



Our Lady of Victory Catholic School

2018-19 Family Handbook

OUR LADY OF VICTORY CATHOLIC SCHOOL	
<u>PHILOSOPHY & MISSION STATEMENT</u>	<u>3</u>
GENERAL INFORMATION	3
SCHOOL OFFICE	3
VISITORS/BUILDING SECURITY	3
SCHOOL DAY SCHEDULE	3
EMERGENCY SCHOOL CLOSINGS	4
LUNCH AND RECESS	4
RECESS WEATHER CONDITIONS	4
EXTENDED SCHOOL PROGRAM (ESP)	4
TRANSPORTATION (BUS SERVICE)	5
MEDIA CONSENT	5
ADMISSION & PLACEMENT POLICY	5
ADMISSION PRIORITY PLAN	6
KINDERGARTEN AND FIRST GRADE ADMITTANCE POLICY	6
TUITION & FINANCIAL INFORMATION	6
TUITION POLICY	6
TUITION ASSISTANCE OPTIONS	7
REGISTRATION INFORMATION	7
STUDENT WITHDRAWAL	7
ATTENDANCE	7
COMMUNICATIONS	8
TEACHER WEBSITES	8
SCHOOL MESSENGER	8
GRADELINK	8
CONFERENCES AND APPOINTMENTS	8
ACADEMICS	9
GRADE SCALE	9
HOMEWORK & TEST POLICIES FOR ABSENCES	9
STUDENT HEALTH AND SAFETY	10
ILLNESS, INJURIES & MEDICATIONS	10
COUNSELING & SPECIAL SERVICES	10
EMERGENCY DRILLS	10
LOCKDOWN	10
FIREARMS AND WEAPONS	11
ILLEGAL SUBSTANCES	11
HARASSMENT POLICY	11

DRESS CODE & UNIFORM GUIDELINES	12
GYM UNIFORM	12
SCHOOL UNIFORM	12
SHOE POLICY	13
HAIR AND PERSONAL GROOMING	14
JEWELRY	14
SPIRIT DAY DRESS CODE	14
JEANS DAY DRESS CODE	14
CODE OF CONDUCT	14
GENERAL STUDENT ACCOUNTABILITY	15
UNETHICAL BEHAVIOR	15
DISCIPLINE	15
SUSPENSION	15
EXPULSION	15
REFERRALS	16
BEHAVIOR RUBRIC	16
DETENTION	16
CELL & ELECTRONIC DEVICE POLICIES	17
ELECTRONIC MEDIA & INFORMATION TECHNOLOGY	18
VOLUNTEERING AT OLV	19
PARENT/GUARDIAN VOLUNTEER CODE OF CONDUCT	19
LUNCHROOM & PLAYGROUND SUPERVISORS	19
FIELD TRIPS	19
OLV SERVICE PROGRAM (OLVSP)	20
RESERVE YOUR VOLUNTEER SHIFT	21
APPLICABLE VOLUNTEERS FOR OLVSP	21
PARENT ORGANIZATIONS	21
PARENT TEACHER ORGANIZATION (PTO)	21
DADS' CLUB	21
SCHOOL ADVISORY COMMITTEE (SAC)	21
GRADUATION & END OF YEAR ACTIVITIES	21

Our Lady of Victory Catholic School

132 Orchard Street | Northville, MI 48167 | (248) 349-3610 | Fax (248) 380-7247
www.olvnorthville.org

Philosophy

Our Lady of Victory is a Catholic Parish school dedicated to living our Victory Values through Faith, Academics and Service.

Mission Statement

Victory Values

- Virtuous living
- Intellectual growth
- Christ-like behavior
- Teamwork
- Opportunities for service
- Respect for all
- Yes to forgiveness

General Information

School Office

Hours (Monday through Friday): 7:45 a.m.-3:45 p.m.

Telephone messages and personal visitations will be handled during office hours. Voicemail is available for calls received after hours.

Visitors/Building Security

All doors are locked during the school day. All visitors must:

- Use the main entrance of the School.
- Show proper identification, upon request when entering the school building.
- Sign in at the office and wear a visitor's badge if remaining in the building for any length of time.
- Remain in the main vestibule of the school building unless escorted by a teacher/staff member to appropriate area.

School Day Schedule

Full Day

- 8:10 a.m.: Doors Open, First Bell (Students to class)
- 8:20 a.m.: Second Bell (Students in seats)
- 3:30 p.m.: Dismissal Bell

Note: If supervision is necessary before 8:00 a.m. or after 3:40 p.m., enroll your child in the Extended School Program (ESP)

Half Day

- 8:10 a.m.: Doors Open, First Bell (Students to class)
 - 8:20 a.m.: Second Bell (Students in seats)
 - 12:00 p.m.: Dismissal Bell
- THERE IS NO ESP ON HALF DAYS**

Mass Day

Attendance is taken BEFORE Mass. A student's presence at Mass is expected not the exception. Any student

arriving during or after Mass will be marked with an unexcused tardy.

Dismissal

All students are dismissed at 3:30 p.m. Students in grades K-2 are walked by a teacher or adult to the outside of the school and wait with a teacher until a parent/guardian will personally pick them up. Students in Grades 3-8 are escorted and dismissed at the Church parking lot. If a student has younger siblings, they will all be picked up in the youngest student's area.

Teacher supervision is available in the parking lot until 3:40 p.m. After 3:40 p.m., students will be escorted to the school office and then led to ESP (Latchkey).

Emergency School Closings

Severe weather conditions or building issues may call for school closure or cancellation. Parents/Guardians will be notified by text, email and/or phone message through the School Messenger Communications platform when this occurs. Also check:

- School website: www.olvnorthville.org.
- Radio stations: WWJ or WJR
- Television stations Fox 2/WDIV/ WXYZ for listings of closing.
- Check online for school closures provided by the media as well. OLV School will be announced as: **Our Lady of Victory-Northville**

Lunch and Recess

- OLV provides hot lunch through Northville School District. Lunches provided may be hot or cold. To register, go to the OLV website at www.olvnorthville.org.
- Sack lunches should have healthy choices. OLV is a certified Michigan Green School. Please keep throwaway items to a minimum.
- Soda pop is prohibited.
- On rare and special occasions, parents may bring in a lunch from an outside source (i.e. McDonalds, Subway, etc.).
- Parents, on occasion, may join the children for lunch. Check-in at the school office upon entry to building is required.

