



**PARENT/STUDENT HANDBOOK**

**2021-2022**

**OUR LADY OF VICTORY CATHOLIC SCHOOL**

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[www.olvcatholicschoolK-8.org](http://www.olvcatholicschoolK-8.org)

# Receipt of Handbook

## 2021-2022

To Whom It May Concern,

My signature below, or my acceptance of the handbook via RenWeb, indicates that I have received my copy of the Parent/Student Handbook for the 2021-2022 school year and that I agree to abide by the policies and procedures of Our Lady of Victory Catholic School during the 2021-2022 school year and all policies of the Archdiocese of Atlanta. I realize and recognize that it is my responsibility to become familiar with the policies and procedures that are presented in this handbook. I also recognize that the principal may amend any part of this handbook from time to time, as deemed necessary; and parents shall be promptly notified, in writing, when such revisions occur. I understand that all items may not be covered in a handbook and that the principal shall make all decisions on issues that may not be specifically addressed herein. I understand that a copy of this handbook will not be provided to me unless I request one. A copy of this handbook can be viewed on the schools website and on RenWeb.

Parent/Legal Guardian (**Print Name**)

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Parent/Legal Guardian (**Signature**)

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Date

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Student (**Print Name**)

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Student (**Signature**)

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Date

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August 2021

Dear Parents and Students:

Welcome to the 2021-2022 school year at Our Lady of Victory Catholic School! I look forward to leading this community in our last year on this beautiful campus. Twenty two years ago the dream of Catholic Education on the southside of Atlanta was started here in Tyrone, I am eager to continue that dream this year and look forward to the new adventure that awaits!

The Parent/Student Handbook reflects the policies and procedures of Our Lady of Victory for the current school year. Please read this document carefully and sign the attached Receipt of Handbook. The Receipt of Handbook states that you agree to abide by the policies and procedures of Our Lady of Victory Catholic School during the 2021-2022 school year.

The faculty and staff of Our Lady of Victory look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Blessings,

George Wilkerson  
Principal  
Our Lady of Victory Catholic School

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

*Our Lady of Victory Catholic School is a model of the Catholic Faith within an enriching, diverse educational setting. Through a foundation in our faith and academic rigor, the OLV family educates the whole child mind, body, and spirit.*

## **Mission Statement - The Catholic Schools in the Archdiocese of Atlanta**

*Our schools are committed to providing an excellent education in an environment of spiritual, intellectual, physical and moral formation in accordance with the teachings of the Roman Catholic Church. The Catholic Schools in the Archdiocese of Atlanta serve a vital role in the educational ministry of the Local Church.*

## **History**

Since Our Lady of Victory Catholic School opened its doors, it has continued to maintain strong Catholic identity and academic excellence. With Catholic formation at its core, OLV has fulfilled Archbishop John Francis Donoghue's dream for elementary Catholic education in the south Atlanta metro area.

. . . In response to the overwhelming need for Catholic education in North Georgia, the Archdiocese of Atlanta opened the first elementary school on the south side of metro Atlanta below the beltway in September 1999. Archbishop Donoghue named it Our Lady of Victory with the accompanying motto: *Fides Nostra Vicit Mundum*, translated from Latin, the motto means, "Our faith conquers the world."

OLV is a regional school enrolling students from thirteen (13) area parishes. OLV is divided into two divisions, the Lower Division, Pre K-4<sup>th</sup> grades, and the Middle Division, 5<sup>th</sup>-8<sup>th</sup> grades.

OLV is accredited through the Archdiocese of Atlanta District-Wide Accreditation with AdvancED/Cognia.

The U.S. Department of Education has recognized OLV as a National Blue Ribbon School of Excellence – a "top 10 percentile school" in the Nation.

In 2021, the Archdiocese announced that due to low enrollment, Our Lady of Victory will merge with Our Lady of Mercy as one PK-12 school on OLM's campus. The merger will take effect in the 2022-2023 school year. The newly merged PrK-12 school is named St. Mary's Academy.

## **Motto**

*Our Faith Conquers the World*

## **Mascot**

*The Patriots*

## **School Colors**

*Red, White, & Blue*

## **Web Page**

[www.olvcatholicschoolk-8.org](http://www.olvcatholicschoolk-8.org)

## **School Hymn**

*Our Lady of Victory Hymn*

Mother Mary, intercede  
As you did for Don Juan's Holy League.  
Though we are but few and small,  
Our faith in God will conquer all.  
Mary, offer up this prayer,  
That He will guard us everywhere.  
As we grow in love of the Lord  
Pray for us, Our Lady,  
Our Lady, Our Lady of Victory!

Blessed Mother of Our Lord,  
Whose love can vanquish every sword.  
Pray that we have faith to win,  
The fight to overcome our sin.  
When the victory is won,  
We will come to know and see Your Son.  
As we go to live with the Lord,  
Pray for us Our Lady!  
Our Lady, Our Lady of Victory!

Bill Grabbe © ( Former Parent)

## **Administration**

Our Lady of Victory Catholic School is operated by Catholic Education of North Georgia, Incorporated. The school is under the direct supervision of the Office of Catholic Schools for the Archdiocese of Atlanta and is compliant with all policies and guidelines of the Office of Catholic Schools and the Archdiocese of Atlanta. (A copy of the Office of Catholic Schools Policy Manual is housed in the Media Center and Front Office for viewing.)

The administration of Our Lady of Victory Catholic School is the responsibility of the principal, who works under the supervision of the Superintendent of Schools and is appointed by the Archbishop of Atlanta. The principal works closely with the faculty and staff to ensure quality Catholic education for the students.

The School Advisory Council serves in an advisory capacity to the principal. Its authority is derived from the Archbishop of Atlanta, the Superintendent of Schools, and the Archdiocesan School Advisory Council. Its mission is to provide quality Catholic education for all children whose parents desire to take advantage of such an opportunity. Please refer to OLV's website for a complete listing of its Advisory Council members.

The principal appoints a curriculum committee, composed of content representatives across grade levels, the guidance counselor, and the media specialist. Its function is to design academic curricular procedures, resolve problems related to student activities, and recommend instructional materials and textbooks for content areas.

**NOTE:** All references to "parent(s)" herein shall include custodial parent(s)/legal guardian(s).

## **Home and School Association**

The mission of the Home and School Association is to support and enrich the educational programs of the school, which includes the following:

- Opportunities for fellowship that develop a strong and meaningful Christian community among school families, faculty, staff, and administration;
- Communication between parents and the school;
- Planning and coordinating safe community-wide activities, and
- Providing interesting and informative programs relevant to the needs of the school community.

All parents and employees of Our Lady of Victory Catholic School are members of the Home and School Association.

Please refer to OLV's website for a complete listing of its Home and School Association officers.

## **Volunteers**

Parents are the primary educators of children. Volunteer efforts enrich the life and health of our school. Their presence and enthusiasm create an excellent means of reinforcing the value of Christian education in the community. Parents are encouraged to contact their child's teacher, Home and School volunteer coordinator, or the school office for volunteer opportunities. All volunteers are required to undergo a background check and comply with all Archdiocesan guidelines relating to volunteers.

Active parents enhance the school's ability to provide an excellent education in a Christ-centered environment. When a parent takes the time to come to school, the message is sent to his/her child that "School is a priority in our family." It is with this in mind that the school, in coordination with the Home and School Association, developed the MANDATORY VOLUNTEER program briefly described below.

Each family is required to complete **20** volunteer hours of service this year. Each Hour carries the monetary value of **\$10**. A family can decide to either complete their volunteer hours through service to the school community or pay **\$10** per hour which equates to **\$200**. It is the responsibility of the family member to sign in and out of the School Office or with a Home and School Board representative to log volunteer hours.

**You will receive a record of volunteer hours served. Families that do not complete their twenty (20) volunteer hours will be billed \$10 per each hour not served.**

Background checks and safe environment training are required of all school volunteers who come into the school on a regular basis either to work with children, assist in the office, or chaperone extra-curricular field trips. All background checks are confidential and will be carefully handled by the Administration.

**Some Volunteer service opportunities include, but are not limited to (hrs appx) items in bold require VIRTUS training certification:**

- Evening Orientation (1hrs)
- Parent/Teachers Conferences (.5 hrs)
- School Programs- Advent, Mass, Graduation,etc...
- Facilities and grounds beautification and garden maintenance
- **Classroom activities**
- **Chaperoning field trips (up to 5 hrs)**
- **Carpooling students to and from field trips, Archdiocesan events, or OLV Sports program**
- Field Day Assistants (4 to 6 hrs)
- Hospitality for various school events

- Home and School Meeting Attendance
- Home and School Association Officer or Committee member
- Room Parent
- School Advisory Council Meetings (10 and up)
- Athletic Coaching (16)
- Assistance with Extra-Curricular Activities
- Office Assistance
- Media Center assistance
- Donations to annual Carnival and 5K (1hr)

## **Fund Raising**

Fund-raising efforts are coordinated by the school. The Home and School Association, and Student Council assist with fund-raising efforts. All monies are raised specifically for school programs and activities. All students are prohibited from door-to-door selling of items, and soliciting contributions, pledges, or orders of any kind.

## **Communication**

School and home share the responsibility of communicating with each other for the well-being of the students. The written word and the spoken word are important means to keep the channels open and information flowing. Each family receives a Family Directory and a Parent/Student Handbook. Timely information regarding school and grade-level activities are posted on the school's web page. Regular text message alerts and announcements and business office communications are sent to all families who have provided OLV with an e-mail address and cell phone number.

Teachers send home a classroom folder every Thursday, which contains graded papers and class-specific newsletters to keep parents informed about special grade-level/classroom events. Families of students in grades PreK/K through 4 receive monthly class newsletters. Please refer to the "Thursday Folder" section hereof for further information.

In addition, each homeroom teacher and all subject-level teachers maintain a ParentsWeb page with class-specific monthly calendars, as well as a monthly curriculum overview. It is the parent's responsibility to review the information that is sent home and available on ParentsWeb.

Other means of communication include the annual calendar, school directory, monthly newsletter, website, on-line grade reports (for grades 2 through 8, including on-line interim reports), report cards, principal's letters, conference days, grade-level and principal's coffees, and Home and School Association meetings.

RenWeb allows parents to access their student's grades and classroom announcements quickly and easily. All parents will receive an activation code at the beginning of the school year, as well



as training for the on-line grading program. Additionally, OLV's on-line grading coordinator will be available year-round to assist parents. Please refer to the "Report Cards and Grading" section hereof.

### **Telephone Usage**

The telephones in the school are to be used for school business only. Students must have permission from the teacher/administration to use the school phones. In an emergency, the office will make a call for a student. Forgetting books, PE clothes, or making arrangements for after school activities are student responsibilities that must be handled before coming to school and will not be considered emergencies.

Generally, teachers are unavailable to answer telephone messages during the school day. A parent may send an e-mail to a teacher. Every effort will be made to respond within 24 hours.

### **Emergency Messages During School Hours**

In an emergency, a message may be delivered to a child through the office. Students will not be called from the classroom to receive telephone calls. Please discuss after-school arrangements with your child before coming to school in order to keep the number of telephone messages delivered to classrooms at a minimum.

### **Appointments and/or Conferences**

Appointments to meet with teachers or administration may be made by telephone, e-mail, or written communication. If a parent is concerned about a student's academic, social or behavioral progress, contact with the teacher (or teachers) involved must be made before contacting the administration. Concerns may be better addressed when appropriate communication channels are followed. Parents are encouraged to communicate regularly with the school regarding the welfare of their child.

