age of 14 must wear a Bicycle Safety Helmet.

CHANGE OF ADDRESS, TELEPHONE, OR PLACE OF EMPLOYMENT

Parents must notify the school of any changes in address, telephone numbers or place of employment where the parent can be reached in an emergency. Any sick or injured child sent home must be accompanied by his parent or the person designated by the parent as responsible in the parent's absence. Ill or injured child will not be released from school to walk home alone.

ATTENDANCE POLICY

Our Lady of Victory School recognizes that regular school attendance is a major component of academic success. It is imperative that each student be on time and in school each instructional day. Time missed from school can never be completely made up. A general calendar indicating school vacations and early dismissal days for the following year is distributed to families in June. Families are encouraged to plan vacations for these times. In the event that this is not possible, families should not expect that teachers would provide work or assignments in advance to be done in this absence. Students are responsible to make up missed work upon their return to school. Excused absences, tardiness and early departures from school are defined as absences, tardiness and departures due to personal illness, illness or death in family, quarantine, required court appearances, attendance at health clinics, or other such reasons as may be approved by the Principal. All other absences, tardiness and early departures from school are considered to be unexcused absences; it is the parents' responsibility to notify the school nurse on the day of the student's absence and to provide a written excuse upon the student's return to school.

Please note the following:

- A student is considered absent if not present when attendance is taken
- A student who arrives after the beginning of the school day (8AM for 7th and 8th graders, 8:10AM for K-6) is tardy.
- Parents of students who miss 15 non-consecutive days of school must conference with the Principal to determine if an alternative education plan is necessary.
- *Students in grades 4-8 who are late 4 times during a trimester will serve an after school detention; parents will be notified.*
- *Students in grades K-3 who are late 4 or more times during a trimester will receive a verbal reminder of the policy; parents will receive a notification letter.*
- Perfect attendance (never absent, never late) awards will be presented to students who qualify.

EARLY DISMISSAL

A pupil who must leave school before regular dismissal time must first bring a note from a parent stating the reason for the request. This note is to be presented to the teacher before the beginning of the school day. Parents should try to schedule all appointments after school hours. In case of early dismissal, parents are required to use the sign out book in the General Office.

SAFETY REGULATIONS

Fire and bus drills are held in accordance with New York State regulations. It is essential that when the first signal is given, everyone obeys the orders of the teachers or staff and clears the building as quickly as possible. When outside the building, students will stay with their class and follow the instructions of the teacher. **SILENCE MUST BE MAINTAINED AT ALL TIMES DURING FIRE DRILLS.**

Other emergency drills (including "lockdown") are practiced on a regular basis.

EDUCATIONAL PROGRAM

The curriculum is seen as a guide for directing the child's living in the light of Christian principles, with a detailed plan of learning activities that are basic to that living. Our Lady of Victory follows the curriculum of the Diocese of Rockville Centre which covers, in essence, all material contained in the New York State Curriculum. Our teachers internalize the curriculum with the Catholic Philosophy of Education based on Christ's philosophy of life. It is

through the efforts of our teachers that the spirit of Christ finds fruit in each subject area. Not only do our teachers impart intellectual knowledge to our children, but also they temper this with the understandings, attitudes, and values for Christ-like living in American society.

The curriculum of Our Lady of Victory requires that all students follow a sequential program in all the major subject areas: Religious Education, Language Arts (English, Reading, Spelling, and Penmanship), Mathematics, Social Studies, Science – as well as areas of Physical Education, Music, Art, Computer Education, Spanish and Family Life.