Playground supervisors are in complete charge of the students during lunch and recess. Students are to show them the same respect that they have for their classroom teachers and each other. Courtesy and concern for others should be the rule and not the exception.

Recess Weather Conditions

All OLV students are expected to partake in daily, supervised, outdoor recess. It is the responsibility of parents to ensure the child is adequately dressed for daily recess. Adequate outdoor clothing may include a cap/hat, mittens/gloves, warm jacket, long pants or leg covers, scarf, and boots. In case of loss, clothing should be marked with the student's name.

Students will go out for a full outdoor recess except on days of inclement weather. During winter months, children will go outside for recess if the temperature feels 10 degrees or above. If a child is unable to participate in outdoor recess, the parent is asked to contact the classroom teacher.

Extended School Program (ESP)

ESP is the before and after school care program for students enrolled in OLV School. It is designed to complement the school curriculum by providing a supportive and Christian environment for constructive and creative extra-curricular activities.

Hours of operation: 7:00-8:00 a.m. and 3:30-6:00 p.m.

Contact the school office for additional information or go online to www.olvnorthville.org, to download an ESP Registration form.

Transportation (Bus Service)

Students who live in the Northville School District have afternoon bus transportation provided by the district. If you are interested in arranging bus transportation for your child, please contact bus services at (248) 344-8470.

Our Lady of Victory Catholic School expects Christian behavior from our children while riding the bus from school. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

The following rules are mandatory for bus riders:

- Students must remain seated while riding the bus.
- Students must keep their hands and other objects inside the bus.
- No yelling or screaming is permitted on the bus.
- Students may not save seats.
- All students must follow the driver's rules and requests.

Failure to follow the above rules may result in a referral and possible bus suspension on the first offense.

The following are offenses that will result in 30-day probation on the first offense and a 15-day suspension from riding the bus if the offense is repeated:

- Foul or abusive language
- Abusive behavior toward others

Media Consent

We will on occasion photograph or take videos of the students during special events or regular school hours. These photographs or videos may be used in marketing material, the parish bulletin, the OLV website or our Facebook page. Students are never identified by name. If you do not give permission for your child's image to be used in this way, please be sure to sign the OLV Student Website/Media Authorization form, which gives you the choice to "opt-out."

Terms of Custody

OLV School requires that divorced or separated parents file a court certified copy of the custody order for their children with the school office. The school will abide by the individual rulings in each case. If there is any change in custody arrangements, a copy of the order must be filed with the school. If divorced/separated parents wish to receive separate mailings and report cards they must contact the school office.

Admission and Placement Policy

Our Lady of Victory Catholic School (OLV) may accept any student for admission. It does not discriminate or limit the participation of any student to the rights, privileges, programs or activities generally accorded to students on the basis of race, national or ethnic origin, gender, or disability which is unrelated to the student's ability to utilize and benefit from the educational opportunities, programs and facilities offered by the school.

School Administration reserves the right to limit the capacity of class size. Once a quota is reached students are placed on a waiting list.

Acceptance of the concept of a Catholic education is the main criteria for admission. All students are expected to participate in Religion classes, Liturgies, retreats, prayer services, service projects and any required service hours.

In a school setting, it is vital for students, parents/guardians to be aware of and cooperate within the established policies and guidelines. This also calls for students to live within the general spirit of the policies and guidelines.

Parents/guardians must support the operating beliefs of OLV and understand their obligations with regard to:

- Spiritual development
- Sound moral values

- Commitment to the educational process
- Financial duty

School Administration reserves the right to rescind enrollment if a student displays a habitual pattern of disregard for the policies and guidelines; a negative, uncooperative or disrespectful attitude; and fails to comply with expectations.

Additionally, the Principal/Pastor, acting in the best interest of the school, reserves the right to waive and/or deviate from disciplinary found within the policies, procedures, and practices.

Parents/Guardians interested in sending their student(s) to the Our Lady of Victory Catholic School must personally fill out the Application Packet. This can be found on www.olvnorthville.org, under "Forms".

Required Documents for New Students

- Application Form
- Copy of the student's birth certificate.
- Copy of the student's baptismal certificate.
- Transfer students entering grades 2-8 will need 2-3 years of report cards and standardized test results.

Admission Priority Plan

1. Students currently enrolled who have met previous years' financial obligations at OLV.
2. Siblings of currently enrolled students: Applications will be considered as space is available based on the family's school registration date with preference set by status in the parish versus non-parishioner status.
3. Tenure in the parish: This is determined by your parish registration date.
4. Other Catholic students: Non-parishioners are prioritized by the date of application to the school.
5. Non-Catholic children may be admitted when space is available.

Kindergarten and First Grade Admittance Policy

All incoming kindergarten students must turn (5) five years old by September 1, of their kindergarten year according to Michigan State Law. All incoming first grade students must turn (6) six years old by September 1, of their first grade year.

Class Placements

Both Administration and the teaching staff review student placements annually and with great care.

Tuition and Financial Information

Tuition Policy

There are two categories of tuition rates for school families in the current year:

- In-parish tuition rates for registered and active OLV parishioners;
- Out of parish rates for families who are not registered in OLV parish.

All families must be enrolled in OLV's tuition management system called **FACTS**.

Your family tuition account must be current to begin school in August and to begin the second semester. If a family is unable to make the scheduled tuition payments, the Parish Business office must be immediately contacted.

Any student with a delinquent balance may be subject to exclusion from school and school activities.

All tuition and fees must be paid in full for the current year before a student can register for the next school year. All tuition must be paid in full for the current year before an eighth grade student can fully participate in any end of the year activities, class day, graduation, etc. Transcripts and other academic records will not be released until all delinquent accounts are made current.

