



**PARENT/STUDENT HANDBOOK**  
**Our Lady of Victory School**  
**601 East Palmer Ave.**  
**Compton, CA 90221**



**A School Accredited by the  
Western Association of Schools and Colleges  
And the  
Western Catholic Education Association**

**2019-2020 School Year**  
**(This handbook replaces all previous handbooks)**

*The purpose of this handbook is to present the philosophy, organization and policies of Our Lady of Victory School. The policy statements are necessarily general and the administration reserves the right to make specific applications as circumstances arise. We ask that you read this handbook carefully and keep it for reference during the school year.*

*Policies stated in this handbook are in accordance with the guidelines established by the Department of Catholic Schools of the Archdiocese of Los Angeles and contained in the Archdiocesan Administrative Handbook. The administration retains the right to amend the Parent-Student Handbook for just cause. Parents will be notified promptly of amendments through the school bulletin.*



## Our Lady of Victory School 2016-2017 Faculty and Staff



### Administration:

**Pastor** -- Father Gilberto, S.T.  
**Principal** – Mr. Arturo Jordan-Gonzalez  
**Office Staff:** -- Mrs. Rosario Nava  
Office Assistant – Virginia Cruz  
**Office Staff: Bookkeeper** -- Mrs. Olga Cabrales  
**Lunch/Daycare** – Mrs. Martina Romero  
**Daycare** – Mrs. Nancy Bravo

### Teachers:

**Transitional Kindergarten** – Mrs. Silvia Martinez  
**TK Aide** – Ms. Cindy Madrigal  
**Kindergarten**— Mrs. Brenda Garcia  
**Kindergarten Aid**—Ms. Carol Fido  
**First Grade**— Ms. Brittney Vargas  
**Second Grade**—Mr. Marc Chavez  
**Third Grade**— Mrs. Esperanza Torres  
**Fourth Grade**— Mr. Derek Gray  
**Fifth Grade**— Ms. Raquel Perez  
**Sixth – Eighth ELA** – Ms. Bernice Zacarias  
**Sixth – Eight SS/Religion** – Mr. Mario Lemus  
**Sixth - Eighth Math/Science/SS/REL**—Ms. Mayra Larios

## OUR LADY OF VICTORY SCHOOL PARENT/STUDENT HANDBOOK

We are using this Handbook as a means of communicating between home and school. There are many policies, regulations, and services discussed in these pages. Please read this handbook and keep it readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter.

Close cooperation between home and school is essential to promote the best interests of your children. Parents are encouraged to visit the school and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

It is our hope that this Handbook will be helpful to you and that it will promote a better understanding of our school environment. Let us know how useful this Handbook has been in answering some of your questions. We would appreciate your recommendations which we are sure will be helpful in future revisions of this handbook.

Thank you,

*Arturo Jordan-Gonzalez*

Principal

## Parent/Student Agreement Form

We, the administration, faculty, staff and parent organization of Our Lady of Victory School welcome you to our community, which is firmly committed to providing a vibrant Catholic education for your children.

The success of our school community demands the commitment and dedication of the administration, faculty, staff and parents to the philosophy and goals of the school. Thus, we ask you to read the following agreement and sign it as an indication of your acceptance of your responsibilities to the school community.

### **AGREEMENT**

- 1. We understand that the school is a Catholic parish school under the jurisdiction of the Archdiocese of Los Angeles. We accept, therefore:**
  - a) That the pastor of the parish is the ex-officio chief administrative officer of the school, who carries out the policies of the Archdiocesan Advisory Board and, on point not covered by Archdiocesan policy, determines policies appropriate to the needs of the school.
  - b) That the principal is responsible for the immediate direction and supervision of the school program.
  
- 2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore:**
  - a) To participate at Sunday/Saturday Liturgy each week and to participate in parish activities so that our children may have a sense of the importance of their faith commitment and community in their lives.
  - b) To participate in the religion program and relate activities in order to make the teaching of religion a reality in the lives of our children.
  - c) To encourage our children to learn by providing the environment (space and time) suitable for home study.
  - d) To abide by all school and Archdiocesan policies and regulations and to positively accept all disciplinary actions, including withdrawal of our children, for non-compliance with these policies and regulations.
  - e) To communicate respectfully with all personnel at all times and to communicate to our child(ren) our support of school personnel and policies.
  - f) To promptly complete (3 school days) and return (3 school days) all forms and records necessary to comply with school, Archdiocesan, and state regulations.
  - g) To support school activities through active participation.
  
- 3. We understand that tuition and fees covers only a part of the total cost of educating our children. We agree, therefore:**
  - a) That the obligation to pay all charges for the full academic year is unconditional and that tuition and fees will not be refunded or prorated upon any withdrawal for whatever reason.
  - b) To make regular and prompt payment of tuition/fees; pay applicable late payment fees; and accept that my child(ren) may be excluded from school at any point that tuition becomes more than 60 days in arrears.
  - c) To fulfill our services obligations as explained in full in the Parent/Student handbook.
  - d) To participate in the fundraising program as explained in full in the Handbook/school contractor by office personnel.
  - e) To abide by the decision of the pastor/principal should circumstances lead us to request exemption for all or part of our obligations

**ACCEPTANCE**

Our family has received and read the Our Lady of Victory School Parent/School Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in them. We understand that this agreement includes any change published in the monthly newsletter, weekly bulletin, or sent in the (family Envelope, if applicable).