RELIGIOUS EDUCATION

The Religious Education Program of Our Lady of Victory School is based on the Good News that children are created in God's image and that they are loved. It enables students and teachers to empower one another to explore and deepen their Christian heritage. The program includes a developmental responsibility to grow in the Father's love. The program provides appropriate cognitive and affective learning experiences so those students may participate in the life mission of the Church. Those experiences include study, reflection, prayer, worship, and sharing one's faith. As part of this participation in the life of the Church, students at OLVS begin each day with prayers and scripture readings. They also receive instruction prior to reception of the sacraments of Reconciliation, Holy Eucharist and Confirmation. They participate in monthly celebrations of the Holy Sacrifice of the Mass, and other special liturgies reflecting the Church's calendar celebrations – Lent, Easter, Advent, Christmas, etc. Each grade (2-8) is given the opportunity to receive the sacrament of Reconciliation during the school year.

ALGEBRA

An algebra course is offered to eighth grade students who qualify. The criteria follow:

- E or A final average in 6th and 7th grade math
- ITBS grade equivalent scores above the 10th grade level
- ITBS percentile ranking above the 90th percentile
- Teacher recommendation

This course is demanding and rigorous for the students. The criteria outlined above are in place to help ensure that students who are invited to participate will have a successful placement exam in June, in addition to fulfilling their regular eighth grade responsibilities. The eighth grade students' records are evaluated and those who qualify are informed during the month of September. Students who participate in the algebra course are expected to sit for the Algebra Regents Examination in June.

COMPUTER EDUCATION

Our networked computer lab has an excess of 20 stationary PC workstations, one mobile PC, Internet access through the Diocesan Intranet (a protected environment), network printers, color printers and color scanners. Each class visits the lab on a regular basis and is provided with age appropriate instruction in the necessary computer skills. Teachers are trained in the use of computers and provide integration throughout the curriculum. In addition to the computer lab, each classroom (K-8) is equipped with networked PC workstations and color printer. Classrooms for grades 1-8 are equipped with SMARTboards and use SMARTboard technology.

MUSIC

Our Music Education Program increases the children's sensitivity to the power of music as an art and prayer form. Music Education provides children with those experiences that will help them to grow in musical expression, understanding, and appreciation. They will have many opportunities to perceive, analyze, and evaluate music as a life-long value through a variety of music experiences. The teacher introduces the children to the elements of music out of which musical concepts are formed: rhythm, melody, harmony, form, expression, and style. The instructor evaluates students through observation and according to criteria related to performance, understanding, and appreciation.

Band lessons are offered to students in grades 3-8. Band is a pull out program and students receive lessons once a week. An additional fee is required for band lessons.

Children in grades 2 and 3 receive lessons in recorder. All students learn to play this instrument. An additional materials fee is required.

LIBRARY

Our library is well stocked with books, periodicals and videos for all grade levels. Several computers are available for our students' use. Grades Pre-Kindergarten through eight regularly visit the Library. The Library provides curriculum support, research guidance and other learning experiences to the students, faculty and staff.

ART

Our Art Program leads children to an awareness, understanding, and appreciation of God's creation and His creatures. A wide variety of art experiences give the child a unique way of looking at the universe. The art process provides an opportunity for each child to recognize his/her talents and an occasion to respect and appreciate the talents of others. The art teacher

provides a medium for personal expression and a universal means of communication through creative involvement.

PHYSICAL EDUCATION

Our Physical Education curriculum aids students in the development of sport skills and the related activities that challenge each person to reach his/her specific physical potential. Awareness of Christian unity is emphasized as well as respect for every classmate as an individual. Through basic education of the body's physiological need to be active, the main thread that is constantly woven into every aspect of the program is the long-range aim of fitness as a life-long goal.

SPANISH

Language is our connection to our community and to the world. Through language, we identify the world around us, express our concerns and dreams, and share our experiences and ideas. The ability to communicate in a second language increases the opportunities to interact with other people and to understand other cultures. As the world becomes increasingly interdependent, it is important for every person to acquire the skills for communication with others and for cross-cultural understanding.