### **E-mail**

A list of teachers' e-mail addresses will be available in the school directory and on the school's website. As a general rule, the e-mail address for a teacher is the first initial of his/her first name and his/her last name.olvpatriots.org. Employees are not permitted to answer e-mails that come directly from students; therefore, only parents may e-mail a teacher, and only a teacher's official school e-mail address should be utilized.

## **Thursday Folder**

**All communications contained in the Thursday folder must be approved by the principal. Communications must be submitted by Monday, 12:00 noon, for consideration.** Items of a personal nature will not be approved.

Graded papers and class-specific information will be transmitted by teachers in a weekly classroom folder each Thursday. Parents are requested to return the folder the following school day. There is a \$2.00 replacement charge for envelopes that are not returned.

## **Directory and Handbook.**

Each family receives one copy of the Parent/Student Handbook and will have on-line access to the Family Directory on ParentsWeb. The handbook is a contract between home and school. The school reserves the right (with notification) to amend the handbook at any time. The Family Directory is published for the convenience of the OLV school community and is not to be used for promotional purposes.

Signing of this handbook is an acknowledgement of the acceptance to be governed by the rules, regulations, conditions, and requirements of the school as stated in this Handbook as well as those policies of the Archdiocese of Atlanta.

Parents will not only comply with Our Lady of Victory's policies listed in this handbook but will also be required to follow all policies of the Archdiocese of Atlanta.

## **Use of School Name, Logo, and Motto**

No one may use the school name, logo, or motto on any type of social media or in any other way – for example, utilizing the school name on t-shirts – without the express prior permission of the principal.

## **Calendar**

The school year calendar is accessible on the schools website and in each student's agenda. A month-to-month school calendar is provided to all families in August of the current school year. Current events are regularly updated on the school's website, classroom-specific calendars, and regular electronic communications. Grade-specific announcements and events are communicated by respective teacher(s).

## **Website and RenWeb**

School-related information, contact information, upcoming events, and forms may be found on the official school website: <http://www.olvcatholicschoolK-8.org>. The RenWeb platform will

contain all class-specific information. Please refer to RenWeb for the most up-to-date class-specific announcements.

### **Contact Information Changes**

The office should be informed **immediately regarding a change of address (inclusive of a change in e-mail address) and/or change of telephone number(s)**. The school must have current contact information for parents at all times.

### **Anonymous Communications**

Only “signed” or “in person” communication will be acted upon. No response will be made to an anonymous message. [NCEA Notes, March 2014]

## **Daily Procedures**

### **Attendance**

It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance.

OLV complies with the Compulsory School Attendance Law of the State of Georgia. The Archdiocese of Atlanta requires 180 student instructional days. If a student surpasses 20 days absent, readiness for the next grade is determined by communication with the parents, professional staff of the school, and the Office of Catholic Schools. The final decision will be made by the principal.

Excessive absences or tardiness will result in written communication from the counselor and may lead to denial of re-enrollment.

The principal is authorized to require satisfactory explanation from the parent for the absence of the student for all or any part of the day. This explanation must be written and contain parent’s signature.

If the parent elects to take student(s) out of school for a family vacation which does not correspond to scheduled intercessions, the absence may be recorded as unexcused. It will be at the discretion of the principal as to whether homework and tests may be made up upon student’s return to school.

Please refer to the “Work Missed Due to Vacation and Unexcused Absence” section hereof.

### **School Hours**

Monday through Friday: The school day officially begins at 7:50 a.m. and ends at 3:05 p.m. for all grades. The first bell will ring at 7:50 a.m. The second bell will ring at 7:55 a.m., at which time all students should be in their homerooms and be “seated.” If there are any “2:00 p.m. dismissal” dates on the school calendar, OLV’s After School Program will begin at 2:00 p.m. for the convenience of our families.

All students are to leave the building upon dismissal, Monday through Friday, unless under adult supervision (i.e., Early Birds, After School Program, Sports Program, or other school-approved program).

Students will not be permitted to return to their classroom(s) or locker(s) after dismissal for any reason. This also applies to students in the Early Birds, After School Program or Sports Program.

### **Tardiness and Early Dismissal**

Should a student arrive after 7:55 a.m., the student’s parent must sign the student “in” at the front office. The student will be issued a late slip, which the student presents to the teacher for admittance to the classroom.

The principal/designee may release a student during the school day upon receipt of a signed written request from the parent. Such absences must be recorded as an absence in the official school records. A log is maintained in the school office of all students who leave campus with parent or other authorized adult(s) for appointments, illness, etc.

If a student enters 2 hours after school begins, he/she will be marked one-half day absent.

If a student leaves without attending school for 2 hours in the afternoon, he/she will be considered one-half day absent.

Students will not be released to anyone other than the parent unless:

1. The parent of the student has provided written permission, signed and dated by parent, which includes the purpose for the release, or
2. The parent has authorized the release pursuant to parent’s instructions on student’s current Emergency Card on file at the school.

Picture identification (driver’s license) must be requested to release a student to anyone who is not a parent of the student or not immediately known to school authorities. All students are to be signed out by the adult picking them up.

Tardiness is cumulative and is recorded in the student’s cumulative record.

### **Absence**

In the event of a student absence, the parent is obligated to telephone the school between the hours of 7:50 a.m. and 8:30 a.m. to notify the office of the absence. If a call is not received by the school office, the absence will be considered “unexcused” and recorded as such. If a child is absent from school without a call from the parent, the counselor will contact the parent. **NO TELEPHONE CALLS OR VERBAL REPORTINGS ARE ACCEPTED FROM MINORS.**

**Upon returning to school from an absence, the student must submit a letter of explanation to the homeroom teacher (dated and signed by parent).** Failure to do so will result in the student being sent to the office until the parent presents a letter of explanation.

When a student is absent from school on a given day, he/she will not be permitted to attend an extracurricular event or participate in an athletic practice/competition on the same day.

### **Work Missed Due to Illness/Excused Absence**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:05 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work. It is the student’s responsibility to complete all missed assignments.

## **Work Missed Due to Vacation and Unexcused Absence**

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate disruption to a child's learning process.

If the parents choose to take students on family vacations which do not correspond to scheduled intercessions, the absence may be recorded as unexcused. **Teachers are not required to give make-up assignments and/or assessments for absences due to vacations.** It will be at the discretion of the principal as to whether homework and/or assessments may be made up upon student's return to school.

**Further, no assignment will be furnished in anticipation of the vacation.** There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

**Standardized tests missed as a result of an absence for vacation will not be made up.**

### **Family Vacations**

Family vacations should coincide with school vacation dates.

In situations where an absence cannot be avoided, the principal and teachers shall receive written notification (with parent's signature) in advance.

Please refer the "Work Missed Due to Vacations and Unexcused Absences" section hereof.

When parents, but not children, are on vacation, the office must be informed of the following:

- The adult in charge of the children;
- Emergency telephone numbers, and
- Other pertinent information to ensure the safety of the students.

### **Truancy**

Truancy means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent of the absent student.

In cases of apparent truancy, contact is first made with parent. Georgia State statutes assign responsibility for truancy to the local public school district. Upon student's return to school, there should be a written explanation of the absence, signed by parent.

## **Lunch**

Hot lunch will be provided by OLV Cafe. All information (menus, lunch prices, payment procedures, etc.) can be on the OLV website under the Student Life tab.

## **Item Drop-Off**

P.E./school uniforms, homework, projects, etc., should not be dropped off for students. It is the student's responsibility to come prepared for school. Teachers may not be disrupted from instruction to retrieve items from the front office, and the receptionist may not leave the front desk unattended. Parents are requested to abide by this policy. The only exception relates to a student's lunch: if a student's lunch is delivered to the office, the teacher will be notified by e-mail that lunch is in the front office so that the student may retrieve his/her lunch on the way to the cafeteria.

## **Medical and Dental Appointments**

Medical and dental appointments should be made outside of school hours, whenever possible. We encourage you to check the school calendar before making appointments. Students may be picked up for "early dismissal" no later than: 2:30 p.m. during a "regular" school day; 1:30 p.m. on an "early 2:00 p.m. dismissal" day, and 11:30 a.m. on a scheduled "noon dismissal" day. Please park in the rear parking area so you may exit easily.

- A written note must be presented to the student's homeroom teacher by 8:00 a.m. Students may only be dismissed from the office. Parents must remain in school lobby while waiting for their students.
- Parents must send a note to the front office and a copy to the homeroom teacher if their child is going home with someone else. Please note that the person specified in the note must present a picture I.D. to the front office.
- Urgent changes in carpool or dismissal during the day must be called in to the front office by 12:00 noon.

## **Car Line Arrival Procedures**

All students are to be dropped off anywhere along the curb where it is painted **RED**. Parents are to pull forward along the painted red curb and drop their students off at the sidewalk. Parents **ARE ASKED NOT TO PARK** and walk their children into school and also asked not to approach a teacher in the morning for a conference, as this is an extremely busy time and the teacher's priority is to ensure that students safely reach their classroom and are settled in for the day. All students in the before school program may enter the school building as early as 7:00 a.m. and proceed immediately to the gym where they will be greeted and supervised by assigned staff members

## **Car Line Dismissal Procedures**

Students who are participating in the After School Program and/or the Sports Program shall report directly to program areas upon dismissal. After School Care will meet in the cafeteria and Sports Program will meet in the gymnasium. The remaining students will be dismissed to the “staging area” along the front sidewalk to be picked up by parent. [Staging area: Area designated by red painted curb.] Students will go to the designated areas based on the first initial of their last name. As parents pull around the marked curb area for pick-up, students will be called to their vehicles over an intercom system. **[Note: Students enrolled in the Sports Program are under the supervision of the coach and must report to the coach immediately upon dismissal. Students under the coach’s supervision must remain with him/her at all times; otherwise, students will be sent to the After School Program.]**

**For the safety of all ...All families are asked to use the car line during dismissal.**

1. Upon reaching the “staging area” of the car line, please do not stop until a faculty member has directed you to stop. Please pull up as closely as possible to the vehicle in front of you – the more cars we are able to load in the staging area, the more efficiently carpool will operate. Once the carpool area is full and all vehicles are in “park,” children will be escorted to their vehicles. When all children are safely loaded into their respective vehicles, the car line will proceed forward and exit. The next group of cars will be waved into the staging area, and the above sequence will repeat until all students have been safely loaded into the vehicles.

2. Please observe the following procedures:

- The car line is a single lane for one-way traffic at ALL times during school hours.
- When stopped, the vehicle MUST be placed in “park.”
- Please do not pull around the car in front of you.
- Please refrain from using your cell phone while in the car line.
- If possible, please refrain from storing backpacks, lunch boxes, et cetera, in the trunk of your car – the retrieval of said items (in the morning) and the reloading of said items (in the afternoon) only delays carpool.
- Please do not park and retrieve your children from the staging area during dismissal, unless it is an emergency.
- Please follow all faculty directions.

Occasionally, students may be dismissed directly from the classrooms at the end of the day in the event of inclement weather.

**NOTE: All families will be provided with a family name placard that is to be placed on the dash of the vehicle so that the faculty member(s) on duty may easily identify the vehicle.**



For the safety of the students, students not picked up in car line on/before 3:30 p.m. will be escorted to the After School Program and parents will be charged accordingly for the time the children spend in the program.

**Students are not allowed to return to their classrooms or lockers after they have been dismissed** unless accompanied by a faculty member. This policy is designed for the protection of your child in addition to helping your child become more organized and responsible.