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under this agreement. Our signatures below indicate our commitment to fulfill our obligations according to this agreement.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

Student's First and Last Name \_\_\_\_\_ Grade \_\_\_\_\_

## OUR LADY OF VICTORY SCHOOL

### STUDENT LEARNING EXPECTATIONS

An OLV student is an *Active Catholic* who...

- Prays daily, participates regularly in Sacraments, and the liturgy
- Is of service to the school and community
- Possesses knowledge of Church history and beliefs of Catholic Church doctrine
- Lives the Gospel through words and actions in the spirit of Jesus Christ

An OLV student is a *Responsible Citizen* who...

- Respects and appreciates cultural diversity within the community
- Values the dignity of all life
- Is a caretaker of all of God's creation
- Is aware of local, national and global issues

An OLV student is a *Life Long Learner* who...

- Challenges himself spiritually and academically
- Sets and attains goals
- Is a positive contributing member of society

An OLV student is an *Effective Communicator* who...

- Reads, writes, speaks and listens appropriately
- Cooperates and collaborates with others
- Uses technology to interact with the global world

## **MISSION STATEMENT**

Our Lady of Victory School is a Catholic elementary school, which serves the community of Compton. Our Lady of Victory parish school seeks to create an environment that integrates Catholic faith and knowledge. Our curriculum links academic subjects with the religious truths and belief in the Gospel Message of Jesus Christ and the teachings of His Church. We encourage our students to serve others and are committed to building respect for one another.

## **PHILOSOPHY**

The primary focus of Our Lady of Victory School is to guide our students in their spiritual, intellectual, psychological, social, physical, and aesthetic growth. We value the unique gifts and talents of our student body; therefore, we recognize the individual needs and ability levels of the children and assist in the development of their God-given talents so that the potential of each child can be fully realized.

We have made a strong commitment to provide a quality education and a positive climate for learning that nurtures and supports the student in achieving success and academic excellence. Our Lady of Victory is a performance based school, which provides assessment strategies that hold teachers, students, administration, and parents accountable for achieving the goals set forth by those involved in the educational process. We recognize that parents are the primary educators of the children. We join them as partners in the religious and academic formation of their children.

## **HISTORY**

Our Lady of Victory School was established in 1940 to serve the parish established in 1911. Four Sisters of St. Joseph of Orange originally staffed the school. In the fall of 1975, three Sisters of the Holy Family of New Orleans replaced the Sisters of St. Joseph of Orange in staffing the school. Since 1997 the school has been staffed by laity under the direction of the Missionary Servants of the Most Holy Trinity, serving Our Lady of Victory Church. The lay faculty of the school recognizes their call to participate in the Church's mission as stated in Vatican II, *Apostolicam Actuositatem* (Decree on the Apostolate of Lay People).

## ADMISSIONS/ENROLLMENT

Our Lady of Victory School is a non-public Catholic parish school under the supervision of the Archdiocese of Los Angeles Department of Catholic Schools. The pastor and the principal determine the admission policies of the school as stated in the Administrative Handbook.

### ADMISSION IS BASED ON:

- A. A completed application form/registration contract. A signed parent's agreement to follow the rules and regulations of Our Lady of Victory School and the Administrative Handbook of the Department of Catholic Schools.
- B. Payment of the registration fee. The **registration fee is non-refundable**.
- C. Admissions test
- D. Completion of all requested forms and documentation.
- E. Up-to-date immunizations, T.B. test, and physical exams requested.
- F. Acceptable records from the previous school, grades, test scores, and a letter of recommendation, if requested, from the previous principal or teacher.
- G. For students transferring from another Catholic school, all tuition and fee balances owed to the previous school must be paid prior to the beginning of school attendance at Our Lady of Victory School.
- D. Preference for admission is given to registered supporting members of Our Lady of Victory Parish. Catholic parents are expected to be registered parishioners of Our Lady of Victory Church. It is further expected that registered members support the church regularly through the use of Sunday envelopes.
- E. Non-registered Catholic, or Non-Catholic families are expected to abide by the rules and regulations of Our Lady of Victory Church, school, and the Department of Catholic Schools.
- F. The Pastor has the final decision, in accordance with the regulations of the Department of Catholic Schools, and after consultation with the Principal, in all cases of admission.
- G. For returning students enrolled at O.L.V. the previous year, we require satisfactory academic, conduct, and attendance records are required, as well as account balances that are up-to-date at the time of registration for the following school year.

### **NON-DISCRIMINATION POLICY**

Our Lady of Victory School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school, or in the administration or educational policies and practices. Likewise, the school does not discriminate against any applicant for employment on the basis of sex, age, handicap, veteran status, race, color, or national and/or ethnic origin.

### **PROBATIONARY PERIOD FOR NEW STUDENTS**

All new in-coming students will be admitted on a probationary status during the first trimester, in order to provide ample opportunity to assess the students' needs and strengths. Should school personnel identify a serious problem; the parents will be notified no later than the first trimester.

### **RELEASE OF STUDENTS**

Our Lady of Victory School has limited personnel and resources available to serve students with special needs. In the case of a student with severe learning problems, it may be necessary to recognize that the school is not equipped to meet the needs of every student. If a student has been identified to have a severe learning or behavior problem, it is best that the parents reconsider registering, or re-registering their child in this school. We try to identify students with significant learning difficulties by the end of the first trimester. If difficulties persist, a transfer may be necessary.