FAMILY LIFE

The Family life Program specifically addresses five needs of today's developing young Catholics:

- Skills and knowledge for family living, both now and when they become parents.
- To understand not only their own physical, emotional and spiritual development, but also the development of people around them.
- To cultivate a respect for all life especially human life.
- To develop a Christian understanding and reverence for sexuality.
- To relate with others outside the family and thereby take their responsible place in society.

This program is based on experience, recognition of the importance of the family and our Bishop's request for a curriculum in family life.

ACADEMIC INTERVENTION SYSTEM (AIS)

Academic intervention is provided for students who may require extra assistance in mastering basic skills. Standardized test results (ITBS, NYS Tests), classroom performance and teacher observation are used as a basis to

provide extra assistance. In general, classroom teachers integrate this assistance into the classroom lessons and activities.

FIELD TRIPS

Field trips are scheduled during the year. These trips are planned for their educational value. Parents are encouraged to permit their child to attend to provide for continuity in the program. Written permission is required from parents for all trips. All field trips are dependent upon acceptable behavior and fulfillment of class requirements by the student.

EARLY CHILDHOOD PROGRAM

EARLY CHILDHOOD PHILOSOPHY: Nursery, Pre-Kindergarten and Kindergarten

Our program consists of various modes of instruction: direct, guided-discovery learning, free-play activities and individual sessions to meet appropriately the needs of each child.

NURSERY AND PRE-KINDERGARTEN

The Our Lady of Victory Nursery and Pre-Kindergarten Program will:

- Encourage the children to discover and creatively express themselves.
- Share the richness, beauty and traditions of our Catholic culture.
- Share the adventure of living.
- Foster the development of positive self-esteem.
- Share our faith experiences by helping the children develop an awareness of God the Father and Jesus Christ.

The teachers plan appropriate activities for the children based around themes. The children have the opportunities for free play as well as activities involving art, music, and creative movement. The teachers work with the children in a group as well as individually in order to evaluate the progress of each child.

KINDERGARTEN

The five year old is many things: an active explorer, a talkative quizmaster, a creative crayon artist, a bundle of energy, and an intensely alive person eager to learn. Kindergarten will guide activities and channel interests and enthusiasm into constructive goals and learning experiences.

The Our Lady of Victory Kindergarten Program includes:

- Exposure to religious activities and experiences.
- Increasing the child's social experiences by daily contact with others.
- Encouraging self-expression through discussion and dramatization.
- Increasing motor coordination and large muscle development.
- Developing the child's visual perception skills.
- A reading and mathematics readiness program.

Our program offers the students opportunities to think and reason, to socialize, to communicate, to write, to listen and to get ready to read. The teacher observes and evaluates, models, leads and counsels the students. Evaluation of the students is done through observation and appropriate assessment activities and projects.

EXPECTATIONS OF THE QUALITY OF STUDENT WORK

WRITTEN WORK GRADES 1 – 8

An important aspect of the educational curriculum of OLVS is the quality of the written work in class, on tests, and in work submitted as homework, research papers, book reports, or extra assignments. Grades are based on test scores, homework, projects, and class participation. In order to assist the students in improving work habits, the following is expected:

- Assignment books should be used to ensure that all home assignments will be completed.
- Neatness will be emphasized in content and presentation of the completed assignment.
- Proper sentence structure must be used to answer essay questions and in all composition work.
- Handwriting must be legible in order for an assignment to be submitted.
- Microsoft Office Applications (Word, PowerPoint, Excel, etc) may be required for some assignments. Formal criteria will be set by the teacher.

HOMEWORK

Homework assignments are given for several reasons:

- To review basic skills by providing practice and drill.
- To develop self-discipline and a sense of responsibility.
- To give students an opportunity to learn to study independently.

GRADES 4 – 8

- Homework is assigned daily. If no written assignment has been given, study is ongoing.
- Quality work is a VALUE!
- All assignments must be attempted. Assignments are a review of the day's work.
- Each student is responsible to make up assignments due to absence.