Tuition Assistance Options

- Archdiocese of Detroit (Stewards for Tomorrow)
- OLV Tuition Assistance Program. Any family interesting in applying for OLV's Tuition Assistance Program must first apply for aid through the Archdiocese of Detroit

Contact the OLV school office for application information. Forms are available in late winter.

Registration Information

The registration of returning students takes place in the spring prior to each new academic year. Students currently enrolled are considered returning students. Registrations for returning students are due on or before March 1.

Applications for incoming kindergarten are due on or before February 1, of their kindergarten year. All incoming kindergarten students must turn five (5) years old by September 1, of their kindergarten year. All first grade students must turn six (6) years old by September 1, of their first grade year.

Registration for returning Students after Probation or Disciplinary Action

Students will be admitted to OLV for a one (1) quarter probation period. A student may be asked to withdraw from the school following the probation period for one or more of the following reasons:

- Consistent behavior problems
- Uncooperative attitude
- Lack of effort affecting academics
- Identified learning disabilities which the school cannot properly address

Student Withdrawal

Should a student withdraw during the school year, tuition will be owed through the end of the quarter that the student has remained in school. All tuition owed must be paid in full and books returned before the student's records are forwarded to another school. Please be advised that the registration fee is non-refundable.

Attendance

Attendance Hotline Number: (248) 349-3610; and Press "1"

On the day a student is absent, the parent/guardian must call the school **before 8:30 a.m.** to notify the School office on the first day of the given absence. If the absence is not reported, the school office will phone home to verify the reason for the absence.

- Absences in excess of ten (10) days during any one-quarter may result in a student's grades being lowered only if work is not made up. Due dates will be determined by the teachers.
- If absences are the result of a serious health condition, a written statement from the student's attending physician is required before special consideration will be given for that quarter.
- If an absence is due to any reason other than illness, any tests missed will be recorded as an incomplete. It is the responsibility of the student to promptly make up and turn in any missing assignments.

Tardiness/Early Dismissal

Continued late arrival in *excess of one hour*, or any absence from school in mid-day will be recorded as an absence for that part of the day in which the student is not in school.

Documentation for any appointments attended must be provided in order to categorize tardy as *excused*. A parent must sign the student in/out at the office for any late arrival or early dismissal. It is the student's responsibility to promptly make up all work missed during absence from school.

Special Dismissal

A parent must notify the School Office **in writing** before 10:00 a.m. on the day that a change in dismissal/pick-up is taking place, such as:

- Mode of transportation not normally used (walking, bicycling, etc.).
- Departing school to go to another student's home or other destination.
- Departing school with someone other than a person listed on the official *Emergency Data Form*.

Note: Students are only released to those adults listed on the **Emergency Contact List**. Valid identification must be presented to appropriate personnel before the student is allowed to leave.

Vacations

The school calendar is arranged to accommodate most holidays. Parents are expected to arrange family vacations accordingly.

Truancy

In the case of an apparent truancy, state law requires that contact be first made with a parent or legal guardian. If efforts to persuade the parent(s)/legal guardian(s) to return the child to school fail, the school is required by state law to notify the superintendent of the public school district in which the school is located.

Communications

Teacher Websites

All academic teachers are required to maintain an active website to keep parents and students informed. K-5 teachers will include monthly calendars, classroom news, and special events on their websites. Teachers in grades 6-8 use Google Classroom.

School Messenger

All email, text messages and voice message communications from the OLV school office comes from a communications platform called School Messenger. As a parent of the school, you are automatically setup to receive email and voice communications through this service based on the most current contact information that we have on file for you. In order to receive text messages, you will need to "opt-in" your cell phone number into the service.

GradeLink

Parents and students in grades 3-8 may view grades anytime at www.gradelink.com by using their designated password. Parents can also setup GradeLink to receive email notifications every time the student's grade changes or new grades are added. Please check this regularly.

Conferences and Appointments

Parent/Teacher conferences are held after the first report card marking period in November, and in March at the teachers request.

A parent, teacher and/or a School Administrator may request an additional conference anytime throughout the school year by making an appointment. If a parent has a concern about his/her child or a classroom situation, follow the protocol in the order below:

1. Teacher is the first point of contact.
2. Teacher and Dean of Students, second point of contact. The Counselor may be included if the school deems it to be advantageous.
3. Teacher, Dean of Students, Principal, and Counselor (if deemed advantageous) are the third point of contacts.
4. Principal, Teacher, Dean of Students and Pastor.

Academics

Grade Scale

Students at Our Lady of Victory Catholic School are evaluated on a quarterly basis. Students receive a report card that reflects the student's academic and social development. Students in grades 3-8 are assessed according to the following criteria:

A = 93-100	C = 73-77
A- = 90-92	C- = 70-72
B+ = 88-89	D+ = 68-69
B = 83-87	D = 63-67
B- = 80-82	D- = 60-62
C+ = 78-79	F = 59 and Below

Any student who fails two or more academic subjects for one academic year will be not be promoted to the next grade.

Homework Policy for Absences

Grades K-5:

Parent/Guardian must phone the School Office, before noon, to inform the homeroom teacher of the absence if any missed assignments or books are to be picked up at the end of the school day. Every effort will be made to have the necessary materials to the school office by 3:30 p.m.

Grades 6-8:

Homework assignments, including, but not limited to tests, quizzes, and projects can be viewed on **GOOGLE CLASSROOM**.

Parents are welcome to pick up any additional books, if needed, at the end of the school day. Parents will need to know the locker number and combination in order to pick up school material at the end of the school day.

Additionally, for all grades, any student absent (due to illness) for three or more days, the student or parent/guardian should contact the teacher directly for work that is to be completed.

Planned or Extended Absences

No homework assignments will be given in advance to students in grades K-8, who are not in school due to a pre-arranged absence.

All students are to check teacher websites or Google classroom daily to keep up on homework, tests, quizzes, and projects. When the student returns to school, it will be at the discretion of the teacher when the work will be due.

If the student does not return the work by the stated due date, the student will receive a late or incomplete grade for each assignment missed.