### **RE-ADMISSION POLICY**

Students, who have been asked to leave the school for disciplinary or academic reasons, as well as for delinquent balances for tuition and fees, will not be re-admitted to Our Lady of Victory School.

### **WITHDRAWAL OF STUDENTS**

Our Lady of Victory School grants full credit for all work accomplished by any student up to the time of the student's transfer to another school.

### **ACCESS TO RECORDS**

The principal only, as custodian of records, authorizes the release of personal information about any student. Access to records may include not only an oral description by the authorized school official, but also permission to read the original record. Official transcripts are not given to parents, guardians, and/or students. Only the following persons may receive such information: the parent/guardian of a student, an officer of the school where the student attends or intends to enroll, and/or those so authorized in compliance with a court order or through an official position

### **TRANSFER OF RECORDS**

Whenever a student transfers to or from another private school or public school district and transcripts are requested, the student's Cumulative Student Report and original Health Records shall be transferred to the school where the student plans to enroll. Official transcripts are not given to students or parents. However, copies of the transcripts may be given to parents or students. The school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of tuition/damages or return of loaned property.

### **CARE OF SCHOOL PROPERTY**

The appearance of the school and the way it is maintained has a great deal to do with the reputation of the school. For this reason, all persons using school property will assume responsibility for the care of such property. Textbooks and library books should be kept in the best possible condition. If a book is lost or damaged, the student is expected to pay for the loss or damage. Any person who damages school property will be required to make restitution either through work or payment.

### ARRIVAL/DISMISSAL PROCEDURES

School begins promptly at 8:00 a.m.; all children must meet in the primary yard for morning assembly and prayers (during cold or rainy weather, students will meet in their classrooms for prayers over the intercom). **Students may not arrive before 7:15 a.m.** Our Lady of Victory School will not assume any legal responsibility for children who arrive prior to 7:15 a.m.

Parents may park in front of the school or in the parking lot of the office building to drop off or pick up students. Please follow any indications from school personnel and honor any parking guides in the areas where parents can park. Please **DO NOT DOUBLE PARK**; this is both dangerous and against the law. Please use the crosswalk and instruct your children to do so.

School dismissal takes place at 3:00 p.m. All children must be picked up promptly by 3:15 p.m. unless they are enrolled in our Day Care program or involved in a supervised after-school activity. Students who are not picked up by 3:15 p.m. will be sent to Day Care and the person picking the child up will be charged the \$7.00 fee per child. Our Lady of Victory School will not assume any legal responsibility for children after 3:30 p.m. unless they are supervised by school personnel or enrolled in the Day Care program.

### SCHOOL SCHEDULES

#### DAILY SCHEDULES:

<b>BREAKFAST</b>	<b>7:15 - 7:45 a.m.</b>	
<b>OPENING PRAYERS</b>	<b>7:45 - 8:05 a.m.</b>	
<b>SNACK/RECESS</b>	<b>9:15-9:35 a.m.</b> <b>9:40-10:00 a.m.</b> <b>10:05 - 10:25 a.m</b>	<b>Kinder, First, Second Third Grade, Fourth, Fifth Sixth, Seventh, Eighth</b>
<b>LUNCH/RECESS</b>	<b>11:15 – 11:55 a.m. Kinder thru Second</b> <b>11:40 - 12:20 p.m. Third thru Fifth</b> <b>12:25 – 1:05 p.m. Sixth thru Eighth</b>	
<b>DISMISSAL</b>	<b>3:00 p.m.</b>	
<b>EARLY DISMISSALS Wednesdays</b>	<b>1:00 p.m.</b>	

### **OFFICE HOURS**

School office hours are 7:30 a.m. to 3:30 p.m. Lunch hour will be from 1:00 -1:45 p.m. Please call the school office in advance if you need special scheduling with office hours to take care of urgent business.

### **DAY CARE PROGRAM**

Day Care is available Monday through Friday from 3:00 to 6:00 p.m. and Wednesday from 1:00 to 6:00 p.m. for a flat monthly fee of \$80.00. Parents may call for children to stay on any particular day and pay the daily flat fee of \$7.00.

Students who are not picked up at dismissal are also sent to Day Care and charged the daily fee.

If a child is not picked up by the end of the Day Care program at 6:00 p.m., the persons listed on the emergency card will be called and a charge will be made of \$10.00 for each additional 15 minutes that a child must be supervised. If we cannot contact anyone by 6:30, we will call for an officer from the Compton Sheriff's Dept. to come out to the school to pick up your child.

### **LUNCH PROGRAM**

Our Lady of Victory School participates in the Federal Lunch Program of the Archdiocese of Los Angeles. Families must apply each year to receive a qualification for free or reduced breakfast and lunch. Until a family receives notification in writing, the cost of breakfast is \$1.75 and lunch is \$3.00. Students may not receive lunch "on credit." Students will be charged the daily lunch fee if they order lunch, even if they decide not to eat the lunch on any particular day. On early dismissal days, students are served lunch before they are dismissed. All lunch account balances must be paid monthly. **Students with accounts past due will not be served lunch.**

### **FIELD TRIPS/EXCURSIONS**

Students who show good behavior and have completed assigned class work are permitted to participate in class field trips. Educational field trips requiring participation for grades are mandatory. Field trip permission forms must be signed by parents for students to be allowed to participate. Parents may be requested to accompany students for any field trip attendance exceptions regarding student behavior.