**The speed limit on the St. Matthew and OLV property is 15 mph. Please reduce your speed while on the property to 15 mph or lower, as appropriate -- even if you are running late.**

### **On-Demand Transportation Services Policy**

On-demand transportation services (e.g., Uber, Lyft) are prohibited from transporting Archdiocesan students to and/or from Archdiocesan property unless a parent, grandparent, or guardian accompanies the student in the vehicle.

## **Family - Custodial Situations**

OLV is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have changed. For this reason, it is necessary to clarify procedures followed by the administration in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. OLV personnel will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating, and all information is shared by and between the parents.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has custody of the child. It is assumed that this information is shared *by* and *between* the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact. A copy of custodial rights is to be kept in the student's records.

In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the custodial parent of this fact. A copy of the final decree bearing the case number and the page bearing the judge's signature, are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*.

Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home of residence. Unless restricted by Court Order, a non-custodial parent has the right to attend any school activity for their child.

In cases of joint custody, entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent to the home where the child resides and that this will be shared *by and between* the parents. The non-residential parent may request that a second set of documents be mailed directly to him/her.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that *one* conference appointment be scheduled "jointly" for both parents.

If there are questions concerning these procedures, please contact the principal.

### **Parental Cooperation/Support**

Our Lady of Victory is a Roman Catholic educational institution, fully committed to the teachings of the Roman Catholic faith. All educative activity offered at the school is grounded in the Catholic faith; without it, the school is unable to achieve its mission. While OLV is committed to ensuring that all teachings of the Catholic faith are shared and discussed with respect, sensitivity, and charity, especially with those who may struggle with them, the school expects all faculty and staff to demonstrate support for the mission of the school and all the teachings of the Roman Catholic faith by not contradicting or criticizing them publicly, in words or actions, including through online social media venues. Parents/guardians who fault to act in a manner consistent with this expectation may be asked to withdraw their child/children from the school.

## **Student Records**

The school abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act. If a parent/guardian wishes to view their child's records, the school must receive a written request with a twenty-four hour notice. Appropriate parties in connection with financial aid to a student may have access to all records and information in the student's permanent file. All families must complete a Confidential Family/Student Information Form for each child identifying parent/custodial rights or restrictions.

### **Transcript Requests**

All transcript requests must be submitted to the school office.

For students making applications to other private schools, OLV will establish and publish a date by which school transcript requests must be in the school office. Transcript requests not received by such date may not be processed in time to meet the application deadline.

There is no charge for transcripts. The school reserves the right to limit the number of transcripts mailed. Transcripts will not be submitted if there is an outstanding balance on a family's FACTS account.

### **Teacher Recommendation Forms**

All teacher recommendation requests must be submitted to the school office.

For students making applications to other private schools, OLV will establish and publish a date by which teacher recommendation forms must be in the school office. Forms not received by such date may not be processed in time to meet the application deadline

## **Admission**

In accordance with the teachings of the Catholic Church, Our Lady of Victory Catholic School does not discriminate, on the basis of race, sex, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Students will be considered for admission to Our Lady of Victory Catholic School who are willing to agree with and abide by the religious, academic, and behavioral requirements of the school and whose parents demonstrate a desire for the school to assist them in their parental role as primary educators.

Continued enrollment in any given school year and re-enrollment in any subsequent years are subject to the parents' continued support of the mission of the school, as documented in the Parent/Student Handbook, and the maintenance of a demonstrably effective and supportive

relationship between the school and family. The school administration may withhold that agreement with cause.

A student applying for admission to the seventh or eighth grade must present a certified copy of his/her academic transcript and disciplinary record from the school previously attended as a prerequisite for admission. Transfer of students into eighth grade is generally not considered unless the transfer is due to relocation and the student was attending a Catholic or private school. Archdiocesan approval is required prior to the admission of new eighth grade students.

All Archdiocesan Catholic Schools adhere to the Georgia State Law requirements for entry to prekindergarten and first grade. For prekindergarten, a child must be four on/before September 1<sup>st</sup>, for kindergarten, a child must be five on/before September 1<sup>st</sup>, and for first grade, a child must be six on/before September 1<sup>st</sup>. All students must be completely toilet trained prior to being accepted into the PreK program.

A child must undergo a readiness screening before acceptance into PK and K. For grades 1-8, academic and behavioral records, and a screening assessment are required for each new student prior to acceptance. When all of the registration requirements have been completed, the Admission Committee will process the application and determine if OLV is able to meet the needs of the applicant. The decision of the Admission Committee will be conveyed to the parents in writing. In all cases, the principal may exercise discretion in the admission process.

### **Priority Guidelines for Admission**

In the admission of students, and subject to the overriding discretion of the principal, priority consideration shall be given to the following criteria in the order listed:

1. Currently enrolled students who are eligible for re-enrollment;
2. Siblings of currently enrolled students or alumni;
3. Students who are children of employees within the building;
4. Students in good standing on the current waiting list from feeder parishes;
5. Students from other parishes in the Archdiocese of Atlanta;
6. Students transferring from an out-of-state Catholic school, and
7. Non-Catholic students.

Catholic families will receive priority acceptance policy 5120. All Catholic students must provide an annual Parish Verification Form from their home parish indicating that they are “active” parishioners. It is an expectation of all Catholic parents to be active in their parish affiliation and contribute time, talent, and treasure.

Parents are further required to submit a certified original birth certificate, a copy of student’s baptismal certificate, and a valid Georgia Certificate of Immunization (**Form 3231**). All children must meet state and local standards for immunization. Georgia law requires that a certificate of good health be presented annually and that children meet state standards for immunization (OC-10-2-771). There is no provisional admission. For medical exemptions, a physician may indicate the condition on the form. The medical exemption is applicable when a child has

long-term condition that contraindicates immunization. The Catholic Church does not recognize an exemption based upon conscience or religion.

All new students must undergo a comprehensive physical examination. The physical must be signed by a licensed physician, MD, DO, RNP, or a PA working under the direction of a licensed physician.

All new students to OLV are on probation for the first quarter to ascertain that OLV is the appropriate educational setting to ensure their success. Factors considered in the decision include the student's academic performance, effort, conduct, disciplinary record, and study habits. The principal will make the final decision.

Archdiocesan Tuition Assistance is available to Catholic families based on need. Packets are available from the business office. Amounts awarded are dependent upon the need and availability of funds, as well as timelines in submitting the forms by the deadline established by the Archdiocesan Office of Catholic Education. Families will be notified, in writing, of the amount of their grant. Families must re-apply each year for tuition assistance. **A signed "current" Parish Verification is required annually before tuition assistance is granted.**

The GRACE Scholarship may be available to incoming students, depending upon family financial need and other criteria established by the GRACE Scholarship Program. Local assistance may be available to families, depending upon family financial need and provided that funding is available.

Admission to OLV is dependent upon having met all financial obligations at former schools. A family may not carry over tuition due from a previous year.

Eighth grade students are not guaranteed admission to an Archdiocesan high school simply based on the graduation from OLV.

Students who enter OLV from a home-school program will be placed in the appropriate grade based upon the evaluation and assessment made by the Admissions Committee.

## **Fees**

All new applicants pay a **non-refundable** application/testing fee when submitting the application.

Upon acceptance, a **non-refundable** registration fee is required for each student in order to hold his/her place in a class. Those students and families considered in good standing will be allowed to re-register. Good standing is defined as a student with acceptable academic and behavioral status, a family who met all financial responsibilities, and a family who demonstrated cooperative and supportive attitude. Enrollment in the school is on a year-to-year basis. Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. Instead, re-enrollment of any student requires the joint

agreement of the student, the parents, and the school administration. The school administration fees may withhold this agreement with cause.

## **Tuition Policy and Incidental Charges**

Tuition is the financial obligation that parents accept when their child is admitted to Our Lady of Victory Catholic School (the “school”). The operation of the School is contingent upon the collection of tuition; therefore, parents are expected to abide by the tuition guidelines stated below:

- Tuition is determined by the annual budget.
- Tuition payments are not tax deductible.
- Tuition payment options:
  1. Option 1: Annual payment – full payment is due on/before designated date set by the business office.
  2. Option 2: Monthly payment plan:
    - Eleven (11) monthly payments are made beginning in June and ending in April.

All tuition payments are made through the FACTS Tuition Management Program. Parents’ tuition payments are made through auto debit of a designated account.

**In addition to all tuition payments being tendered through FACTS, all incidental charges will also be processed through FACTS.** The purpose of “incidental billing” is to eliminate the number of checks that parents are requested to write and improve upon the school’s efficiency in handling payments.

Incidental charges include, but are not limited to, re-enrollment fees, registration fees, team sport fees, field trips, yearbook fees, etc. Parents will be notified by FACTS (via e-mail) of their monthly incidental charges; at which time, parents are prompted to log onto the FACTS website and view the details of their account. Parents will have the choice of paying incidental charges by bank debit or credit card directly to FACTS.

**If an auto debit is made to the designated account and there are insufficient funds, the parent will incur a late charge of \$40.00 from the school, as well as late fees from his/her bank.**

- Delinquent Tuition

Tuition paid after the established monthly due date but before the first day of the next month will be assessed a \$40.00 late fee (as referenced above).

- Delinquent Tuition and Incidental Fee Collections

1. Tuition and/or incidental fees delinquent 30 days, a late notice will be mailed to parents.
2. Tuition and/or incidental fees delinquent 30 days, a late notice will be mailed to parents.
3. Tuition and/or incidental fees delinquent 60 days, parents will be contacted by phone or e-mail to arrange for payment.
4. Tuition and/or incidental fees delinquent 90 days, the account will be assigned to an independent collection agency.

The School has the right to refuse class admittance to any student whose account is delinquent more than sixty (60) days. The student may return to class when the delinquent account is current and the Principal agrees to reinstate the student.

A student will not be eligible for field trips or any other extracurricular activities, including school retreats, if the student's account is delinquent.

Transcripts, report cards, awards and diplomas are the property of the school and will not be issued to the student (or the parents of the student) if the student's account is delinquent.

A graduating 8<sup>th</sup> grade student's account must be current one (1) month prior to the student's last day of school in order for the student to participate in the graduation ceremonies.

A returning student's account must be current two (2) weeks prior to the student's last day of school of the current school year. If the account is not current, the student will not be permitted to enroll for the upcoming school year.

This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. The school has a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

### **Administrative Fee**

Each family will be charged a yearly administrative fee. This fee covers the cost of curriculum materials (books, workbooks, etc), assists with field trip costs, student technology, and other required expenses throughout the school year. The administrative fee is different per grade level based on students' chromebook development. Fees are listed below:

- PreK-5th grade- \$125
- 6th Grade- \$240

- 7th Grade- \$350
- 8th Grade- \$450

## **Admissions Protocols and Procedures Proposal–Re-enrolling Students 2021-2022**

*\*All enrollment dates for St. Mary's academy will be communicated to families no later than December 21, 2021. The school will send out dates for enrollment/enrollment for St. Mary's Academy in the fall of 20201.\**

The Archdiocese of Atlanta and Our Lady of Victory Regional Catholic School offer financial aid for qualifying families based on documented need. Financial need is the first criterion for admissions and is decided on a case-by-case basis using OLV-FACTS Guidelines. We use FACTS Tuition Management to process financial aid applications. Based on the financial information you provide, FACTS and the Financial Committee estimates the amount that your family can contribute to educational expenses.