Make-up Tests and Quizzes (K-8)

Tests are always announced to students in advance and are posted on the teachers' websites. All students are expected to take tests on the scheduled day. *For example: If a student is absent on Tuesday and the test is Wednesday, the child will be expected to take the test on Wednesday.*

Students who have missed a test due to illness will be allowed to make up any missed tests. Upon returning to school, the student should meet with his/her teachers to arrange make-up test dates.

Student Health and Safety

Illness

Should a child be absent from school for a fever related illness, he/she is not to return to school **for 24 hours** after his/her temperature has returned to normal and without the use of medication. Students who become sick at school should NOT return the next day. They must remain home one full day of school.

Injuries

Injuries that occur during the school day and lunch period are immediately reported to the school office. Immediate treatment is provided. School personnel will notify the parent/guardian of injuries requiring additional medical attention. Our Lady of Victory does not provide on-site medical care to students. OLV personnel does its very best to evaluate and care for all injuries and make good treatment decisions. School staff is trained in CPR-AED.

Medications

Parents/Guardians are to notify the school office when a child is taking medication. Ideally, all medication is to be given at home.

If health conditions require medication to be dispensed during regular school hours, the family must comply with the following school regulations before appropriate school personnel is allowed to administer medication:

- A signed written release form is submitted and placed on file in the school office.
- Medication must be brought to the school office in the original container/bottle, with appropriate labeling and instructions by the pharmacy/physician.

Immunization

All students shall comply with the State of Michigan required Immunization and Health laws prior to admission. The School Office is to be presented the following by newly enrolled students:

- Immunized students: A list of immunizations certified by a healthcare organization or a physician before the first day of school.
- Non-immunized students: Must present and submit a waiver, signed by the parents. Current requirements are available on the State of Michigan website at www.michigan.gov.

Counseling

Students may at times have a need to see the OLV counselor. Students, teachers, the counselor or parents are able to schedule appointments. Information shared in counseling remains confidential and may be discussed with parents, at their request. Parental consent is not needed for a student to meet with the counselor unless a request is specified in writing.

Special Services

During the school year, services may be provided to students by the following:

- School Counselor
- Learning Center Teacher
- Speech and Language Therapist
- Teacher Consultant

Some of these professionals are provided by the Northville Public Schools to provide highly specialized services to OLV School students. Students may qualify for one or more of these services after they have been evaluated by Northville Public Schools, are seen as meeting the qualifying factors for these services, and the services are agreed upon by the parent or guardian. If you have concerns regarding your child's performance at OLV, please contact your child's classroom teacher.

Fire/Tornado/Lockdown Drills

All students and staff regularly participate in ongoing fire, tornado, and lockdown drills throughout the school year. Every drill has a defined purpose and procedure, as per Michigan law. Staff is trained to respond to such emergencies. Emergency Evacuation plans and procedures are posted at the entrance of each door of the classroom.

Lockdown

Students will not leave the building for any reason until the crisis has ended. In the event of a crisis situation:

- All doors to the school will be locked.
- Parents will not be able to enter the school to collect their children until the crisis is over.
- Students will remain in their classroom or designated safe area.

Firearms and Dangerous Weapons

A weapon is any object that can be used to threaten or injure another. It includes, but is not limited to, a firearm, dirk, dagger and stiletto, knife with a blade over three inches long, pocket knives opened by a mechanical device, iron bar or brass knuckles.

Any student discovered to be, or suspected of carrying, possessing, concealing, or transferring a weapon on school premises, or in the vicinity of the school, shall be immediately removed from classes, and transported off campus by local law enforcement pending investigation of incident. Students found to be carrying a weapon will face expulsion.

Illegal Substances

The possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances, paraphernalia, or tobacco by students in Our Lady of Victory Catholic School or at school-sponsored events is expressly forbidden.

Note: Public Act 215 of 2006 states that the possession or use of any performance enhancing drug is illegal and shall subject the immediate expulsion of the student (s) and the potential for criminal prosecution under Michigan law.

Harassment Policy

The Archdiocese of Detroit and Our Lady of Victory Catholic School seeks to provide a safe and orderly learning environment that fosters an atmosphere of academic excellence while maintaining the high standards of a proper Catholic worldview--mutual respect, personal responsibility, and social concern. To accomplish this goal, any interference with these values or in the implementation of the Catholic educational process must be thwarted. **Our Lady of Victory Parish and School upholds a written policy opposing sexual harassment in any form.**

All complaints of illegal harassment should be brought to the immediate attention of the school Administration to be investigated.

OLV holds a zero tolerance policy for sexual, illegal, or offensive harassment. The Archdiocese of Detroit and Our Lady of Victory Catholic School will act in accordance with and in respect to, any complaint brought forth under this policy.

Definition of Sexual Harassment Student Relationships

Sexual harassment refers to behavior that is not welcome, that is personally offensive to some people, and fails to respect the rights of others. Harassment can occur either by conduct or communication. Accordingly, sexually inappropriate behavior includes inappropriate touching or gestures, and language of a sexual nature directed at faculty, staff, or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education or creating an intimidating, hostile, or offensive educational environment.

Examples of Sexual Harassment:

- Inappropriate comments of a sexual nature
- Sexual innuendos or propositions
- Jokes of a sexual nature
- Sexually suggestive pictures or cartoons
- Foul and obscene language, jokes, or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance

Other Forms of Harassment

Other forms of harassment refer to any verbal or physical conduct or communication that shows hostility or aversion toward another based on race, color, religion, national origin, gender, age, disability, or other legally protected status when the conduct or communication is intended to or has the effect of interfering with the individual's education or creates an intimidating, hostile, or offensive educational environment.

All school personnel are mandated by law to report any potential complaint of child abuse, neglect, or sexual harassment of a minor. Harassment by a teacher, teacher's aide or any member of the clergy directed at a student is an illegal action, and may constitute immediate reporting of alleged child abuse. It must be reported to law enforcement.

Our Lady of Victory reserves the right to determine appropriate and acceptable conduct and discipline policies. Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited and will result in appropriate disciplinary action up to and including expulsion from school.

Dress Code and Uniform Guidelines

All students must maintain proper school uniform attire, grooming and etiquette standards required to distinguish a student at Our Lady of Victory Catholic School.