### **OFF-LIMITS AREAS**

Students are not to be in the classrooms, halls, cafeteria, or schoolyards, without an adult present. Students are not to enter the kitchen, faculty room, janitor's room, or closets. Furthermore, students are not to be in any room, office, or laboratory without a faculty member present. Students may not remain in front of the school after the main gates are closed.

### **CLOSED CAMPUS**

Our Lady of Victory School is a closed campus. Students may **not** leave campus during the school day without a parent. Students from schools other than Our Lady of Victory are not permitted to visit the school at any time during school hours. After dismissal, students may not return to the school without a parent or guardian once they have left the campus.

### **VISITORS**

All parents and visitors must check in to the school office for a pass before entering the school grounds. Other visitors must have prior permission from the Principal, before entering campus.

## **PARENTAL VISITS AND EXPECTATIONS**

Parents are welcome at any time to visit the school or their child's classroom. However, lunches, homework, or any items parents are dropping off students are to be dropped off in the office. The office will take the items to the student or teacher at a time that does not disrupt class. Recess and lunch periods are designed for students to interact with each other. Parents are welcome to observe but not sit with their children during these times. All parents and visitors must check in to the school office for a pass before entering the school grounds.

### **CONFLICT RESOLUTION**

Any person with a complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or persons directly involved at an appropriate time and in a private manner. **Drop off and dismissal are not appropriate times to address concerns.** If a complaint is not able to be resolved at the school/parish level, the person bringing the complaint may request further review by submitting the complaint in writing and specifying the solution being sought.

**Chain = Parent > Teacher > Principal > Pastor > Archdiocese**

We ask that the parents follow the chain of communication as follows in dealing with any grievances.

### **COMPLAINT REVIEW PROCESS**

Our Lady of Victory School also adheres to the Complaint Review Process of the Archdiocese of Los Angeles Department of Catholic Schools, which offers assistance in those situations where schools and various persons come into conflict, and reconciliation at the local level cannot be attained. The purpose of this process is to provide a structure for bringing about a resolution in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **ABUSE OF SCHOOL STAFF**

Any parent, guardian, or other family member who upbraids, insults, or abuses the principal or any teacher or staff member of the school is risking their child's continuation in the school. Any parent/guardian, or other person who insults or abuses the principal or any teacher or staff member in the presence of other school personnel, students or parents and at a place which is on school premises or at some other place if the teacher is required to be there in connection with an assigned school activity risks the continuation of their child in the school.

### **RECOMMENDED TRANSFER DUE TO PARENTAL ATTITUDE**

Under normal circumstances a student will not be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school, that continuation of the student in school might be impossible in practice. In such a case, the opinion of the principal would be sustained by the pastor from a pastoral point of view.

### **CHILD ABUSE REPORTING POLICY**

In compliance with the Child Abuse Reporting Law and under penalty of fine and jail, **all employees of Our Lady of Victory School** are required to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse

and/or exploitation. School staff members will make such reports in the best interests of the affected child and, once reasonable suspicion is established, do not have a legal alternative except to make a report to the proper authorities.

### **WRITTEN/VERBAL CONFIDENCES**

Principals, teachers, and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

## **FINANCES**

Our Lady of Victory School shall determine annually the costs per student based on the budget projections for the next school year. Tuition rates and fees will be established based on these costs. Rates and fees will be set for registered supporting members of the parish, and non-registered, non-supporting members of the parish. Fundraising will help meet the needs of the school and the costs per student. All parents are expected to participate in the fundraising efforts. Service hours will be required. The requirements for fundraising and service hours, as well as any other required fees, will be published and distributed before accepting the registration of students.

### **TUITION/FEE POLICY**

Collection of tuition and fees will be handled by FACTS Tuition Management Company. All tuition payments are to be made through your checking or savings account. Each family will be required to sign a tuition agreement annually and to honor the terms of that agreement. **All cash office payments received after the 15<sup>th</sup> of the month will be charged a \$50 late fee.**

Failure to comply with the Tuition Policy explained earlier, and parents' failure to notify the school of reasons for delinquency and non-payment will result in: students not receiving report cards and, if applicable, diplomas; students not being able to return to the school at any given time during the year as determined by the Principal and Pastor; delinquent accounts forwarded to a collection agency; records not being sent to any other school; eighth graders not allowed to participate in graduation activities and ceremony.

Non-payment of tuition and required fees, or balances due for fundraising or service hours may result in the removal of the student at the end of the trimester, and the refusal to accept an application for re-registration for the following year.

### **PAYMENTS TO THE SCHOOL**

All payments to the school office must be acknowledged with a numbered receipt pre-printed with the school information and signed by a member of the office staff. We cannot credit payments based on a verbal assurance from the parents that payment was made. The school cannot accept responsibility for receipt and recording of payments sent to classrooms or by way of a student unless a receipt is presented. Please make daily lunch or snack payments to the office.