**To be considered for need-based financial aid, families must submit the following information by these deadlines: Application must be submitted before: March 1st.**

- 1) FACTS application submission deadline March 1st. Registration Fee must be paid when applying for Aid. \*Late registration fee penalty will be applied after March 1st.
- 2) Catholic Families must submit their Parish verification form found on OLV's website.
- 3) When the parents of a financial aid applicant are divorced, separated, or have never been married, OLV requires both parents to complete the financial aid requirements as stated above by March 1st, 2022. Please note, each parent must use their current total household income and assets, including those of a current spouse, if applicable.
- 4) Submit Proof of child support.
- 5) Parents applying for aid must claim their children on tax returns.
- 6) Upload your 2021 Federal Tax Return and 2021 W2s to your FACTS application.

### **Families who do not file taxes**

If you do not file taxes, you must submit an employment letter verification and proof of current state aid such as Disability, Medicaid, Food stamps documents to show all income earned in the last calendar year per family.



## **Tuition & Fees & Financial Aid Policy – 2022-2023**

### **Families who do not file taxes**

If you do not file taxes, you must submit an employment letter and proof of current state aid such as Medicaid or Food stamps documents to show all income earned in the last calendar year per family.

### **Financial Aid Appeal**

Only one appeal will be considered for submission after financial aid is awarded.

### **Financial Aid Hardship Request**

Only one financial aid hardship request will be considered during the school year.

#### **\*Unemployment-Loss of Income**

Loss of income and-or unemployment must be verified and documented when applying for financial aid.

### **To complete your online FACTS application**

- Go to [http https://online.factsmgt.com/signin/](http://https://online.factsmgt.com/signin/) Click on the green to “Sign in “button.
- First time applicants, click the gray “Create an Account” button.
- Upload your 2020 tax return and all required documents to your FACTS parent login.
- Submit and pay the FACTS application fee of (\$45). This fee is nonrefundable.

\*Call FACTS Customer Service at (866) 441-4637 with any questions (M-F: 9am-8pm EST)

Submit additional Documents to OLV business Manager

## **Withdrawal Policy**

- The withdrawal process begins with the registrar.
  - A 24-hour written notice signed by a parent is required for any withdrawal.
  - Initially, the registrar will provide the requesting parent with a copy of the student birth certificate, and immunization record.
  - The registrar will complete the initial part of the Withdrawal Form.
  - The registrar will then circulate the Withdrawal Form to all the pertinent teachers for the entry of grades/signatures.
  - The registrar will be responsible for retrieving the form from the teacher(s) within the 24-hour period.
  - The registrar will collect all other information from the various departments, document the information on the Withdrawal Form, and obtain required signatures.
  - Once the last signature is obtained, the registrar will input remaining information, if any.
  - Once all accounts are cleared and textbooks collected, the registrar will forward a copy of the Withdrawal Form to the requesting parent. In the event of outstanding

items, the registrar will notify the parent, via telephone or e-mail, requesting completion of withdrawal process. A written copy of this notification will accompany the Withdrawal Form.

- Once the above process is completed, the last copy of the Withdrawal Form will be submitted to the business manager.
- The business manager will return the final copy of the Withdrawal Form to the registrar for filing in the student cum file.
- Issuing Remaining Records
  - The remaining records will be issued upon clearance from all departments. Upon receipt of a written request from the new school, the records will be forwarded to the new school, along with a copy of the Withdrawal Form. Georgia law does not require a parental signature on these requests. The registrar will maintain an accurate record of where the records were mailed and the date they were mailed.
    - **Records will not be forwarded to schools until all accounts have been paid in full and all textbooks returned in acceptable condition. (All textbooks and workbooks are the property of OLV and will remain in the possession of the school.)**

Non-returning families are furnished with an Exit Survey to complete and return to the school.

## **School Closures**

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the Superintendent of Schools, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, all Archdiocesan schools shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty and approved by the Office of Catholic Schools. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

## **Safety Procedures**

### **Visitors/Parents**

For the safety of all students and staff, we have established a secure entry procedure. The front doors will be locked at 8:00 a.m. every day. In order to enter the school, visitors **must** press the entry day buzzer and the office receptionist will release the door for the visitor(s) to enter. All visitors **must** report directly to the front office window where they will sign in and receive a

badge to wear while on the school grounds. It is very important for us to know who is on the campus at any given time during the day to ensure the safety of all students, employees, and volunteers. Persons on the campus without a badge will be directed to the front office to register and receive a badge.

The school reserves the right to determine the legitimate cause or need of persons to be present on campus. The school further reserves the right to limit the amount of time a visitor or visitors are allowed to remain on campus.

Please note: Parents are always most welcome to visit our school. We ask that parents always remember to “sign in” at the front office window. As mentioned above, this is a safety measure that we must follow at all times. Should you have an “emergency” need to visit a teacher/classroom, please allow our front office receptionist to page the respective teacher before proceeding to the classroom. This ensures that the teacher is available and protects student confidentiality.

### **Visitors/Students**

Students not enrolled at OLV may not “sit in” on classes. Visiting students are welcome to accompany a student to lunch or recess, if applicable, provided that the visitor receives prior approval from the administration, checks in at the school office upon arrival, completes the required information on the visitor’s badge, and wears the visitor’s badge while on the school campus.

### **Background Investigation Reports**

Employees of OLV are required to undergo a background investigation and receive an affirmative report prior to hiring.

All volunteers who work with, or in close proximity to, students during the school day or at school-sponsored activities will also be required to obtain an affirmative background investigation report through the same agency as employees. Results of background investigative reports will be kept strictly confidential; and, except as required by law, information will only be revealed to the applicant or a person whose duty requires him/her to review the results. The sole purpose of the investigative report is a determination regarding the qualifications of an individual to work as an employee or volunteer at the school.

All volunteers who work with, or in close proximity to, students during the school day or at school-sponsored activities, including, but not limited to, room parents, library helpers, field trip chaperones, and monitors, are required to undergo all “Safe Environment” requirements, as set forth by the Archdiocese of Atlanta.

## **Child Abuse Reporting - Welfare, Health, and Safety**

All school officials are responsible for reporting suspected child abuse of children less than eighteen years of age. Upon suspicion, school personnel should report their findings to the principal who notifies the Superintendent of Schools and the Archdiocesan Office of Child and Youth Protection.

The State of Georgia considers school personnel as mandatory reporters, and the State of Georgia considers adult volunteers to meet the requirements of mandatory reporters for suspected child abuse.

School personnel and/or adult volunteers should NEVER investigate allegations of child abuse; the investigation of the suspected child abuse rests with trained professionals.

Georgia law provides immunity for those reporting in good faith.

School personnel and parent volunteers will continue to receive information about child abuse reporting at the onset of each school year and throughout the year as additional information becomes available to the school.

### **Student Accident Insurance**

There is a standard liability policy carried on each student through the Archdiocese of Atlanta, which applies to school-sponsored functions on or away from campus.

### **Non-School Related Activities**

Students who participate in non-school related activities on school grounds will not be supervised by school personnel. Parents are responsible for ensuring adequate supervision when school is not in session.

### **Home and School Activities**

Periodically, the OLV Home and School Association sponsors social activities for students. Parents are responsible for supervising their own children during all Home and School activities.

Parties held outside of school hours are not school-sponsored, and the school does not provide supervision.

### **Door-to-Door Solicitation**

Students are prohibited from door-to-door fund-raising activities sponsored by the school or by a school-related organization.

## **Emergency Policies and Procedures**

A complete copy of the Emergency Plan for OLV Catholic School, inclusive of evacuation maps, class lists, procedures, checklists, and all other emergency instruments and guidelines, as recommended by GEMA, are located in every classroom and all other student-use areas, as well as all faculty/staff-use areas throughout the building. The master Emergency Plan is housed in the Media Center for viewing.

### **Drills**

Drill procedures include, but are not limited to, fire, tornado and other inclement weather conditions, bomb threat evacuation, gas leak evacuation, and lock-down.

#### **Fire and Severe Weather**

Drills are held regularly throughout the year for both fire and severe weather. An alarm alerts the students to evacuate the building quickly and quietly. A tornado alarm alerts students to go to designated areas of safety within the building and assume the “duck and cover” position.

#### **Lock-Down Policy**

As this policy is frequently updated to ensure the safety of the students, employees, and all families, please review the Emergency Plan housed in the media center, which contains all current revisions to this policy.

When parents and visitors are on school grounds during drills, they must follow all safety procedures.

### **Emergency Response Team (ERT)**

The purpose of the ERT is to assess the nature and extent of the emergency and assume control of the emergency through specific plans and procedures.

- ERT will assign tasks to personnel to carry out;
- ERT will order evacuation if deemed necessary;
- ERT will order lock-down when needed;
- ERT will take any necessary action to ensure safety of everyone on the school campus;
- ERT team will meet, as necessary, to update the plan, and
- ERT will plan training exercises to test evacuation and protection plans.

In any emergency situation, the principal will have the final authority to coordinate procedures and modify or supersede any provisions of this plan to ensure employee and student safety. In principal's absence, an ERT assistant systems coordinator, in consultation with the superintendent of schools, will be the final authority.

## **Inclement Weather Conditions**

In case of inclement weather, OLV will follow the instructions for the **Fayette County** schools. Television stations, WSB-ABC Channel 2, WAGA-FOX Channel 5, and WXIA-NBC Channel 11, and respective websites, [www.wsbtv.com](http://www.wsbtv.com), [www.myfoxtlanta.com](http://www.myfoxtlanta.com), and [www.11alive.com](http://www.11alive.com), will announce the authorized OLV closings in the event that (1) Fayette County schools are not in session or (2) Fayette County schools remain open and OLV is closed to ensure the health and safety of all OLV families (who commute from various surrounding counties).

In the event of severe weather when school is in session or at time of dismissal, the school will not practice its routine car line procedures. Parents will be asked to enter the school to pick up their child/children. Parents will be asked to park in the school parking lot. At dismissal (3:05 p.m.), parents will be directed to the child's homeroom to sign the child out for the day. Parents with toddlers/infants in the car are asked to remain parked in the car line staging area. An OLV employee will escort your child/children to your vehicle once it is safe for the employee and child/children to leave the building.

## **After School Program**

The After School Program (ASP) is offered to children of OLV parents. The ASP accepts all OLV students. Students not picked up from the car line or after specific afternoon activities/events are escorted to the ASP. The parents will be assessed the appropriate fees associated with this service. **No child will be allowed to wander the grounds unsupervised.**

### **ASP Activities**

Students attending the ASP will be provided with a healthy snack, time to complete homework, recreational activities, and arts and crafts activities.

### **ASP Timeframe**

ASP begins at 3:05 p.m. and ends promptly at 6:00 p.m., according to the school clock. During a 2:00 p.m. "early dismissal" day, ASP begins at 2:00 p.m. and ends promptly at 6:00 p.m., as referenced on the official school calendar.

### **Location of ASP**

ASP meets primarily in the Lower Division Pod, occasionally using a variety of other school facilities based upon the activities planned.

### **Student Behavior - Management**

The ASP supervisors recognize that after school time is different from the regular school day. However, children are expected to follow the Code of Conduct as stated in the most current version of the Parent/Student Handbook. This includes:

- Respecting and cooperating with those in authority;
- Respecting peers in the program, and
- Fully cooperating with the rules of the ASP, which have been established for everyone's safety to ensure that the time is beneficial and enjoyable for all.

### **Taxes**

It is the responsibility of each parent to retain evidence of payment for tax records.

### **Fees**

#### **ASP Afternoon Prepayment (Full –time) 3:30-6:00 pm**

ASP charges will be billed through FACTS on a monthly basis when a student is enrolled and attends the extended school program more than fifteen afternoons per month. Payment for each month is due in full at the end of the month.