GRADES 1 – 3

- Homework is assigned daily . If no written assignment has been given, study is ongoing.
- A specific time should be set aside each day for homework (including study).
- Parents should check and sign homework upon completion and go over errors with the child.
- Homework must be neat.
- First through Third graders should be reading and studying basic math facts daily.
- Students are responsible to make up assignments missed due to absence from class.

KINDERGARTEN

- Homework is given to reinforce skills learned in school.
- Parents should check and sign homework upon completion and go over errors with the child.
- Homework must be neat.

EVALUATION OF STUDENT PROGRESS

Parents of students in grades 5-8 may access student grades at any time via the Parent Portal. Training and information regarding the process are given each September. Any parent who needs an update or has questions is invited to call the school office.

Assessment Reports will be distributed three times; the first two at Parent-Teacher Conferences.

REPORT CARDS: Report cards are distributed in December, March and June.

GRADING SYSTEM

The assessment of the individual pupil aims to reflect the goal of the Diocese, and education program whereby a vibrant community of Jesus’ disciples becomes unmistakably evident. The Report Card reflects the program objectives that have been specifically defined as learning tasks for the grade level. It provides the parent and student with information about student strengths and needs as relate to the learning tasks in each subject area. The Report Card is meant to encourage the development of student potential so that the child can become an attentive, intelligent, reasonable, and loving individual.

STANDARDIZED TESTING PROGRAM

The New York State Education Department mandates testing in the following areas:

Grade 4	Science, English Language Arts & Math
Grade 6	English Language Arts, Math, Science

The Diocese of Rockville Centre requires testing in the following areas:

Grades 2 – 8: Iowa Test of Basic Skills (ITBS)

Grades 1, 4 and 7: Cognitive Abilities Test (CogAt)

Test results will be discussed with parents during Parent-Teacher Conferences. Testing by the School District Psychologist will be done on an individual basis when required by the particular student with parental consent. Parent conferences will be arranged to discuss these results, and School and District officials will make necessary recommendations.

SCHOOL RETENTION POLICY

Kindergarten students will be required to demonstrate a mastery of both academic and social skills before being recommended for promotion to Grade 1. If teacher evaluation suggests the possibility of retention, parents will be notified at the time of the March assessment card.

Grades 1 – 5. A significant deficit in major subject areas as indicated on the assessment card may warrant retention.

Parents will be notified of possible retention no later than March.

Grades 6 – 7 – 8. In grades 6-7-8, if a student fails any two major subjects, he or she will be required to attend and pass summer school before being promoted or obtaining a diploma. Failing three or more major subjects may warrant retention. Parents will be notified of this possibility no later than March.

Parents must submit documentation of an approved summer school study program before the beginning of the next school year. Students who do not attend an approved summer study program may not be placed in a class.

REMEDIAL READING, MATH AND SPEECH

Students in grades 1 through 6 who have special learning needs and who qualify may be eligible to receive Speech services provided by the School District. Students in Grades 7 and 8 from the Sewanhaka School District who qualify for remedial math and reading may be eligible to participate in the Resource Room. These services are given at OLV School.

GIFTED

Children who meet the criteria set forth by the School District can participate in PROBE (Programs Reaching Out to Broaden Experiences). This is a program for the Gifted and Talented at the local public schools.

PROBE is available for qualified students in grades 4-6 who reside within the Floral Park-Bellerose School District.

SPEECH THERAPY

A speech therapist is available during school hours at OLVS for those students who need speech services. This service is provided by the Floral Park-Bellerose School District and is for residents of the Floral Park-Bellerose and Elmont School Districts only.

SCHOOL PSYCHOLOGIST

A school psychologist is available on a regular basis for testing when needed. This service is also provided by the School District and is for residents of the Floral Park-Bellerose School District Only.

TEXTBOOKS

Under the New York State Textbook Law, all students will receive their textbooks and workbooks, up to a specified amount, from their local Public School Districts. All children are required to carry their books in some sort of bag, i.e., school bag, canvas tote, etc. Textbooks are to be kept covered for the entire school year. It is the responsibility of the parents and students to replace any misused or destroyed textbooks or library books.