## **VEHICLES FOR COMMUNICATION**

The school will regularly inform parents about the educational and behavioral progress of their children. Parents will be informed consistently and in a timely manner of school activities, special

dates, and schedules. We will make every effort possible to insure that both parents and students understand the rules and policies of the school and agree to cooperate with them.

**Parent with Teacher:**

Parent cooperation and active communication with the teacher is most important for a student's success. A parent wishing to meet with the teacher should send an email using the school email address or send a note to the teacher or call the school office to set up an appointment to discuss any school matter. The teacher can be available for a parent conference one half hour before school begins and one half hour after school dismissal.

**Teacher with Parent:**

The teacher will communicate with the parent in a variety of ways - individual conferences, a written note, a telephone call, a scheduled Open House, class work and homework assignments to be signed by parent, progress reports sent home and report cards sent home after each trimester grading period, three times a year. The teacher will respond to any concern of the parent within twenty-four hours of learning of such a concern; a conference will be scheduled if necessary.

**Administration:**

The school exists to serve the needs of each student. As such, the Principal or delegated staff member will meet with any parent about any concern that might affect the education of the student. An appointment is necessary to meet with the Principal. The parent must state the reason for the meeting to the person scheduling the appointment. An email, a note, phone call, or visit to the main office during business hours is all that is required to schedule a conference with the Principal.

**Parent Bulletins/Calendars:**

In the course of the school year a yearly calendar and monthly calendars listing days of attendance, minimum days, events, etc. will be sent to each parent. The annual school calendar is included on the back of this handbook; please note dates for holidays and vacations. Any changes will be noted on the monthly calendars, which are sent home by the first Thursday of each month in parent envelopes with the weekly bulletin. Please note special activities, dates, and times. In the event of changes in the monthly calendar, parents will be notified with as much time as possible through the weekly bulletin or a special notice

Each week a bulletin will be sent home on Mondays or the first day of the school week. The bulletin will contain a listing of notices, reminders, activities, etc. The parent is asked to sign the envelope and **return the envelope the next day**, indicating that the information has been received. Parents are responsible for making sure that the oldest or only child hand-delivers the envelope weekly. If parents cannot trust their child to deliver the envelope, parents must come in to pick up the information, or pay a set fee for delivery my mail.

## **ACADEMICS**

### **CURRICULUM**

The faculty of Our Lady of Victory School is united in its efforts to meet the curriculum requirements set forth by the Archdiocese of Los Angeles and the California Department of Education. By following the Archdiocesan guidelines, we strive to promote a desire for learning. Students are offered classes in English Language Arts, Math, Science, Social Studies, Religion, Music, Physical Education, and Computer Literacy. Our curriculum is based on the belief that every child can and will learn in accordance with the implementation of the Common Core Standards in English Language Arts and Math.

### **RELIGION PROGRAM**

All students, Catholic and Non-Catholic, are required to participate in the Religion program at Our Lady of Victory School. Participation in daily prayers and religious activities is required, and students are expected to behave in a respectful manner. Religion classes are a required part of our curriculum, and are considered one of the most important classes at our school. Religion grades earned are computed as part of a student's GPA.

Our Lady of Victory School students attend Mass as an entire school at our weekly Mass at 8:00 a.m. Family Mass for Our Lady of Victory School families is the 1<sup>st</sup> Sunday of each month at 9:00 a.m. All Catholic students are expected to attend Mass every Sunday, and are invited especially to Our Lady of Victory Church at 9:00 a.m. Mass. At various times during the school year students are asked to participate in fundraising drives for the missions, and to bring canned food items or donations for the needy. Students are encouraged to be as generous as possible in helping others in need.

### **TESTING AND ASSESSMENTS**

In addition to student assessment in the classrooms to determine grades, all students will be taking the STAR assessment. The STAR assessment is an adaptive measure that is used to measure student progress and provide valuable data to teachers that will influence their instruction.

### **GRADING**

At the beginning of each school year, teachers explain to students and parents the system used for grading; this system is aligned with the grading interpretation on trimester report cards. The purpose of grading is to provide a measure of pupil progress. It is meant to motivate and encourage the best efforts of the pupil. Factors to consider in measuring pupil progress are class participation, satisfactory completion of class work and homework assignments, and success in oral and written tests. Report cards will be issued four times during the year. Academic development, along with skill and habit development will be reported to parents. Effort, behavior, and attendance will also be noted. Parents are asked to review the card with the child and then sign and return it to the school. The first report card will be presented at Parent- Teacher conferences in November. It is highly recommended that the child attend the session with the parent and teacher. If an individual conference is requested, it is suggested that the parent contact the teacher.

### **HOMEWORK**

Homework assignments are to reinforce what the teacher has introduced in the class and to foster habits of independent study. Homework will not be assigned as punishment. Assignment of

homework is limited to the days on which the school is in session, unless make-up work or long-range assignments are required. If homework is missed, it must be made up. For homework to be effective, the school depends on the parents' cooperation to supervise this important activity. If a child will be absent for more than one day, the teacher should be notified and arrangements made to have a family member or neighbor stop at the school to take assignments home.

The following are suggested guidelines for homework:

- Grades K-2: Not to exceed one-half hour
- Grades 3-6: Not to exceed one hour
- Grades 7-8: Not to exceed two hours.