- A \$25 non-refundable Annual Registration fee per family who uses the ASP will be assessed.
- ASP afternoon full time flat weekly rate is \$65.00.(Individual rate).
- Per additional sibling a weekly rate of \$15.00 will be charged.
- Weekly full time rate is pro-rated in accordance with School calendar, holidays and other school day closings as noted on the 20-21 school calendar.
- Families who attend ESP full time are charged a monthly flat fee; due to operating costs, credits are not given for days absent when a student attends the ESP on a full-time basis.
- Any student picked up after 6:00pm will have a late fee charged to their account. Late pick up fee of \$50.00. per increments of 15 minutes.

#### **ASP afternoon pay as you go (Part-time)**

Payment will be billed through FACTS once a month when a student is enrolled and attends the extended school program less than fifteen days per month.

- ASP part-time afternoon daily rate per student is \$15.00. Per additional sibling a daily rate of \$15.00 will be charged.

### **Arrears Policy**

Arrears are not permitted. The program reserves the right to suspend a student or family from the program at any time for non-payment.

## **Health – School Clinic**

### **Clinic**

A part-time certified nurse is employed by OLV to staff the clinic. The school nurse is the coordinator of any volunteers for the clinic and may meet periodically to train the volunteers and keep them updated on the clinic procedures. All clinic volunteers must have a background screening and completion of VIRTUS training. The purpose of the school clinic is to provide first aid for minor injuries and illnesses, administer medication, and to notify parents if symptoms persist or appear serious. The school furnishes an emergency authorization form that directs the school's course of action in each individual case. It is essential that the parent notify the school of changes of telephone number(s), address (including e-mail address), or employment throughout the school year so that information is current.

Parents are expected to arrange for their child to go home immediately if clinic personnel determine the illness to be contagious or if a fever is present. If a student is not picked up by a parent within 30 minutes of notification from the clinic, clinic personnel, after consulting with the school administration, will call 911 for emergency help.

Students must be “fever free and/or vomit free” for a full 24-hour period before returning to school.

### **Health Services**

According to Georgia law, health and immunization records, new and updated, are due on or before the opening day of school for all students.

All children must meet state and local standards for immunization. Georgia law requires that a Certificate of Immunization be presented annually and that children meet state standards for immunization (OC-10-2-771). There is no provisional admission. For medical exemptions, a physician may indicate the condition on the form. The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. The Catholic Church does not recognize an exemption based upon conscience or religion.

### **Medications**

School personnel will not administer prescription medications without the Medication Consent Form and the Physician Order for Medication Consent Form. The Medication Consent Form must be filled out by the parent, addressed, and returned to the office. The Physician Order for Medication Administration Form must be filled out by the prescribing physician and returned to the office.

Medication must be delivered to the school in a properly labeled container from the pharmacy with a note from the parent.

Recent changes in Georgia's laws governing medications in school permit a child to carry an asthma inhaler, prescribed by a licensed physician, on their person. According to the citation, “Self- administration of asthma medication means a student's discretionary use of asthma



medication prescribed for him or her.” In order for a student to carry an inhaler, he/she must be assessed by the school nurse first. When an inhaler is used, the school must then report to the clinic to log its use.

**Prescription medication containers must show the child’s name, the name of the drug and dosage, how often to be administered, and the physician’s name. Medication is never allowed to remain with a child.** Medication sent to school in containers other than the original prescription containers will not be administered to the students and will be immediately returned to the parent(s)/guardian(s).

**All medicines, prescription and non-prescription**, including Tylenol and cough drops, must be brought to the office.

**All non-prescription medications** must be in a clearly marked container with the full name of the child, name of the drug and dosage, time to be administered, physician’s name, and physician’s signature and consent.

**All medications, prescription and non-prescription**, must also be accompanied by an emergency contact (with current telephone number) and Medication Consent Form (referenced above), signed by parent(s)/legal guardian(s). The school nurse will observe the child taking this medication, only with a written request. **With the exception of students in K-2<sup>nd</sup> grade, it is the responsibility of the student to know when the medicine is to be taken. The school is not allowed to supply any medications -- not even aspirin.**

### **Medication Policy – Dispensing Guidelines**

The school clinic personnel follow these guidelines for dispensing medications:

- All medications, prescription and non-prescription, must be kept in the school clinic.
- **Only OLV’s school nurse, or her designee, as approved by the principal, will be permitted to dispense medication to any student.**
- **Should it be necessary that medication(s) be administered to student when the school nurse, or her authorized designee, is not available, such medication(s) may only be administered by the student’s custodial parent/guardian.**
- Parents should send a written note to the homeroom teacher informing him/her of the type of medication, the dosage(s), and time(s) the student should be sent to the clinic to receive it. With the exception of students in PK-2<sup>nd</sup> grade, the responsibility to report to the clinic to receive parent-authorized medication rests with the student.
- During the final week of school, any remaining medication should be picked up and signed out **by the parent(s)/legal guardian(s) only.** The clinic will not release any remaining medication to another parent or to any student. Medications not picked up by parents will be discarded in a safe manner.

**Nebulizer treatments will not be administered by school personnel. Parents/guardians must first report to the school office and then be directed to the school clinic to administer this treatment.**

**In order to carry an Epi-pen and to self-administer medication in case of an emergency, the following procedures apply:**

1. The doctor must complete the form to administer medication in school and indicate that he/she wants the student to carry the Epi-pen. Parents must grant the same permission.
2. The school nurse must meet with the student and be satisfied that the student is capable of self-medicating. If the nurse believes the student is too young or does not show sufficient understanding of how and when to self-medicate, the student will not be allowed to carry the Epi-pen.
3. If a student self-administers, he/she must immediately report to the clinic so that the nurse can record the self-administration in the log and activate emergency medical services – **911 must be called.**
4. The parents are notified that the child has self-medicated and emergency services have been contacted.
5. Should a student abuse any of the above, or for just and good cause the principal believes that the student presents a possible threat to another student or school employee, the student will lose the privilege of carrying the Epi-pen.

### **Contagious Conditions**

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes, but is not limited to, strep throat, head lice, and pink eye. Notice of the contagious disease is sent home to parents of students in the homeroom and other areas where contact may have taken place.

### **Early Release Due to Illness**

When a child becomes ill or injured during the school day, the teacher will send the child to the clinic for determining continued attendance for that day. Students cannot dismiss themselves by calling home. A child who vomits at school will be sent to the clinic and a parent will be called. Students being sent home must wait in the clinic until a parent or other responsible party on the student's Emergency Clinic Card can be reached. **It is the parent's responsibility to ensure that the contact information contained on a student's Emergency Card is current at all times.**

### **Infectious Disease Policy**

The primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities. Schools are not responsible for providing expert infectious disease advice or treat students; this is the role of medical practitioners and health authorities.

Attendance at any school may be denied to any student reasonably suspected of or diagnosed with a contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, faculty and staff.

Schools reserve the right to require a statement from the student's primary care physician authorizing the student's return to school. Schools will respect all students' privacy.

Parents of other children attending the school may be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying the particular student identified with the disease to the maximum extent appropriate in each particular circumstance.

Local school procedures will include:

- Prevention techniques – hand washing education, coughing and sneezing education; hand sanitizers in classrooms; sanitizing wipes in classrooms for computers, desks, common areas, etc.; tissues in all rooms; sanitation procedures; and if appropriate, the mandated use of facial masks along with social distancing.
- Preparedness – Schools may comply with CDC, State Department of Health guidelines, and directives from the Office of Catholic Schools.
- Response – Schools will follow the Office of Catholic Schools policy for school closures (Policy 5285) and directives from State and Local (County and Municipal) jurisdictions. The Office of Catholic Schools will provide a written Reopening of Schools Plan specific to the infectious or communicable disease present.
- Recovery – Schools will publish a return to school procedure in accordance with directives from the Office of Catholic Schools which aligns to the Reopening of Schools Plan approved by the Superintendent of Schools.

Students who travel to Level 3 Nonessential Travel Zones or any location identified as a current Hot Spot for an infectious disease by the CDC may be required to quarantine for a period of 14-days. In the case of an identified pandemic or epidemic, the Superintendent of Schools reserves the right to require parents who have travelled to a Level 3 Nonessential Travel Zone (as identified by the CDC) to self-quarantine at home for 14-days before entering school property. This period of quarantine may also be required of students residing in the home.

## **Assumption of risks Policy relating to COVID-19**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person to person through respiratory droplets when an infected individual coughs, sneezes or speaks. As a result, government agencies at all levels and federal, state and local health agencies recommend social distancing and have placed limits on the congregation of groups of individuals.

Our Lady of Victory has put preventative measures in place to reduce the spread of COVID-19; however, the school cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending activities on the campus of [name of school] could increase your risk and that of your children for contracting COVID-19.

While Our Lady of Victory will make all reasonable efforts to lower the risk of COVID-19 exposure and spread at school, the school is unable to provide any guarantee that students or their families will not be exposed to or infected by COVID-19. It is expected that students and other school family members will follow the preventative measures and guidelines implemented by Our Lady of Victory including not coming to the school premises if demonstrating any signs or symptoms of COVID-19.

## **Academic Program - Curriculum**

Our Lady of Victory's academic program begins with kindergarten and ends with eighth grade. The curriculum is based on sequential skill development and acquired knowledge in religion, science, mathematics, reading, language arts, social studies, music, physical education, art, guidance, library science, Spanish, and computer. The Archdiocese of Atlanta provides a defined set of benchmarks and standards for religion, math, science, social studies, and language arts, as well as enrichment courses, for grades PK-8.

Computer technology is taught and integrated into the instructional program. Routinely, academic areas of study are evaluated, updated, and textbooks replaced, as needed. An Archdiocesan Committee consisting of teachers from various Catholic schools, under the guidance of the Associate Superintendent of the Archdiocese, conducts the study.

### **Religion**

A basic textbook, chosen from the recommended list, is used from PK – 8<sup>th</sup> grade. In addition, the curriculum is enhanced by: school Masses, prayer services, service projects, prayer

throughout the day, celebration of specific seasonal functions during Advent and Lent, retreats or days of reflection for students, Catholic Schools' Week, and other programs.

Sacramental preparation takes place in the second grade for First Reconciliation and First Eucharist. However, students receive these sacraments in their own parish, and parents are to follow the guidelines as set forth by their parish priest. A Catholic human development program is taught with a major emphasis on relationships. There are family resource materials for parents to review in the Media Center.

### **Non-Catholic Students**

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic formation offered at the school except those intended only for Catholics; namely, the reception of the Sacraments.

### **Reading**

A basal reading series is used in grades PK-4, with homogeneous reading groups formed at each grade level in which students are able to advance at their own rate. In the Middle Division (grades 5-8), the shift to literature takes the place of reading and students are introduced to a wide genre of literature.

### **Language Arts**

English, spelling, vocabulary, composition, phonics, and handwriting are integrated with reading in the Lower Division. Writing is emphasized in both literature and grammar in the Middle Division and integrated in all subject areas. One full instructional period is dedicated to literature, and one full instructional period is dedicated to grammar (which includes vocabulary development) in the Middle Division.

### **Mathematics**

A hands-on learning approach is used to introduce abstract concepts in grades Lower Division. Memorization and drills reinforce application of concepts to achieve accuracy and speed. In the Middle Division, General Math, Pre-Algebra, and Algebra are taught. Accelerated math instruction (for qualifying students) begins in seventh grade and includes Pre-Algebra in seventh grade and Algebra in eighth grade. Students may move between accelerated and general math classes based upon teacher recommendation and approval by the principal.