All students must follow the school dress code. Please check your child's attire before he/she leaves home each morning. All parents are expected to cooperate in the enforcement of the uniform standards. Deviations from this policy are considered violations of the uniform policy. *All new items **MUST** be purchased from Educational Outfitters, OLV's uniform supplier, or through the PTO Consignment Shop.*

ALL STUDENTS: SHORTS MAY ONLY BE WORN FROM APRIL 15 THROUGH OCTOBER 15.

Gym Uniform

Boys & Girls in Kindergarten:

- Light blue OLV t-shirt
- Navy blue gym shorts or sweatpants with OLV logo
- Navy OLV sweatshirt (may also be worn on non-gym days as well)
- Gym shoes should meet the school athletic shoe requirements. **We strongly suggest no tie shoes.**

Boys & Girls in Grades 1-8:

- Red or white OLV t-shirt
- Navy gym shorts or pants with OLV logo
- Navy OLV sweatshirt
- A pair non-marking athletic shoes.
- Students may wear their athletic shoes as a part of their school uniform if it meets uniform specifications.

School Uniform for Kindergarten students

Girls:

- Light blue Polo, short or long sleeve with OLV logo
- Navy blue pants or shorts: uniform brand
- Navy skort: uniform brand
- Navy blue cardigan, V-neck sweater or vest with OLV logo
- Navy blue fleece and quarter zip sweatshirt with OLV logo
- Navy blue leggings may be worn under the skort in cold weather
- Socks: solid navy, white, black (crew, knee high, or tights)

Boys:

- Light blue Polo, short or long sleeve with OLV logo
- Pants, shorts: navy blue, uniform brand
- Navy blue cardigan, V-neck sweater or vest with OLV logo
- Navy blue fleece and quarter zip sweatshirt with OLV logo
- Socks: solid navy, white or black (crew length)

School Uniform for Grades 1-4**Girls:**

- Plaid jumper
- Polo shirt: red or white, banded or regular hemmed edge, short or long sleeve, OLV logo
- Pants or shorts: navy, uniform brand
- Belt: Solid navy, black, brown (Must be worn with pants/shorts)
- Navy blue cardigan, V-neck sweater or vest with OLV logo
- Navy blue zip fleece and quarter zip sweatshirt with OLV logo
- Socks: Solid navy, white, red (Crew, knee high, or tights)
- Hair Accessories: Solid navy, white, red, black, brown, or matching uniform plaid

Boys:

- Polo shirt: red or white, banded or regular hemmed edge, short or long sleeve, OLV logo
- Pants or shorts: navy, uniform brand
- Belt: Solid navy, black, brown (Must be worn with pants/shorts)
- Navy blue cardigan, V-neck sweater or vest with OLV logo
- Navy fleece zip or quarter zip sweatshirt with OLV logo
- Socks: Solid navy, white, black (crew high)

School Uniform for Grades 5-8**Girls:**

- Plaid skirt, no shorter than 1.5 " above the knee
- Polo shirt: red or white, banded or regular hemmed edge, short or long sleeve, OLV logo
- Pants or shorts: navy, uniform brand
- Belt: Solid navy, black, brown (Must be worn with pants/shorts)
- Navy blue cardigan, V-neck sweater or vest with OLV logo
- Navy fleece zip or quarter zip sweatshirt with OLV logo
- Socks: Solid navy, white, red (crew, knee high or tights)
- Hair Accessories: Solid navy, white, red, black, brown, or matching plaid

Boys:

- Polo shirt: red or white, short or long sleeve, OLV logo
- Pants or shorts: navy, uniform brand
- Belt: Solid navy, black, brown (Must be worn with pants/shorts)
- Navy blue cardigan, V-neck sweater or vest with OLV logo
- Navy fleece zip or quarter zip sweatshirt with OLV logo
- Socks: Solid navy, white, black (crew high)

Shoe Policy**Girls in Grades K-8:**

- Solid, sturdy, navy/black/brown leather shoes, must be flat.
- White, black or blue athletic shoes with minimal accessories. These accessories may include items such as a metal buckle or a bow in the same solid color.
- No High tops, clogs, open toed, or open back shoes are permitted.
- Glitter or obtrusive shoe decorations are not permitted.
- Solid brown/black/navy Sperry Topsiders with a white sole would meet this requirement.

Boys in Grades K-8:

- Solid, sturdy, navy/black/brown leather shoes.
- No high tops are permitted.
- White, black or blue athletic shoes. A small shoe accessory (stitching, emblem, etc.) may be in a different color (i.e. a blue Nike swoosh on an all-white shoe).
- Solid brown/black/navy Sperry Topsiders with a white sole would meet this requirement.

Hair and Personal Grooming

The overall appearance of all students should be neat, clean, and well groomed. No hair dye or coloring is permitted including highlights and lowlights. Boys are expected to have their hair trimmed regularly so it is above their ears and eyebrows and off their neck. Unusual haircuts or designs cut into the hair are not permitted.

Hair accessories for female students are limited to: solid navy, white, red, brown, black or uniform plaid barrettes, ribbons, or hairbands. A uniform-approved flower or bow may accompany the hair accessory as long as it is small and modest (less than 2 inches).

Hair chalk/colors and accessories such as feathers, sequins, or false hairpieces are not permitted. Students cannot wear colored and/or shellac nail polish. False or acrylic nails are not permitted.

Jewelry

Female students may wear a wristwatch, small post earrings on the ear lobe, and/or a religious medal or cross as a necklace. Dangling earrings, hoop earrings, bracelets, or rings, are not permitted.

Male students may wear a religious medal or cross as a necklace inside of their shirt. No visual piercings are allowed.

OLV Spirit Day Dress Code

- OLV Spirit Days are the first Thursday of each month. OLV Spirit t-shirt or sweatshirt, school or gym uniform sweatpants or shorts, jeans, khaki pants (capris for girls). School uniform is always acceptable.
- Unacceptable attire includes, but is not limited to: spaghetti straps, mini skirts, inappropriate labels/pictures, flip-flops, yoga pants, leggings, and jeggings.
- Warm Weather Guidelines
 - * Only applies from April 15-October 15
 - * School or gym uniform shorts or denim or khaki shorts

Jeans Day Dress Code (includes Birthday Pass)

- Jeans, or sweatpants, loose joggers acceptable. T-shirt or sweatshirt. School uniform is always acceptable.
- Unacceptable attire includes, but is not limited to: spaghetti straps, mini skirts, inappropriate labels/pictures, flip-flops, yoga pants, leggings, and jeggings.