DRESS AND APPEARANCE

All students are expected to have a neat, well-groomed appearance. The school reserves the right to reject unsuitable modes of appearance and to remove a student from class if he or she is not in uniform. Specialty uniforms, i.e. Brownie, Cub Scout, etc. may be worn in place of the school uniform ONLY on group meeting days.

Parents are to assume responsibility for the student's appearance. Boys' hair may not be worn below the top of the collar. Wearing inappropriate jewelry and/or makeup is against school policy.

UNIFORM REGULATION: THE COMPLETE UNIFORM IS TO BE WORN EVERY DAY

The school uniform supplier, **Flynn & O'Hara**, takes orders for the uniforms on a specified day in June at the school. Parents who do not place their order at that time must go directly to the store. For additional information, contact Flynn & O'Hara at www.flynnohara.com or 131 Sunnyside Blvd, Plainview, NY 11803 (516) 221-3006.

GIRLS' – KINDERGARTEN THROUGH 6TH GRADE

(from November 1st through March 31st uniform slacks may be worn.)

Blue plaid uniform jumper

White blouse – rounded collar – long or short sleeve

Navy blue knee socks – navy blue tights may be worn

In the winter

School sweater, school sweatshirt, or school fleece

Brown, black or navy flat, strap or tie shoe (dress shoes, boat shoes or sneakers are unacceptable.)

GIRLS' – 7th AND 8th GRADE

(from November 1st through March 31st uniform slacks may be worn.)

Blue plaid uniform skirt

Blue blouse – pointed collar – long or short sleeve

Navy blue uniform bolero, navy blue knee socks – navy blue tights may be worn in the winter

School sweater, school sweatshirt or school fleece

Dress Shoes (boat shoes, sneakers, *high heels* or *heavy heels* are unacceptable). Girls Jumpers and Skirts may be NO SHORTER THAN 2" above the knee.)

BOYS' – KINDERGARTEN THROUGH 6th GRADE

Navy blue uniform trousers

White shirt – long or short sleeve

Plaid uniform tie, navy blue socks

School sweater, school sweatshirt or school fleece

Brown, black or navy tie shoe (Dress shoes, boat shoes or sneakers are unacceptable.)

BOYS' 7th AND 8th GRADE

Dark gray uniform trousers with belt

Blue shirt – long or short sleeve

Plaid uniform tie, navy blue socks

School sweater, school sweatshirt or school fleece

Brown, navy or black tie dress shoe (boat shoes, work boots or sneakers are unacceptable.)

As the weather becomes cooler, those students who choose to wear sweaters in school may wear only the school sweater or the school sweatshirt while in school. Please label these with your child's name.

The **summer uniform** may be worn from May 15th to the end of school and from the beginning of school to October 15th. The summer uniform consists of blue shorts and a white shirt. It is only available from Flynn & O’Hara.

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UNIFORM REGULATIONS FOR PHYSICAL EDUCATION

All students must wear the gym uniform, consisting of the uniform white tee shirt, navy blue shorts, white crew socks and sneakers.

The gym shirts and shorts must be purchased from Flynn & O’Hara. Gym uniforms are to be worn under the school uniform on gym days. Sneakers may be worn for the entire day when gym is scheduled.

The following lists the regulations regarding gym uniforms:

Until October 15 and beginning May15:

Students in Grades K, 1, 2,3,4,5:

- may wear their gym uniforms to school on gym days. (The summer uniform may be substituted for the gym uniform until October 15).
- The gym uniform consists of white OLV T-shirt, blue short, white socks, sneakers

Students in Grades 6 through 8:

- Wear their regular school uniforms over the gym uniforms (blue shorts, white T-shirt, white socks, sneakers).
- The summer uniform may be substituted for the gym uniform until October 15

From October 15 until May 15:

Students in Grades K-3:

- Wear their gym uniforms to school on gym days
- The gym uniform consists of:
OLV sweatpants (NO SHORTS), and sweatshirt, OLV t shirt (T shirt is worn under the sweatshirt), white socks and sneakers.