### **Algebra I: Criteria for Program Admission**

The following outline is the recommended procedure for evaluating a student for admission into 8<sup>th</sup> grade Algebra I:

A student may be placed in the Algebra I class if he/she has:

- Achieved a total mathematics score in the 85<sup>th</sup> percentile in the 7<sup>th</sup> grade year on the Iowa Assessments. (New students should have achieved an equivalent national percentile on their last achievement or basic skills test.)
- Achieved a minimum score in the 80<sup>th</sup> percentile in all other mathematics sections of the Iowa Assessments in the 7<sup>th</sup> grade year. (New students will be evaluated.)
- Achieved a minimum score of 80 percent on an Algebra Readiness Test at the conclusion of 7<sup>th</sup> grade.
- Met all other criteria, as recommended by the Archdiocese.

Admittance into 7<sup>th</sup> grade Pre-Algebra does not ensure admittance into the 8<sup>th</sup> grade Algebra I class. **The Principal makes the final placement decision.**

### **Pre-Algebra: Criteria for Program Admission**

The following outline is the recommended procedure for evaluating a student for admission into 7<sup>th</sup> grade Pre-Algebra:

A student may be placed in the Pre-Algebra class if he/she has:

- Achieved a total mathematics score in the 85<sup>th</sup> percentile in the 6<sup>th</sup> grade year on the Iowa Assessments. (New students should have achieved an equivalent national percentile on their last achievement or basic skills test.)
- Achieved a minimum score in the 80<sup>th</sup> percentile in all other mathematics sections of the Iowa Assessments in the 6<sup>th</sup> grade year. (New students will be evaluated.)
- Achieved a minimum score of 80 percent on a Pre-Algebra Readiness Test at the conclusion of 6<sup>th</sup> grade.
- Met all other criteria, as recommended by the Archdiocese.

**The Principal makes the final placement decision.**

### **Science**

The science curriculum models the Next Generation Science Standards (NGSS), which are rooted in the concepts presented in the text *A Framework for K-12 Science Education: Practices, Crosscutting Concepts, and Core Ideas*. There is added emphasis on student engagement and active involvement in science lessons.

The Archdiocesan curriculum standards include a few modifications. One is the addition of a standard concept, “God created the world.” This standard spans the grades and reminds teachers to weave the concept into the appropriate units, thereby supporting our distinct Catholic identity. The second is the inclusion of the water cycle as it pertains to

erosion, life cycles, and weather. The third modification is movement of NGSS standards between grade levels. [<http://www.archatl.com/education/c/subjects/science.html>]

### **Social Studies**

The social studies series introduces concepts from a two-pronged, multicultural approach, history and geography. Sequential content development begins with families, communities, regions, world cultures, and ends with the study of U.S. history and Georgia history and government.

### **Physical Education and Health**

The goal is to engage each student in a variety of developmental activities beginning with fine motor skills and leading to sports participation. This program enhances skill development and physical coordination. All students participate in the program. Health is taught in physical education and science.

### **Art**

The goal is to develop an interest in and appreciation for art through hands-on activities and the use of a variety of mediums. Annual student art exhibits focus on the creative talent of the students.

### **Music**

Music appreciation, theory, and history are introduced through a sequential program of instruments, singing, and rhythm. Students perform at school functions. Students in grades 3 through 5 participate in the OLV choir.

### **Computer Instruction**

Instruction on the use of software and hardware, along with keyboarding, begins in kindergarten. Computer skills are taught at least once a week. In the Middle Division, word processing, Internet skills and safety, PowerPoint, web design, and graphic arts are incorporated into the computer program.

### **Spanish**

Instruction includes foundational grammar, mechanics, and usage, as well as developmentally appropriate vocabulary and comprehension. The curriculum is intended to empower students to be successful in high school foreign language programs.

# Acceptable Computer Use Policy

## Electronic Network Use Guidelines

### General Guidelines

The use of a network account is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials. A student's activities while using the network facilities (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet) in this school must be in support of education and research and consistent with the educational objectives of Our Lady of Victory Catholic School. In addition, a student accessing the network from a school site is responsible for all on-line activities that take place through the use of his/her account. When using another organization's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network.

### Acceptable Uses of the Network

Users are encouraged to develop activities which support learning and teaching for Our Lady of Victory Catholic School and for their individual needs, as well as, take advantage of the network's functions: electronic, conferences, bulletin boards, databases and access to the Internet. **If a student is unsure of an acceptable use, they should always ask the teacher for verification.**

### Chromebook Policy 6th-8th Grade

Students in grades 6th-8th will be issued a Chromebook from OLV. Students and parents will be required to read and sign the OLV Chromebook Policy prior to a Chromebook being issued.

### Examples of Unacceptable Uses of the Network

- Using impolite or objectionable language;
- Using the network in ways that violate federal, state, or local laws;
- Activities which cause congestion of the network or otherwise interfere with the work of others;
- Using the network for commercial purposes or for financial gain;
- Sending or receiving copyrighted materials without permission;
- Using the network for sending or receiving obscene materials;
- Circumventing security and/or authentication measures;
- Unauthorized access to another's resources, programs, data, etc.;
- Vandalizing network resources, including the uploading or creation of computer viruses;
- Falsifying one's identity to others while using the network;
- Installation of unauthorized software on the computer network;
- Use of network resources to commit forgery or to create a forged instrument;
- Sending or receiving e-mail from the school computers;
- Attempting to change the format of the opening screen or any other formatted screen in the system,  
and



- Attempting to access sites that are not permissible by standards established by the school.

### **Public Information**

Electronic communications should never be considered completely private. Our Lady of Victory Catholic School reserves the right to view all communications. Our Lady of Victory Catholic School is a private school, as such, all electronic messages are property of the school.

**These procedures are in “document form,” which document is sent home with the re-enrollment documents and is considered part of the documents necessary for full re-enrollment. It is to be read and discussed by parents and students. There are signature lines on the original document for both parents and the student to sign and return to Our Lady of Victory to be kept on file for that one school year.**

### **Electronic Devices**

Students shall not bring an electronic device of any type, including, but not limited to iPods, iPads, laptops, electronic readers, satellite radios, cameras, cell phones, etc., into the OLV classroom. **Should a student bring a personal electronic device to class, the device will be collected by the faculty member and held by the school and returned to the parent. Consequences determined by the principal will accompany if offense happens again.**

Further, electronic devices of any type, including cameras, are not permitted on field trips and other off-campus activities, unless previously approved by respective faculty member and the administration.

Please refer to “Field Trip” section hereof.

## **Technology Concerns**

### **Social Media**

Our Lady of Victory provides many online resources for student use, and we recognize that in addition to using the Internet to access educational materials, many students also use various forms of social media. Social media can be used for good and most students use it appropriately. Students are expected to demonstrate the same standard of respectful behavior toward others online as they are in-person (see Respecting Persons guideline in this handbook).

At Our Lady of Victory, we do not make a practice of reviewing our students’ social media activity outside of school hours, but if something is brought to our attention that is believed to be in violation of the school’s code of conduct, the school may investigate and respond with appropriate consequences up to and including expulsion. Therefore, we encourage our parents to

be diligent in monitoring their child's social media participation to ensure their personal safety and compliance with [school's name] social media usage expectations.

### **Blogs**

Engagement in on-line blogs such as, but not limited to, Instagram®, Facebook®, SnapChat®, etc., may result in disciplinary action(s) if the content of the student's or parent's blog includes defamatory comments regarding the school, the employees, other students, or families.

### **Cell Phones**

Students are not permitted to have cellphones in class at OLV. Cell phones are not to be used during the instructional day- 7:50am - 3:05pm

### **Instagram®**

Photos and captions on a student's or parent's Instagram® account that depict the school, the employees, other students, or families in a defamatory way may result in disciplinary action.

### **Sexting**

Students involved in possession or transmission of inappropriate communications (including photographs) on any electronic device face suspension and/or expulsion.

### **Texting**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

### **Virtual Reality Sites**

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc., pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the on-line sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict the school, the employees, other students, or families in a defamatory light face detention, suspension, or expulsion.

## **Guidance**

The guidance counselor performs a variety of duties in the school. Improving self-discipline, building friendships, and conflict resolution are topics of study. The guidance counselor sees students individually and in small groups to resolve social issues. The guidance counselor coordinates standardized testing and assessments of all students. The resource teacher and counselor direct the Student Success Team procedures

## **Resource - Student Success Team (SST)**

The resource program's focus is to identify those students whose needs are not being successfully met in the classroom and address the students' needs. OLV follows the SST process recommended by the Archdiocese of Atlanta. Students are identified by teacher recommendation, standardized testing, and/or classroom performance and are referred to the SST. Services are provided through inclusion, as well as small group/individual pull-out sessions, when appropriate. Please refer to SST procedures, attached hereto as Addendum #6, for a description of the SST Program.

## **Students with Special Needs**

Our Lady of Victory strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. Our Lady of Victory has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

## **Media Center - Media Service**

The Media Center opens at 8:00 a.m., Wednesday, Thursday, every other Friday and by appointment, and remains open every afternoon during school hours.

The Media Center contains a variety of print, non-print, and electronic materials that have been selected to enrich and support the school curriculum. These materials provide for the information needs of students, faculty, and parents. Students will visit the library once a week with their class and have the opportunity to check books out and receive library instruction. Students may also visit the Media Center individually with a pass from their teacher.

- Students must respect all materials in the Media Center;
- Students must speak in low voices;
- There is no food, drink, or candy allowed, and
- All materials must be returned on time to avoid fines.

## **Circulation of Materials**

- Students may check out books and back issues of magazines; other materials, including videocassettes, kits, and computer software circulate only to teachers;
- Reference books may not be checked out;
- Items may be renewed once if not on reserve;
- Students may check out two books per week;
- Back issues of magazines may be checked out for one day, and
- Parents may check out two books per week.

## **Loss of Media Center Items**

Students will be expected to pay the replacement cost of lost or badly damaged Media Center materials.

## **Copyright Policy**

**Archdiocesan Policy #6265 is incorporated herein and restated, as follows:**

**All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:**

- 1. Copyright law;**
- 2. Fair use guidelines;**
- 3. Specific licenses or contractual agreements, and**
- 4. Other types of permission**

**Employees, volunteers, and students who willfully disregard copyright laws are in violation of federal law and Archdiocesan policy, doing so at their own risk and assuming all liability.**

It is the legal and ethical responsibility for the Our Lady of Victory Catholic community to respect the intellectual property of others, whether that property is printed or electronic form. Accordingly, the following general policies have been adopted to protect the work of copyright owners and to protect the school against expensive litigation.

All printed and electronic material, including material available on the Internet, should be assumed to be protected. It is not necessary for material to bear a copyright notice or the copyright symbol to carry copyright protection.

If there is any doubt as to whether the material in question falls within the public domain, permission should be sought from the owner or the owner should be cited for the material used.

Only a portion of copyrighted material may be used, as established by the *Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals*. While it is lawful to use small portions of a volume of copyrighted material, using a significant portion may be a violation of copyright law.

Copying or otherwise duplicating material from textbooks, workbooks, periodicals, music recordings, computer software, or other copyrighted material instead of purchasing the material is strictly prohibited. In other words, while duplicating copyrighted material for educational purposes is legal, duplicating it for the purpose of avoiding purchase is not. The only exception to this is use of copyrighted materials.

DO NOT copy, distribute or use protected material without including the notice of copyright present in the original work. The following is satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.

Material obtained from the Internet or other electronic sources may not be duplicated or disseminated without the express written consent of the owner.