Code of Conduct

All students attending OLV are expected to live by and model the Gospel and Victory Values in words and actions, as an example for other students. Discipline is the companion of effective teaching. It is recognition of human dignity and of the rights of others.

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the Principal or Pastor as detrimental to the school community.

School Administration reserves the right to discipline students for off-campus conduct including, but not limited to: blogging, instant messaging, or social networking sites.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all of their interactions.

General Student Accountability (K-8)

Always to be expected and enforced:

- Live/model the VICTORY values in words and actions as an example for the other students.
- Respect self and others in both words and actions.
- Come to class on time and prepared with ALL materials and homework. Students are not allowed to return to locker for missing materials.
- Raise hand for permission to speak.
- Listen carefully to instructions, and follow directions as given.
- Complete and turn in assignments on given due date/class period.
- Abstain from chewing gum in school.
- Respect school property and the property of others, including, but not limited to: textbooks, novels, desks, iPads, and library books.
- Hardcover textbooks are to be covered at all times. If textbooks are lost or damaged, a fee will be charged.

Unethical Behavior

Students at OLV are expected to maintain the highest level of integrity. Cheating, copying from other students, from printed text or from the Internet (plagiarism), or facilitating cheating by other students will result in a zero on the assignment after completion. Students who forge a parents'/guardians' signature will also receive a zero. Repeated offenses may result in additional consequences.

Distribution of Personal Invitations at School

All such correspondence or invitations must be mailed to students and or the parent/guardian. They will not be distributed at school.

Discipline

Our Lady of Victory has established a behavior rubric as the fundamental backbone of our philosophy toward discipline. A link to the rubric may be found below.

In-school Suspension

In-school suspension is the denial of returning to class for a specified period of time. The student will remain in a designated, supervised area to complete work. While excluded, a student is not allowed to participate in or attend any school-sponsored activity. All tests, quizzes, and work missed during the exclusion must be completed and credit for the work may be withheld. Please refer to the rubric for further information.

Out of School Suspension

The denial of the privilege of attending OLV School for a specified period of time, after which a conference will be arranged with the Principal, appropriate school personnel, parents, and student before the student is allowed to return to OLV. While suspended from school, a student is not allowed to participate in or attend any school-sponsored activity. All tests, quizzes, and work missed during the suspension must be completed and up to no credit will be given. Please refer to the rubric for further information.

Expulsion

Expulsion is the permanent dismissal of a student from OLV School. Expulsion is reserved for serious or repeated behavioral violations of school policy.

School Administration reserves the right to rescind enrollment if a student displays a habitual pattern of disregard for

policies/guidelines, holds a negative, uncooperative, or disrespectful attitude, and fails to comply with expectations. The Principal, in consultation with the Pastor, School Counselor, and Dean of Students, is the sole determinant of the gravity of any violation of school policy.

The following are considered offenses, which will be dealt with by appropriate disciplinary action, which may include exclusion, suspension, up to expulsion, as determined by School Administration:

Verbal Cruelty Towards Others

Examples include rude comments, teasing, name calling, inappropriate behavior toward others, taunting, ridiculing, etc.

Physical Cruelty Towards Others

Examples include pushing, spitting, shoving, hitting, punching, kicking, throwing objects, threats of physical cruelty, fighting, harassment of any kind, intimidation, extortion, etc.

Destruction of Property

Examples include graffiti, damaging or destroying school property, etc.

Unethical Conduct

Examples include plagiarism, copying, cheating, stealing, forgery, inappropriate language, etc.

Possession of Weapons

The possession of weapons is serious; it will result in immediate expulsion, without referral. Law enforcement agency officers will remove the student from the school property.

Illegal Substances

The possession of narcotics, drugs, or banned substances is illegal and punishable by law. It results in immediate expulsion.

Referrals

The written documentation that identifies an inappropriate or negative action taken by a student, which contradicts either school policy, or the VICTORY Values, requiring immediate disciplinary action and consequences, and/or behavioral intervention as warranted.

Behavior Rubric

We believe in the inherent goodness in each child. Knowing that each child will err on occasion, we believe in a predictable series of consequences, which are intended to improve student behavior. At OLV a rubric is in place to provide a schoolwide and systemic approach to monitoring, managing and documenting student behavior.

Listed below is the Behavior Rubric Reporting Form, as well as links to the behavior rubric for grades kindergarten through two, grades three through five, and grades six through eight:

- [Behavior Rubric: Grades K-2](#)
- [Behavior Rubric: Grades 3-5](#)
- [Behavior Rubric: Grades 6-8](#)
- [Behavior Rubric Reporting Form](#)

Detention

Detention is for students who fail to abide by the rules and regulations of OLV School.

For students in grades K-8, detention is served during lunchtime with the Dean of Students or with an assigned Administrative Staff.

Parents will be notified when a student has completed a detention. In detention, students are not allowed to do

homework, read, listen to music, etc.

Detention is not optional; it cannot be waived. It is part of the school discipline policy. All detentions are handled by the Dean of Students or designated Administrative Staff.

Progressive Discipline for Grades 6-8

Depending on the severity of the offense, Progressive Discipline Steps may be skipped at the discretion of School Administration. In addition to Progressive Discipline Steps, the following privileges may be suspended at the discretion of the School Administration:

- Spirit Days
- Assemblies
- Class parties
- Spirit Week Participation
- Field Trips
- Any other privileges or actions deemed necessary by teacher/administration.

For Grades 8 Students Only with a failing mark in any subject in the fourth quarter, the student will have a loss of privilege as follows:

- Dance
- 8th Grade Assembly
- 8th Grade Class Day
- Graduation

Note: If a student fails a class for any given quarter, any class activity or privilege may be revoked as determined by School Administration in consultation with faculty member(s).