These time allotments are for actual "on-task" work. Actual homework time will vary according to individual ability, study environment, and study habits. Pupils of differing ability are not expected to accomplish as much as their classmates in the allotted time. Exceptions are made for compassionate reasons upon the request of the parent or guardian. Parental help with homework is encouraged. Some suggestions for helping with homework: observe the child doing the homework to see that the assignments are being completed; encourage and participate in reading each day; help secure a library card; control the viewing of television during the school week; check work carefully before it is submitted in class.

### **PROMOTION**

Ordinarily, students who satisfactorily complete the prescribed course are promoted to the next highest grade at the end of the school year. Exceptions may be made at the discretion of the Principal.

The decision to promote a student to the next grade or retain him or her in the present grade will be made only after considering the academic, emotional, and social factors.

### **RETENTION**

In the event that retention is being considered, the following guidelines will be followed. The teacher is responsible for evaluation, early diagnosis, and effective remediation of learning difficulties. The teacher will provide remedial help in the school setting, e.g., by individual help or after-school tutoring. If that proves to be inadequate, the teacher will advise the parents to arrange for outside help, e.g., outside tutoring, parent tutoring, summer school, or a psycho educational evaluation. The teacher will inform the Principal about any pupil with significant learning difficulties by the end of the first quarter. The student may be referred for educational evaluation. If difficulties persist, with the approval of the Principal, the parents will be advised in the second and third quarters of the student's progress or possibility of retention. Copies of all reports and communications will be kept on file.

Retention is more successful in primary grades than in later grades. The opinions of the teachers and parents are significant factors; the final decision to retain the student is the responsibility of the Principal. In the case of a student with severe learning problems, it may be necessary to recognize that the school is not equipped to meet the needs of every student, and that a transfer might be necessary.

### **SUMMER SCHOOL**

In some cases, academic classes during summer school may be recommended for a student as a condition of promotion. If this is the case, a record of summer school attendance must be submitted to the school before a child can be promoted.

### **ACADEMIC PROBATION**

A student with consistent low grades due to a lack of motivation or effort in completing class work or homework will be placed on academic probation for a quarter. Academic progress and quarter grades will then be evaluated and a decision will be made in agreement with the teacher, parents, and the Principal regarding remedial measures, retention or a recommendation for transfer to another school.

### **GRADUATION REQUIREMENTS**

In order to receive a diploma at graduation, a student must maintain a GPA of 2.0 in the 7<sup>th</sup> and 8<sup>th</sup> grades. If, at the end of the 7<sup>th</sup> grade, a student has not maintained a 2.0 GPA, he/she will not be promoted to the 8<sup>th</sup> grade unless summer school is successfully completed. If at the end of the 8<sup>th</sup> grade a student has not maintained a 2.0 GPA, he/she will not participate in the graduation ceremony nor receive a diploma until summer school is successfully completed. All financial obligations must be met by May 1<sup>st</sup> in order for students to participate in any graduation activities.

### **GRADUATION CEREMONY**

In accordance with Archdiocesan Policy, the graduation ceremony will be a simple ceremony taking place with the Eucharistic Liturgy. Our Lady of Victory School will not sponsor any graduation parties

### **HONOR ROLL**

All students who receive grades of A's or B's on the quarterly report card and exhibit good discipline, attendance, and punctuality will be listed on the Honor Roll for each quarter.

### **REQUIREMENTS FOR VALEDICTORIAN**

To be eligible for consideration as class valedictorian, an 8<sup>th</sup> Grade student must have maintained a GPA between 3.5 and 4.0 in the 7<sup>th</sup> and 8<sup>th</sup> Grades. The student must have been actively involved in at least one school activity and service-oriented in the total life of the school. He/she must be a role model for other students by exhibiting excellent conduct. A recipient of numerous detentions or a suspension is automatically disqualified for consideration for this honor.

## **DISCIPLINE: RULES/REGULATIONS/CONSEQUENCES**

Discipline is to be considered as an aspect of moral guidance, and not a form of punishment. The purpose of discipline is to provide a classroom setting conducive to learning and to promote character training. Discipline is attained in the school when students work cooperatively with classmates, teachers, staff, and principal toward the attainment of the class and school objectives. Classroom management plans will be presented by grade level and are research-based. In addition to classroom discipline, Our Lady of Victory School adheres to the policies inherent in the Administrative Handbook of the Department of Catholic Schools for the Archdiocese of Los Angeles. Students must behave in a Christian manner at all times.

## **ARCHDIOCESAN CHRISTIAN CONDUCT CODE**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between us can be resolved. In some rare instances, however, the school may find it necessary to require parents/guardians to withdraw their children. It is a condition of enrollment that students behave in a manner, both on and off campus that is consistent with the Christian principles of the school. These Christian principles include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events.
- The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## **PLAYGROUND GUIDELINES**

The health and safety of each student at Our Lady of Victory School is very important to everyone. In order to have a playground that is safe for all students, every student from Kindergarten to eighth grade is required to follow these guidelines before, during, and after school:

1. No student is allowed to play in the yard without adult supervision.
2. Students are not to tease, chase, and bother one another.
3. Students are not to be involved in rough play/games of tag.
4. Students are not to jump over benches, hang from rails, or play on stage.
5. Students are to report any problems to the person on yard duty immediately.

## **Discipline Policy**

Step 1-Student is issued verbal warning from teacher

Step 2-Student continues to disobey or disrupt class, written notice is sent home, with a phone call to the parents.