For specific guidelines concerning the educational fair use of copyrighted material see <http://www.publishers.org/home/abouta/highered/pguide.htm>, or Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, available online from the U.S. Copyright Office at <http://www.loc.gov/copyright>. In addition to the general policies stated above, the following guidelines can help schools develop their policies related to copyrighted material:

Copyrighted material may not be posted on a school's website or otherwise be disseminated over the Internet without the owner's express written consent.

Electronic images should not be copied and posted on the school's website or otherwise be disseminated over the Internet without the owner's express written consent.

Substantial portions of copyrighted material available on the Internet should not be downloaded for personal or class use, except where such use conforms with "Fair Use Standards," set forth in the Copyright Act.

Access to and use of the school's electronic resources, including access to the Internet, is contingent on compliance with copyright law. Any violation of the copyright law will result in the loss of access to such resources.

## **Plagiarism**

Plagiarism is defined as copying someone else's work, word for word, without citing the original author as the source of the information. Plagiarism is discussed in great detail in literature, grammar, science, and social studies classes and by the librarian at the beginning of each school year. **The consequence for plagiarizing will be an automatic "0" on the paper/project with no**

**opportunity to redo the item(s) in question.** Plagiarism is a serious offense, and the students need to clearly understand the consequences of this offense.

## **Academic Progress Reports**

The professional staff, under the supervision of the principal, is responsible for reporting a student's academic progress to parents. This reporting typically includes:

- On-line grading program – grades are regularly posted for students in grades 2 through 8;
- Grades will be posted a minimum of once a week. With the exception being special classes that do not meet in a particular week due to Mass, assemblies, or early dismissal.
- Interim reports issued at the midpoint of a grading period (via on-line grading program), and
- Report cards issued at the conclusion of a grading period.

Report cards include: a comprehensive listing of subjects, a letter or numeric equivalent indicating achievement levels, specific comments, attendance record, and conduct. All Archdiocesan schools use the same grading scale. A copy of the report card is filed in the student's permanent record. A parent or teacher may request a conference to discuss the student's progress. Parents are requested to return the signed report card envelope after Academic Quarters 1, 2, and 3. Parents are to retain the (computer-generated form) report card.

Parents may make inquiries into the assessments which result in a cumulative grade on a report card. However, grade changes will not be made unless academic evidence warrants such a change. Parents must notify the teacher in writing within five (5) business days following the distribution date of the report card if there is a concern with a grade. Furthermore, despite parent requests, comments will not be modified or deleted on the report card.

### **Interim Reports**

Interim reports are issued electronically mid-quarter (via OLV's on-line grading program) for the purpose of informing parents of student performance in grades 2 through 8. The interim reports allow the student sufficient time to improve grades, if necessary. **Please note that all grades will be accessible (for students in grades 2 through 8) electronically (via the on-line grading program) throughout the school year. All families are required to have an access code in order to review student grades on-line. ("Hard copy" interim reports will no longer be available for grades 2 through 8.)**

(Academic Parent/Student/Teacher conferences are scheduled during the first and third quarters. However, parent conferences may be scheduled throughout the school year, as needed. Please refer to "Communications" Section hereof.)

### **Report Cards and Grading**

Report cards are issued four times during the year to inform parents of a student's progress in subject areas and conduct.

**Please note that all grades will be accessible (for students in grades 2 through 8) electronically (via the on-line grading program) throughout the school year. All families are required to have an access code in order to review student grades on-line.**

**Grades 2 - 8**

A = 90-100

B = 80-89

C = 75-79

D = 70-74

F = Below 70

Kindergarten and first grade progress reporting instruments incorporate a rating system that is developmentally appropriate for these levels.

Academic and conduct ratings are recorded for all subject areas. Students in grades 1-5 receive one conduct grade for all classes, as they are self-contained. Students in grades 6-8 receive conduct grades in each subject, as the teachers exchange subject areas for instruction.

**Sports Program Eligibility**

To be eligible to participate in the OLV sports program students must maintain passing grades, 70 and up, in all subjects. Eligibility will be checked every quarter and on interim reports determined by administration. Any student on academic probation is not eligible to participate in sports program.

Students who are ineligible to play in OLV sports program are also ineligible to play Middle School Sports at our Archdiocesan High School programs for middle school students.

**Standardized Testing**

In order to interpret the academic needs and achievements of students, the Iowa Assessments are administered to all students in Grades 2-8 in March. Also, the Cognitive Ability Test is administered in Grades 2, 5, and 7 in March. Results are sent to parents approximately 8 weeks after testing.

Students in grades 5 and 8 participate annually in the Assessment of Catechesis Religious Education, as defined by the Office of Catholic Schools. [NCEA: IFG: ACRE (Revised 2013)]

## Homework

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework is not to be completed at school without prior approval from the assigning teacher. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be administered on Mondays (or on the first day of any given school week) unless prior notice is given to parents. No projects will be due on Monday (or on the first day of any given school week) unless prior notice is given to parents.**

**However, students enrolled in Algebra may expect weekend homework.**

## Promotion - Retention

Most students are able to follow the school's regular program of sequential learning and successfully pass the subject areas for a particular year. However, testing, diagnosis, and actual performance may indicate that some students cannot complete a year's content in one year. Therefore, it may become necessary to retain a student an additional year in a particular grade. This decision is based on the overall welfare of the student and is made by carefully weighing academic, emotional, behavioral, and social factors. Students shall not be considered for more than one retention during the elementary school years. The final decision rests with the principal.

### **Procedure for Recommending Retention to Parents:**

- As soon as retention may be necessary for a student's success, the teacher(s) should begin documenting specifics that support the recommendation. The specifics should include consistent evaluation, remediation strategies, and parent communications indicating concerns. Teachers should make their decision as early in the school year as professionally feasible.
- The Student Success Team (SST) should be notified in writing no later than December 1<sup>st</sup>. Careful documentation of strategies attempted, evaluations performed, and communications with parents should be included with the written notification to the Student Support Team.



- The Student Success Team may then recommend to the parent(s) an evaluation for learning disabilities or outside tutoring.
- Retention is more successful in grades K-2, especially when developmental issues are the primary source of the concerns.
- In the case of students with moderate to severe learning difficulties, it may be necessary to assist the parent(s) in recognizing that the school may not be the best placement for the child's success and that an alternative placement may be necessary. When feasible, the Student Support Team will assist the parent(s) in locating a more appropriate educational setting.

**If the student meets any of the following criteria, they may be considered for retention:**

- Functioning below grade level in language arts (reading, spelling/vocabulary, phonics, English/grammar) and/or math;
- Failing two of the following subjects: reading, English/grammar, spelling/vocabulary, phonics, and/or math;
- Developmental readiness is sufficiently below what is expected for the grade the student is in or entering.

**The final decision will be made by the principal, and the decision will be presented to the parent(s) by the principal in writing no later than April 1<sup>st</sup>.**

## **Failure Policy for Students in Grades 5-8**

Students in grades 5-8 may not fail more than two courses in one academic year. Should a student fail more than two core subjects in an academic year, alternative educational placement will be required. ("Failing" is a grade of 69% or below as a final year-end average.)

Students in grades 5-8 who fail one or two core subjects in one academic year will be required to remediate coursework missed according to the parameters set by the school. Failure to successfully remediate according to the school guidelines indicates the parents' choice for an alternative educational placement.

Students, who successfully remediate failed courses according to the requirements of the school, may return to the school the following year on academic probation. Should a student fail one core subject (based upon final year-end average) while on academic probation, alternative academic placement will be required.

It should be noted that academic failure in any core subject may adversely impact a student's ability to attend an Archdiocesan Catholic high school.

\*Core courses are defined as: religion, language arts, mathematics, social studies, and science.

## **Middle Division**

**(Middle Division includes students enrolled in grades 5-8)**

Assignments that require an extended period of time to complete should be carefully adapted to the abilities of the students and should be coordinated with other long-term assignments given to students.

**Middle Division Homework** - Please refer to the “Homework” section hereof.

If a student is absent, one day will be given for each day of absence in order to make up work. On the day a student returns following an absence, it is the student’s responsibility to schedule make-up tests with the appropriate teacher. Students who miss part of a day are responsible for all assignments.

The teachers will make every effort to schedule tests so that the students will have no more than two tests per day. Quizzes are not included in this policy. Students will be notified of any changes in advance.

**Graded work for which student earned a 79% or below MUST be signed by a parent and returned to the appropriate teacher the next school day.**

All students must use an assignment book (or “agenda”).

The Middle Division Orientation Packet outlines specific policies and procedures regarding homework, make-up work, projects, grades of 79% and below, and communications.

### **Semester Exam Policy**

Semester exams are administered in December, covering content from August through December, and again in May/June, covering content from January through May/June. Exam dates are published on the school calendar. Should a student be absent and miss a scheduled semester exam due to illness or other “excused” absence, the student will be afforded the opportunity to take the exam on the published “make-up” exam date. [Note: Absences for vacations scheduled during exam periods are deemed “unexcused” absences, and teachers are not required to administer make-up exams for unexcused absences.

### **Middle Division Subject Area Tutorials**

Weekly tutorials will be offered by Middle Division faculty upon request from parent or suggestion of teacher. Please communicate with the teacher for tutoring times offered.

## **Quarterly Academic Honors - Grades 5 - 8**

Students in grades 6-8 who earn grades of 95-100 in all six core academic areas, grades of 95-100 in each enrichment course, including 95-100 in PE, and a conduct rating of *S* in all subject areas will earn Principal's High Honors for the respective quarter.

Students in grades 6-8 who earn grades of 90-100 in all six core academic areas, grades of 90-100 in each enrichment course, including 90-100 in PE, and a conduct rating of *S* in all subject areas will earn Principal's Honors for the respective quarter.

Students in grades 6-8 who earn grades of 85-100 in all six core academic areas, grades of 85-100 in each enrichment course, including 85-100 in PE, and a conduct rating of *S* in all subject areas will earn placement on the Honor Roll for the respective quarter.

## **Code of Student Conduct**

Respect for self, others, and property is the foundation of any moral code. Students learn that cooperation and courtesy are the building blocks of respect. We ask for your cooperation and active role in helping to nurture self-discipline in all students. A primary goal of Our Lady of Victory Catholic School is to promote growth in self-discipline.

### **Respecting Persons**

The good name, reputation and personal safety of each student, faculty/staff member, and adult volunteer are vitally important. In order to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or is inconsistent with Catholic teaching or values, as determined by the school in its discretion.

Catholic teaching prohibits actions which violate respect for the dignity of the human person. Actions considered by the school to violate this respect, including those of a demeaning, harassing, derogatory, racist, or discriminatory nature, whether communicated by word or deed, in-person or electronically, by gesture, image or in any other manner, will result in disciplinary action, which may include suspension and/or expulsion from school. Parents or guardians are to support this guideline in their relationships with school employees, students and their families; failure to do so may result in the parents being asked to withdraw their children from the school.

### **Discipline Plan**

It is the purpose of the Our Lady of Victory to operate in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend

the schools within the system. In accordance with that purpose, the Our Lady of Victory has adopted a policy which requires students to conduct themselves, in accordance with the code of conduct, at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school system employees, to obey the student code of conduct.

The school's' primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school.