Students in Grades 4-8:

- Wear the regular school uniforms over the gym uniform.
 - The gym uniform consists of OLV gym shorts, OLV t-shirt, white socks, and sneakers.
- *NB: Sweatpants are not part of the gym uniform for Grades 4-8
- Optional:** OLV track suits (OLV jacket, t-shirt, pants) may be worn on gym days. Track suits replace the “regular” school uniform for gym days.

All students wear sneakers with white crew socks to school on gym days. Please be sure that your child’s name is on every piece of clothing.

Dignity for All Students Act

The New York State Dignity for All Students Act (The Dignity Act) was signed into law in September, 2010 and became effective July 2, 2012. All children have the right to attend school in a safe, welcoming, and caring environment free from harassment and discrimination. The Dignity Act ensures this for all New York State public school students. Although religious and private schools are exempt from the Dignity law, much of what has been signed into the Dignity Act has been and continues to be practiced in our Diocesan schools.

Codes of conduct exist for students, staff and volunteers and policies are in place to create a safe environment in our schools free from harassment, discrimination or, any form of abuse. Awareness and prevention training is mandatory for all staff and volunteers in our schools, and all students are provided with age appropriate instruction that 1) defines abuse, 2) makes clear how to report abuse, and 3) provides training on personal safety skills. The school curriculum and programs are built on strong Catholic principles that underscore the goal for our students to be more like Christ in their thoughts, words and deeds. Instruction in civility, citizenship and character education is standard curriculum in our schools, with a strong emphasis on principles of honesty, tolerance, personal responsibility, respect for others, observance of the laws and rules, courtesy, and dignity and respect for all. Faculty, staff, and student behavior is expected to conform to values consistent with the Catholic faith.

DISCIPLINE

CELL PHONES and ELECTRONIC DEVICES

Cell phones, i-pods, etc cannot be used at any time during the school day. Cell phones must be turned off and kept in the student's backpack during the school day. If they are inappropriately used they will be confiscated and will be returned only when a parent comes to school to retrieve them. Students who violate the policy may receive a detention. The school is NOT responsible for any damages to or loss of equipment.

DRUG, ALCOHOL AND SMOKING ABUSE

The use of tobacco, alcohol and drugs is forbidden.

COMPUTER ACCEPTABLE USE POLICY

All students, teachers and staff sign an acceptable use policy (AUP) each year. The policy outlines the acceptable use of the computers in OLV. By signing this policy everyone agrees to respect and follow the rules governing the use of the computers. Computer privileges may be suspended for those who do not follow the policy.

New students, faculty and staff sign the policy in September. The AUP is renewed each year during Catholic Schools Week.

Our Lady of Victory’s code of discipline is rooted in compassion and Justice. We strive to create a spirit of mutual respect and cooperation among members. Deliberate misconduct hinders the community in its pursuit of academic excellence and a peaceful environment. Therefore, this policy is viewed as a learning exercise where students will realize that their actions do have consequences. Each circumstance will be individually and appropriately addressed.

“Let us remember that Christ is present among us and let us treat one another as brothers and sisters in Christ.”

<i>Infractions</i>	<i>Consequences</i>
1. Make-up using/wearing.....	= 1 demerit
2. Uniforms	
a. Slovenly dressed.....	= 1 demerit
b. Out of uniform	= 1 demerit
3. Gum chewing	= 1 demerit
4. Cafeteria	
a. Misconduct	= first occurrence – warning = second occurrence – 1 demerit
b. Throwing food	= 2 demerits
5. Schoolyard misconduct	= first occurrence – warning = second occurrence – 1 demerit
6. Defacing School Property	= automatic detention
7. Disrespectful Behavior toward any Adult	= automatic detention
8. Intentional Aggressive Physical Behavior	= automatic detention

Demerits

1 copy to parents for signature
1 copy to designated faculty council member
1 copy to office

Parents will be notified by telephone by faculty council member after each demerit is issued.