Step 3- Student continues to disobey or disrupt class, written notice is sent home, with phone call to the parents to schedule a parent teacher conference.

Step 4- Student continues to disobey or disrupt class, written notice is sent home, with phone call to the parents to schedule a parent teacher conference, with principal. At such time parents are informed that the next notice is a suspension.

Step 5-Suspension.

Step 6-Expulsion

## **SUSPENSION/EXPULSION**

The principal may suspend any student from school with or without the recommendation of a teacher. Suspension includes, but is not limited to, fighting of any kind, open defiance to school personnel, and continued disciplinary measures for the same offense. Parents will be notified of the reasons and dates of suspensions. Suspensions will be recorded in the student's records, and three suspensions may be cause for the expulsion of the student.

Reasons for expulsion are, but not limited, to the following offenses committed by students:

1. Actions gravely detrimental to the moral and spiritual welfare of other students.
2. Habitual profanity or vulgarity.
3. Assault, battery, or any threat of force or violence directed toward staff or students.
4. Bullying or harassing school personnel or other students.
5. Open, persistent defiance of the authority of the teacher.
6. Continued willful disobedience.
7. Use, sale or possession of narcotics, drugs or any other controlled substance.
8. Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
9. Smoking or having tobacco.
10. Stealing
11. Forging signatures
12. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school, including graffiti.
13. Habitual truancy.
14. Possession or harmful weapons or materials that can be used as weapons.
15. Membership in or affiliation with a gang or group responsible for violent activity. Whether inside or outside of school.
16. Actions in or out of school which are detrimental to the school's reputation.
17. Inappropriate conduct or behavior unbecoming a student in a Catholic school.

The procedures for expulsion found in the Administrative Handbook will be followed involving notification, conferences, etc. A written record of all steps taken, communications, reports will be kept at school.

## **SERIOUS OFFENSES**

In cases involving grave offenses which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community and, in the reasonable judgment of the Principal, which may pose a serious threat to the health and welfare of other pupils, the student may be immediately suspended followed by probable expulsion. The times of expulsion and reporting steps of expulsion may be found in the Administrative Handbook of the Elementary Schools. The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **INTERNET AND TECHNOLOGY USE**

Any student that is allowed access to the Internet at our school site must have a signed parental consent form.

### **PHONE USE/CELL PHONE POLICY**

Students are not allowed to have cell phones in their possession. The school phones are available for students to call home in cases of illness or emergency only. Students will not be allowed to use the office phone for personal matters or "reminders." Parents may call the school office to give important messages to their children, but students will not be called from the classroom to speak to parents.

If a cell phone disrupts a class the teacher has the right to take away the students cell phone. The teacher gives the cell phone to the office with the student's name. The student's parents are to speak with the principal prior to picking up the cell phone.

Parents will then be informed that another cell phone disturbance carries a fine of \$25.00 to recover the phone.

### **MIXED PARTIES**

Mixed parties involving students of the upper grades, even when they are held at home or are strongly discouraged. Parents/guardians are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school.

### **PUPIL PREGNANCY**

Elementary students involved with a pregnancy have changed their status and thus, some of their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new life into the world, and such a responsibility necessitates a change in status. In order to insure the best interest of the elementary student, parents, and the school community, the principal, in consultation with the pastor and the Superintendent, shall review all aspects of each case and make a determination as to the student's attendance at the school.

Of its nature, abortion is contrary to the teachings of the Catholic Church. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for the student to be dismissed from Our Lady of Victory School.

## **SCHOOL UNIFORM POLICY**

All students must be in complete uniform as of the first day of school. Uniform items must be purchased from Cambridge Uniforms. A description of the required school uniform has been given at a parent meeting. Students who are out of uniform will be sent home until they return with the full uniform. Any unusual circumstances in which a student cannot be in full uniform must be reported by the parent and approved by the Principal. The school will not be held responsible for lost or stolen items belonging to the student. It is the student's responsibility to care for his/her belongings, and the parent's responsibility to mark them permanently and clearly to avoid any confusion regarding which the item belongs to. Items not claimed at the lost and found within a month will be sold.

## **DRESS CODE:**

- A. Students must wear the school uniform at all times.
- B. Students may wear P.E. uniforms to school on P.E. days **ONLY!**
- C. Free dress means "dress up." No oversized clothes may be worn to school. Baggie pants, low cut tops, tank tops, loose shirts, or make-up will **NOT** be allowed. "Dress up" days are when the students should wear slacks, dresses, appropriate shirts and blouses. Blue jeans, tank tops, T-shirts, overalls are not considered dress up clothes. **Skinny jeans and skinny pants may NOT be worn to school.**
- D. Students are expected to come to school bathed and well groomed daily. It is expected that students wear a clean uniform daily. Students who do not come to school ready to learn, and well-groomed will be sent home.
- E. In cold weather, students may wear heavy outer jackets outside the buildings ONLY. Students may only wear the uniform sweater in the classroom with the teacher's permission.
- F. Only plain white T-shirts may be worn under the uniform shirt.
- G. Boys must have clean, conservative and traditional hair cuts - no designs, shaved heads, flat-tops, and spikes, nothing that may be associated with gangs. Hair should not obstruct vision. Boys' hairline will not be allowed below the ears or the natural hairline of the neck.
- H. Plucked or shaved eyebrows are not permitted for girls or boys.
- I. Girls are not permitted to wear beads, or hairstyles that are extreme or associated with gangs.
- J. Only one pair of small stud earrings (no hoops or dangling earrings) may be worn by girls. Boys are not allowed to wear earrings.
- K. A small neck chain is allowed and a wristwatch is allowed; rings and bracelets are not allowed.