Cell and Electronic Device Policies

Cell Phones

No student under Grade 6 may have a cell phone for any reason at school.

For grades 6-8, a cell phone/electronic device must be kept securely **stored away** in an assigned location within the classroom, in the school office, or in the student's locker.

- Must be turned off and not in use from the time the student arrives on school grounds in the morning until after the student leaves school grounds in the afternoon.
- Students staying for an after-school event may receive the permission of the supervising adult/staff member to use the phone on school grounds during these times.

ANY cell phone/electronic device in a student's possession during the school day will be confiscated.

Students in Grades 6–8 and their parents/guardians understand, and assume full responsibility, for the loss, theft, damage, or vandalism of cell phone/electronic device. Our Lady of Victory Catholic School will not be held responsible for lost, damaged, or stolen cell phones/electronic device.

Electronic Devices

Students may be permitted to use tablet devices in the classroom, if it is part of a formal OLV Accommodation Plan. Cell phones will not be considered as a tablet device for the classroom, even though they have the capability. Any student found to be using their tablet device in any manner other than instructed, will be asked to put the device away or have it confiscated until the end of the day. Continued abuse of a tablet device will result in the student losing the privilege of using it in the classroom.

Only portable devices that do not connect to the Internet are allowed in class to use as personal reading material when work is completed.

The classroom teacher must approve use of radio, tape recorders, MP3 players, and laptop computers. Laser pointers are not permitted in the building.

- No Apple watches (or other smart watches)
- Fitbit are allowed but may not be connected to a cellular device or smartphone.

Electronic Media & Information Technology

The use of computers and electronic devices in the school is a privilege. Teachers will maintain control so that computers are used exclusively for acquisition of knowledge, study and the mastery of critical thinking skills. All students and parents will sign the **Acceptable Internet/Electronic Use Policy Agreement annually**.

Responsible Use of Electronic Media

Internet access is limited to educational purposes only. Parents/Guardians should know, only licensed and appropriate software can be installed and/or used in classrooms and/or computer lab. DO NOT offer duplicate copies of materials from CDs, DVDs, and/or flash-drives as this violates the Copyright law of 2009. Our Lady of Victory Catholic School personnel will confiscate any and all pirated materials.

All users have limited levels of privacy and access. The Technology department at Our Lady of Victory Parish & School will alert Administration of *cyber intrusions* and take the necessary precautions to prevent websites or extraneous messages to be received or sent by student users, especially those that are unacceptable to learning, or violate Catholic teaching and local laws.

Specialized Internet filtering software is in place and used to block, filter, monitor, and collect information from Internet users. It will also interrupt any electronic communications that may be deemed inappropriate (i.e. cyber bullying).

School discipline policies are strictly enforced for, but not limited to:

- Inappropriate use of email (cyber bullying)
- Illegal activities conducted over the Internet
- Installing unlicensed or unapproved software
- Use of inappropriate language over the Internet
- Plagiarizing works or breaking copyright over the system
- Not protecting security systems, such as passwords
- Excessive use of the Our Lady of Victory Internet system
- Access, transmit copy or create materials that violate the school's conduct and discipline policy (such as indecent, threatening, rude, discriminatory, or harassing materials or messages.)
- No entry or use of social networking sites such as Instagram, Twitter, etc.

Any student user, who violates the above mentioned areas, and/or removes, reconfigures, modifies or attaches an external device in order to copy, send or take school property or downloads any unapproved, pirated programs and/or software onto the system will be disciplined--ranging from suspension to expulsion.

School Administration reserves the right to examine, use, and disclose any data found on school networks (i.e. computers, laptops, and classroom materials), that in any way would endanger the health, safety, discipline, or security of any person at Our Lady of Victory Catholic School.

Note: Our Lady of Victory Catholic School reserves the right to add or impose other regulations or restrictions without notice at any time. This information may be part of disciplinary action and may also be used as evidence by law enforcement agencies

Volunteering at OLV

In compliance with the Archdiocesan Policy, Our Lady of Victory Catholic School and Parish conducts background checks on all personnel and volunteers in contact with children, the elderly, or persons with disabilities. The background check is a requirement for volunteering and is conducted every 2 years. Authorization forms are available at the school and parish Office. All information is confidential.

Volunteers must also attend a Protecting God's Children workshop (register at www.virtusonline.org) and have their certificate on file with the school. Once the certificate is obtained, you do not need to attend the workshop again.

Parent/Guardian Volunteer Code of Conduct

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines of this *Code of Conduct for Volunteers* as a condition of providing services to the children and youth of the Archdiocese of Detroit.

While in a supervisory capacity, a volunteer is asked to refrain from:

- Conducting personal business
- Using a cell phone to engage in conversations
- Engaging in conversations with others that may distract from the supervisory role

Teachers and parents rely on the volunteer to be in control of his or her group at all times.

If a student is unruly or will not follow the directives of the adult in charge, he/she is to be immediately taken to the teacher. A volunteer must follow the directives of the teacher and the information that has been given to the parents/guardians regarding the event beforehand.

OLV will not be liable if this guideline is not adhered to.

Lunchroom and Playground Supervisors

Volunteering for Lunchroom Monitor and/or Playground Supervisor requires the following:

- Annual Criminal Background check (ICHAT) completed and filed in school office
- Completion of "Protecting God's Children" workshop with certificate filed in school office
- Adherence to the OLV Code of Conduct for parent volunteers found within this handbook. (SEE Volunteer Code of Conduct)

Without these documents, adults will not be allowed access to the classroom areas of the school building. Lunchroom Monitors and Playground Supervisors are in complete charge of the students during lunch and recess.

Cell phone usage is not permitted while volunteering in the school.

Field Trips

Field trips are planned by teachers and taken by classes throughout the school year. Student safety is the top priority.

Students

Before field trip:

A permission slip, issued by OLV must be:

- Completed and signed by parent/guardian
- Turned in on time, to appropriate teacher
- Fees/payment are to be submitted with permission slip

Note: If permission slip is forgotten and not turned in on time, the student will not be permitted to go on the field trip.