3 demerits = 1 hour after school detention
3 detentions = parent conference with principal, student and faculty council member + loss of a privilege, community service
5 detentions = in school detention
6 detentions = 2nd parent conference
8 detentions = Principal’s discretion

ALL DEMERITS ARE CUMULATIVE FOR THE SCHOOL YEAR

In addition to the school discipline policy, classroom teachers may generate classroom discipline policies with regard to classroom behavior and class assignments and projects.

BEFORE and/or AFTER SCHOOL PROGRAM

We provide extended day child care programs for children in Kindergarten through 8th Grade. Responsible adults supervise the children. Before School Program runs from 7:15am-8:00am; The After School Program runs from dismissal until 6:00 PM. The children receive snacks, help with their homework and have many opportunities for free play. Because the programs are self-supporting, there is a fee for your child's attendance in this program.

EXTRACURRICULAR ACTIVITIES

Adjunct to our education program are several additional activities, which arouse the enthusiasm and interest of students based on their preference and abilities – Band, Book Clubs, Bowling, Drama, the National Junior Honor Society, Scrabble, Tap Dance Club, and Student Council. Students are given the opportunity to become Altar Servers for the Parish. Daisy Scout, Brownie, and Girl Scout troops as well as Cub Scout dens are also offered to our students.

LUNCH PROGRAM

Lunchroom facilities are available for students who wish to eat in school. Children are expected to either buy hot or cold lunch in the cafeteria or bring a bag lunch in the morning for lunch each day. Milk is sold daily.

No child is permitted to have lunch at any outside facility unless accompanied by a parent. Parents who choose to take their children out for lunch must send a note to the office. Students are to be picked up and returned to school at the main office where parents will be asked to sign a log sheet. Children who go home for lunch are requested to return to school at the time classes are scheduled to resume and not before, if possible.

Late lunches may be left in the General Office. We will forward them to the children.

Fast food lunches may NOT be brought to school. Glass bottles are NOT permitted. Drinks must be in a thermos, juice box or can. Weather permitting, students are allowed a supervised play (recess) period as part of the lunch hour

LUNCH ROOM RULES

These rules have been designed to insure the safety of all involved in the program:

- STUDENTS ARE EXPECTED TO RESPECT ALL LUNCH AND HALL SUPERVISORS AND ALL RULES REGARDING LUNCHROOM ETIQUETTE.
- Containers and food must not be left on tables nor thrown on the floor. All tables must be cleaned before leaving the lunchroom.
- Speaking is permissible. If he/she needs help, the child should raise his/her hand to avoid unnecessary walking around.
- The teacher on duty will give permission for students to use the bathroom.
- Running is never permitted in the lunchroom or in the schoolyard unless it is organized play.
- Rough playing, pushing, shoving or games which would endanger the health and welfare of any child are not permitted.
- No one is permitted to remain in the school unsupervised. Teachers must meet the children if they want them to help at lunch hour.
- All students must remain in the schoolyard during recess.

RAINY DAYS AND INCLEMENT WEATHER

- Students must remain in the classroom or in the gym on days when there is no recess outside.
- Proper classroom behavior is expected at all times when recess is held indoors.
- Students must obey the lunch monitors.

LOST AND FOUND

Lost articles are placed in a box on the first floor. Any items not claimed after two weeks will be placed in the St. Vincent de Paul box or distributed accordingly. **All materials, clothing, boots, lunch boxes, etc. are to be labeled with the student's name.**

SCHOOL BOARD

The School Board is the policy-making, advisory body of the School. This group of volunteers acts as advisers to the Pastor and our Principal. Supporting members of the parish, parents and guardians of students attending Our Lady of Victory School and teachers are eligible for membership on the School Board.