## **REQUIRED SCHOOL UNIFORM**

### Girls: Grades PreK – 5<sup>th</sup>

- Plaid Jumper (Closed sides, pleated skirt with belt)
- Light blue, button-front blouse with Peter Pan collar
- Navy Cross Tie
- Royal Blue or White knee socks
- Navy blue twill pants (winter) or walking shorts (summer)

### Girls: Grades 6<sup>th</sup>-8<sup>th</sup>

- Plaid, pleated skirt
- Plaid, open-front vest
- Light blue, button-front blouse with pointy collar
- Navy Cross Tie
- Royal blue or White knee socks

- Navy Blue twill pants (winter) or walking shorts (summer)

### Boys: Grades PreK-8th

- Blue French button down shirt
- Royal Vest
- Navy Tie
- Navy blue twill pants

### Boys and Girls

- Royal Blue Cardigan Sweater
  - Royal Blue Jacket
  - Navy blue walking shorts
  - All Black shoes or Black with white; Dress shoes are mandatory Fridays when we attend mass
  - Navy Blue sweatshirt with school logo **ONLY**
- P.E. Uniform (May ONLY be worn on scheduled P.E. days or special activities!)

## **ATTENDANCE**

### **ABSENCES**

1. The school should be notified if the student will not be in school. If the school does not receive such information, the parent or guardian will be called at home or work to insure the safety of the child.
2. In case of an absence, students must bring a signed note from the parent in order to be re-admitted to the classroom.
3. Absences of more than three days must have a doctor's excuse. Signed medical or dental excuses are not counted as absences on student records.
4. When the parent/guardian knows that the child will be absent for more than one day, the teacher should be notified so that arrangements can be made with the family member or neighbor to take assignments home.
5. If a student is to leave school for a medical or dental appointment or a personal reason, a note from the parent or guardian stating the reason for early dismissal should be sent to the school office. Students will be released from the office. Parents should not enter the classrooms once school has begun. If someone other than the parent is to pick up the child, the parent or guardian should notify the office in advance. The student will be sent to the office at a convenient time for the classroom teacher, in order to avoid interruptions to class activities only when parent/guardian is at office to pick up.
6. Students absent more than 15 days in a report card period may not receive a report card or may receive a grade of incomplete.
7. In the case of an unexpected need to pick up a child before dismissal, we request that parents pick the students up during their respective recess or lunch periods.

### **TARDY POLICY**

Students arriving in the classroom after 8:00 a.m. will be marked tardy on the class roster. Students arriving after 8:00 a.m. must stop in the office for a Tardy Slip in order to be admitted in the classroom. Students arriving late will be noted in the daily tardy list in the office. Parents will be charged \$5 per day for each child when a student is late.

### **WORK PERMITS**

No minor may work without a work permit. Under certain conditions, work permits are granted to students. Student work permits may be obtained from the Work Experience office in a public school and must be completed and signed by the Principal for satisfactory attendance and academic achievement.

## HEALTH AND SAFETY

### **UPDATING PERSONAL AND HEALTH INFORMATION**

It is extremely important that Emergency Cards with current information be completed yearly. If at any time during the school year there is a change of address or telephone number, please notify the office in writing **immediately**. Information on all the records should be accurate and up-to-date in case of an emergency. In case of illness or emergency, your child will only be released to persons listed on your emergency information.

### **ILLNESS/ACCIDENT**

Our Lady of Victory School does not have a trained nurse on staff. Parents must notify the school of any special health conditions that require special attention. We are **not** allowed to dispense medication of any kind. You may complete a special form required of parents whose children must have medication during school hours. Also, please note that you **must** have a release from your doctor as well, for your child to be able to take **ANY** type of medicine.

If your child is hurt, or becomes ill while on campus, you will be notified and asked to come pick up your child. We will clean minor cuts with water, and place band-aids or ice if necessary. If an emergency arises we will notify you and we will call 911.

### **REQUIRED IMMUNIZATIONS/TESTS/SCREENINGS**

State and county regulations require that the school maintain up-to-date student records of required immunizations, tests, and physical exams. Students will be excluded from class until required information is sent to the school.

### **ANNUAL HEALTH SCREENINGS**

Students will receive annual routine health screenings including height and weight, visual, auditory, and scoliosis. Recommendations may result from these screenings for examinations by a professional.

School personnel will check students for head lice periodically throughout the school year. We recommend that parents check their children for head lice at home and notify the school of any signs of infestation.

### **STUDENT INSURANCE**

The Student Insurance Program is provided for all students in archdiocesan parish elementary schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a school sponsored and supervised activity.

**Our Lady of Victory School  
Parent/Student Policies Agreement Form**

*(Please print except where signatures are required)*

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the \_\_\_\_\_ School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Mother's or Guardian's

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's First Name \_\_\_\_\_

Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's First Name \_\_\_\_\_

Grade \_\_\_\_\_

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files