Day of field trip:

- Students are assigned to chaperones for groups/transportation

- Students are to remain with assigned chaperone/driver at all times
- Restroom visits: students will be escorted, in pairs, by at least one (1) chaperone

Parent/Guardian Chaperones

Parents/guardians and/or adults must be at least 21 years of age to help chaperone or drive. Other children, preschoolers and infants of a chaperone cannot attend the field trip. All chaperones and drivers must adhere to the following procedures:

Before field trip:

The following must be on file in the school office:

- A criminal background check (ICHAT), must be completed every two years for any adult driving or supervising in any capacity
- The minimal bodily injury liability insurance acceptable for a privately owned vehicle to accompany students on a trip is \$250,000/\$500,000.
- Certification of completion for "Protecting God's Children" workshop
- Signed Code of Conduct for Volunteers form
- Signed Volunteer Driver Information form

Day of field trip:

- Arrive at school 30 minutes before departure time.
- Return to school should be at least fifteen minutes before dismissal bell, unless otherwise noted on Field Trip Form.
- Check in with the teacher upon arrival at school.
- Chaperones/Drivers are to exchange cell phone numbers, in case of emergency.
- The teacher will provide a list of the students for which the chaperone/driver will be responsible at all times.
- Full attention must be given to the group of OLV students at all times.
- Cell phone usage is discouraged except in case of emergency, and should never be used while driving the car.

In the car:

- The number of students being transported in a vehicle must not exceed the number of vehicle seat belts.
- Students must wear seat belts whenever the vehicle is moving.
- Students legally requiring a booster seat must ride in a booster seat.
- No one under 12 years of age may ride in the front passenger seat.
- Smoking is prohibited during student related events.
- Alcohol or illegal substance use is prohibited.
- For cars equipped with DVDs, only G-rated movies may be shown.
- Parents may not stop before or after a field trip for food, drink, treats, etc. Adults responsible for a group may be held liable for any injury sustained at a designation not listed on the field trip form.

At the Field Trip:

- Chaperones MUST remain with assigned group of students at all times to ensure safety and care. Students are not permitted to leave the assigned group.
- For restroom visits: students are to be escorted, in pairs, by at least one (1) chaperone.
- Model appropriate behavior and courtesy.
- Express and enforce the same expectations with students—always reflecting the high standards of etiquette and respect afforded students of Our Lady of Victory Parish and School.

OLV Service Program (OLVSP)

Each school family is responsible for donating a minimum of 6 hours (3 hours for a single parent household) of volunteer service during the academic year. Those 6 hours must include 4 lunch and/or recess shifts (each shift is 1.5 hours). Of

the 4 required shifts, 2 need to be served in the first semester and 2 need to be served during the second semester. Lunch runs from 11:25 a.m.-12:35 p.m. Recess runs from 11:50 a.m.-1:00 p.m. When you sign up for lunch or recess, you are committing to the entire shift. Volunteers need to arrive ten minutes prior to the start time. This will allow for instructions from the recess leads and the lunchroom supervisor. All volunteers must sign in at the main entrance before entering their volunteer location. All 6 hours of service need to be met by the end of the school calendar year.

Reserve Your Volunteer Shift

OLV uses an online service called Signup.com to schedule events and create time slots for volunteer opportunities. All volunteers need a Signup.com account in order to receive credit for their service obligation. To create an account, visit www.Signup.com.

Volunteers will be able to reserve their recess and/or lunchroom shift for the first semester beginning in August. Second semester volunteer opportunities will become available for signup beginning in December.

The PTO and Dads' Club parent organizations host events and fun activities for OLV that require many volunteers. Volunteering for these events do not count towards the 6 hour minimum requirement but are necessary towards the success of the event. All event and signup links can be found on the school website.

New this year, families may donate hours to other families if so desired. Please indicate the family name to whom you are donating hours (shift) in the "Comments" section in signup.com. Families that exceed the OLVSP hour requirement for the current school year may not "carry over" service hours to the following year.

Applicable Volunteers for OLVSP

All volunteer hours must be completed by an **adult (non-student) family member or employee of the family** who has completed the Protecting God's Children workshop. All service hours provided by high school students, as well as current OLV students, will not be applied toward OLVSP hours. High school students or current OLV students, may volunteer for the sole purpose of accumulating high school or Confirmation service hours.

Parent Organizations

Parent Teacher Organization (PTO)

The PTO (www.olvpto.com) is an organization comprised of the parents and teachers of Our Lady of Victory Catholic School. Its purpose is to advance the welfare of the students, to promote an interest in educational affairs, and to provide ongoing communication between the school and the home. One of the primary functions of the PTO is to raise funds for the enrichment activities of the school. Every school family is automatically a member of the PTO and is encouraged to participate in its activities throughout the year.

Dads' Club

The OLV Dads' Club (www.olvathletics.com) works hard to provide opportunities for our parish children on and off the field of competition. All of the events sponsored by the OLV Dads' Club support the OLV parish and school.

School Advisory Committee (SAC)

The School Advisory Committee is a sub-committee of the Education Commission. The Pastor, the Principal, a representative from the PTO Board, and nine members of Our Lady of Victory community serve on this committee. The committee functions in an advisory capacity exclusively, working with the Pastor and the Principal to ensure that operations are consistent with the school philosophy, parish goals, and Archdiocesan guidelines.

Parents may contact the SAC chairperson to bring their topic/concern to the SAC when all 3 items are met:

1. The topic has been addressed with the teacher.
2. The topic has been addressed with the Principal.
3. The parent is still not satisfied with the result of the above meetings.

Graduation & End of Year Activities

To ensure a student's participation in graduation, promotion to the next grade level or end of year activities, (for example, but not limited to, 8th Grade Class day), the following must be completed:

- Financial obligations must be met, no later than the registration due date for the following year.
- Class requirements must be met
- Family Service Hours requirement must be met.
- Textbooks and school materials returned in good order or an assessment fee paid

Graduation Fee

All students enrolled in grade 8 are required to pay a **\$100 Graduation Fee** before March 1, of that school year.