HOME SCHOOL ASSOCIATION

An organization, made up entirely of volunteers that strives to support the parents, faculty, and administration of our school in the areas of fundraising and volunteer service. The Home School Association works with the administration, faculty and staff to provide opportunities for our children to grow spiritually and academically, and to provide an environment where school families can build a community for the betterment of all. Our Lady of Victory Parish and School is a community that prays for and gives support to its members. The Home School Association is instrumental in providing ways for us to build that community.

ACCEPTABLE COMPUTER USE Policy (AUP)

Student Use Policy Our Lady of Victory School Floral Park, NY

OLV School (the “school”) has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's technology resources, which is viewed by the administration as a limited educational forum; and student

behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

All access to the school's technology resources will be permitted only under the supervision of a member of the school staff.

The student agrees that all information transmitted through the use of the school's technology resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's technology or personal technology resources the personal information (name, age,

gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the technology resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The

student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or

interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

BRING YOUR OWN DEVICE POLICY

The Bring Your Own Device (BYOD) Policy is an addendum to the Technology Use and Student Behavior Policy.

Our Lady of Victory School has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Technology Use and Student Behavior Policy. Both the BYOD (Bring Your Own Device) Policy and the Technology Use and Student Behavior Policy must be signed by the student and parent / guardian.

- The student takes full responsibility for his or her personal devices. The school is not responsible for the security or care of personal devices.
- The student is responsible for the proper care of his or her personal devices, including any costs of repair, replacement or any modifications needed to use the devices at school.

Social Networking - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

- Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
- Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

- The school reserves the right to inspect and/or confiscate a student's personal devices if there is reason to believe that the student has violated school policies, has used such devices in connection with any inappropriate conduct, or in any way poses a danger to himself, herself or others.
- The student will comply with any teacher's request with regard to personal devices and will only use devices in an area that is visible to and under the supervision of a school faculty and/or staff member.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on the school campus. Nor can any images, audio and/or video recorded at school be transmitted or posted at any time without being reviewed by and with the permission of the administrator (principal) at the school.

- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. Cell phones may only be used by students in an emergency with the consent of the responsible adult in charge.
- Personal devices used in school are not permitted to connect to the Internet through 3G, 4G, or other content service providers. Devices used in school must access the Internet via the school's content filtered wireless network.
- Students will only use appropriate educational applications on their devices under the direction and supervision of a teacher and/or staff member.

- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- Cell phones and other devices will be taken from the student if used without permission of the responsible adult in charge, and will be held in the office until picked up by the parent/guardian of the student.

Please note that, unless specifically directed to do so, students are never required to bring in personal devices to school. All students will continue to be able to utilize the school technology equipment for educational purposes, and will not be left out of the instruction practice.

PARENT PARTICIPATION – FUNDRAISING/SERVICE AGREEMENT

All families participate to raise funds for the school AND volunteer their time and talents to the various events sponsored by both School Board and the Home School Association. Each family is required to raise \$300 for the school each year through participation in “qualifying fundraiser” events. In addition, each family is required to volunteer to participate in two school events. The families perform duties critical to the smooth operation of the school such as hall duty, lunch duty, library aide, etc. These programs are necessary in order to help defray school expenses. Varieties of options are offered to accommodate all.

***All families are required to complete a volunteer registration form, background check and Virtus training per Diocesan regulations.**

****Parents are expected to sign a statement at the beginning of the school year verifying that they have read and discussed the contents of this handbook with their children and that they will abide by the school's policies, both explicit and implicit.****

*****Material set forth in this handbook may be amended by the Principal at any time.**

There are regulations which may not be explicitly addressed but are implicit within the context of the school's philosophy. Parents will be given prompt notice of any changes in the Family Handbook.