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees. This off campus behavior includes, but is not limited to, cyber-bullying. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

### **Authority of the Principal**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate any Archdiocesan Policies.

### **Progressive Discipline Procedures**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits strived for at Our Lady of Victory. The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
  - Loss of Privileges
  - Isolation or Time Out
  - Temporary Removal from Class or Activity
  - Notification of Parents
  - Parent Conference
  - Detention\*
  - Short-term Suspension \*
  - Long-term Suspension\*
  - Expulsion \*
- (\*Determined by the Principal)

**Teachers have basic rights as educators ...**

- To teach
- To maintain an optimal setting for learning
- To expect appropriate behavior
- To right to expect help from the principal and parents when appropriate

**Students have basic rights as learners ...**

- To learn without interference
- To receive help
- To have work and property respected
- To have feelings expressed and respected
- To have opinions respected
- To be heard
- To listen when others are speaking
- To work and play in a safe environment

**Appropriate Expected Behaviors**

**Respect the Learning Environment**

- Raise hand and wait to be recognized
- Remain in seat unless permission is granted to do otherwise
- Be prepared for class – supplies, homework, proper books, etc.
- Listen to person speaking – one person speaks at a time
- Follow directions
- Display a cooperative attitude
- Wear uniform respectfully
- Keep textbooks covered
- Complete assignments as instructed

**Verbal Respect**

- Use encouraging and affirming language about one another
- Compliment others
- Call people by their appropriate name
- Use good manners – “please” and “thank you”
- Use positive body language
- Smile – acknowledge greetings and return them freely
- Answer with “yes/no, sir/ma’am”

**Respect outside of class**

- Keep hands to oneself
- Hold doors for others
- Maintain clean work space – library, cafeteria, art room, etc.
- Assist each other
- Always walk in hallways
- Applaud appropriately at assemblies
- Participate in songs, responses, and prayers during Masses and prayer services, and follow expected Church etiquette

**Respect for property**

- Show respect for all belongings -- one’s own and others
- Promote cleanliness and pick up all litter
- Demonstrate diligence in maintaining textbooks, desks, and all other school property
- Maintain cleanliness of restrooms

## **Hazing**

Hazing is defined as any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of a person.

Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment and school climate in which dignity and respect are absent and, therefore, is contrary to the teachings of the Catholic Church.

No student, parent, teacher, administrator, staff member, or volunteer shall permit, condone or tolerate hazing. This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

Invitation into campus organizations, athletic teams, and other activities undertaken by such organizations or individuals must be consistent with the stated purpose of the organizations and the educational mission of the schools of the Archdiocese of Atlanta. Any activities that may be

construed as hazing are prohibited. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

Students found to be in violation of this policy are subject to discipline which may include, but is not limited to, detention, suspension, or expulsion from school. The Archdiocese of Atlanta will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, parent, teacher, administrator or other archdiocesan employee or volunteer who is found to have violated this policy. Civil authorities may also be contacted dependent on the nature of the hazing incident.

### **Reporting Procedures**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the building principal. The principal will notify both the Superintendent of Schools and the Office of Safe Environment for the Archdiocese of Atlanta. The Archdiocese of Atlanta will undertake or authorize an investigation by an Archdiocesan official or by a third party designated by the Archdiocese.

### **Reprisal**

The Archdiocese of Atlanta will take appropriate action against any student, parent, teacher, administrator, school employee, or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **Harassment**

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived difference including, but not limited to, race, creed, color, national origin, physical disability, or sex. Harassment may occur at any time during school-related activities and/or activities outside of school. Harassment includes, but is not limited to, any or all of the following:

**NOTE: The word *written*, as used herein, includes all forms of written communication, "hard copy, electronic, etc.**

***Verbal Harassment:*** Derogatory comments and jokes, threatening words spoken to another person.

***Physical Harassment:*** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and/or gestures.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment as defined above may include, but is not limited to, the following:

- Sex oriented verbal “kidding,” abuse, or harassment
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching such as patting, pinching, or constant brushing against another’s body
- Suggesting or demeaning sexual involvement

Allegations of sexual harassment are to be formally reported directly to principal. Parents of both the accused and the accuser(s) will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of the accused and the accuser(s) are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the actions, the ages of the offender(s) and the victim(s), the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible actions may include, but are not limited to, the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/administrator conference
- Written warning/reprimand, and parent notification – entered into the accuser’s permanent file
- Removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Mandatory out-of-school counseling from a professional who can assist in this type of problem
- Suspension
- Expulsion

**The Archdiocese of Atlanta enforces and maintains a zero-tolerance policy relating to harassment.**

## **Search and Seizure**

All property of the school, including student desks and lockers, as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures, as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.



The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes herein, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

School administrators must always have another school authority present when a personal search is conducted.

If a student refuses to voluntarily empty pockets, or to permit inspection of his/her personal property, the student should be detained until parents are contacted and arrive.

Parents should then be informed that the student is risking possible suspension or dismissal for refusing to comply.

In some cases, if a weapon or other dangerous ordinance is suspected, the school will contact the local police department to report the incident and secure the contraband until the police arrive.

If a weapon or illegal drug is actually seized, the school authority may contact the local police department to report the incident and secure the contraband until the police arrive. The school reserves the right to inspect any item brought on campus.

## **Consequences for Infractions of Rules**

Further consequences for Infractions of Rules will be disseminated upon review.

### **Individual Behavior Contract**

If a student is a repeat offender due to lack of respect, the student will meet with the teacher(s), guidance counselor, and principal, and parents will be notified. A behavior plan will be devised and signed by the student, guidance counselor, principal, and parents, and it will be reviewed regularly. This contract will remain in the student file until the end of the year.

### **Probation**

A student may be placed on probation for a trial period by the principal. After conferences are held with the student's parents, the principal sets the conditions for release from the probation. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

### **Suspension**

Suspension is a severe measure. Prior to suspension, the student must be advised of the reason for the suspension; the parents are given prompt notice of the suspension and the reason for the action.

A suspension may be given in cases of extreme disrespect, inappropriate behavior, or violations of the student conduct program. When a student is suspended, the student will have one day after the suspension to make up any work and tests.

### **Expulsion**

By definition, expulsion is considered termination of enrollment during a school year. Expulsion shall be used only as a final measure or in response to an egregious offense.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers self, others, property, health or safety of others, and is deemed to be in the best interest of the school community. An extremely serious single offense may also be cause for expulsion.

The Archdiocesan superintendent of schools is to be informed before any action leading to expulsion is taken.

Students not allowed to return due to failure to meet required academic standards are not considered expelled. These academic requirements are articulated in this Parent/Student Handbook.

#### Expulsion Procedures:

- The actions and procedures for probation, suspension, and expulsion shall be published in the most recent edition of the Parent/Student Handbook.
- Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
- All pending expulsion actions must be reviewed by the superintendent of schools prior to implementation.

Parents may appeal the decision within ten (10) calendar days to the superintendent of schools for a review of the decision. The superintendent will only assure that correct procedures were followed as defined by Archdiocesan Policy.

In cases involving students from more than one Archdiocesan school and where expulsion could be considered, the decision for expulsion or other disciplinary action in such cases rests with the superintendent. In these cases, the appeal is made to the Office of the Archbishop.

When a specific disciplinary issue arises from outside the school resulting in direct repercussions for a school of the Archdiocese, the principal(s) involved must immediately contact the superintendent of schools. In those cases, the individual school(s) should follow their handbook procedures in assigning discipline. The decision for expulsion rests with the superintendent. Appeal of expulsion is then made to the Office of the Archbishop.

In those situations, which arise for which no policy exists, the superintendent, in consultation with the Office of the Archbishop, will make the final decision. **In keeping with Canon Law,**

**the Archbishop or his designee reserves the right to make the decisions in all matters regarding Archdiocesan elementary and secondary schools.**

**Reasons for expulsion include, but are not limited to, the following:**

- Actions detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, harassment (inclusive of electronic communications), or any threat of force or violence directed toward any school personnel or student on or off campus
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale, or possession of narcotics, and/or other controlled substances on or near school premises
- Use, sale, or possession of any alcoholic beverage on or near school premises
- Stealing
- Smoking or possession of tobacco products
- Willful vandalism
- Habitual truancy
- Possession of firearms, real or toy
- Possession of weapons, material that can be used as weapons and other contraband materials
- Possession of matches, lighter, or any flammable substances.
- Violation of a probation contract
- Other conduct that is inconsistent with the mission or policies of the school
- Compromising academic standard(s) (i.e. habitual cheating, theft, or compromising the integrity of an assessment, etc.)

In no case will a teacher, on his/her own authority, expel a student. Full credit will be given for all work completed and submitted by the student up to the moment of expulsion. The reason for the expulsion will be noted in the student's cumulative file.

### **ARCHDIOCESAN EXPULSION PROCEDURES**

In those cases where the code of discipline has reached or exceeded the allowable accumulated infractions, the principal may expel a student after consultation with the superintendent. Appeal of expulsion is made by the parents to the superintendent.

When a specific disciplinary issue arises from outside of a school resulting in direct repercussions for a school of the Archdiocese, the principal(s) involved must immediately contact the superintendent. In those cases, the individual school(s) should follow their handbook procedures in assigning discipline. The decision for expulsion rests with the superintendent. Appeal of expulsion is then made to the Office of the Archbishop.

In cases involving students from more than one Archdiocesan school and where expulsion could be considered, the decision for expulsion or other disciplinary action in such cases rests with the superintendent. In this case, the appeal is made to the Office of the Archbishop.

In those situations which arise for which no policy exists, the superintendent, in consultation with the Office of the Archbishop, will render a final decision.

In keeping with Canon Law, the Archbishop or his designee reserves the right to make decisions in all matters regarding Archdiocesan elementary and secondary schools.

### **OFFICIAL CODE OF GEORGIA REGARDING STUDENT DISCIPLINE RECORDS**

- 20-2-767
- (a) A transferring student applying for admission to a grade higher than sixth shall, as a prerequisite to admission, present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.
  - (b) A hearing officer, tribunal, panel, superintendent, or local board of education shall be authorized to place a student denied enrollment in a local school system under subsection (a) of this Code Section in an alternative educational system as appropriate and in the best interest of the student and the education of other students with the school's system.

## **Student Council**

The Student Council is a national organization which promotes student understanding of the democratic process and the skill of leadership. The purpose of the Student Council is to help build a community within the school that represents the students' views. Students in grades 3 through 8 elect two student council representatives to represent their views on the Council. The Officers and representatives must earn grades of *C* or above in all subjects and *S* in conduct. The president must be elected from the 8<sup>th</sup> grade. The remaining officers are elected from 6<sup>th</sup>-8<sup>th</sup> grades.

### **National Junior Honor Society – Grades 7 and 8**

Students in grades 7 and 8 who meet all of the following requirements during the first two quarters are eligible for membership in the NJHS:

***1. Scholarship – A student who has earned:***

- 90 or above grade point per quarter in all six core academic areas, grades of 90 or above in each enrichment course, including 90 or above in PE, a grade of *S* in writing, and a conduct and effort rating of *S* in all areas.

***2. Leadership – A student who demonstrates leadership:***

- Is resourceful in proposing new solutions, applying principles, and making suggestions;
- Demonstrates leadership in promoting school activities;
- Exercises influence on peers in upholding school ideals;
- Contributes ideas that improve the civic life of the school;
- Exemplifies positive attitudes and inspires positive behavior in others;
- Demonstrates academic initiative;
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively;
- Demonstrates leadership in the classroom and in school or community activities, and
- Is thoroughly dependable for a given responsibility.

***3. Service – A student who:***

- Serves to uphold scholarship and maintain a loyal school attitude;
- Participates in community activities;
- Volunteers in a dependable, effective way;
- Cheerfully and enthusiastically renders any requested service to the school;
- Is willing to represent the class or school in inter-class and in inter-scholastic competition;
- Does committee and staff work without complaint, and
- Shows courtesy by assisting visitors, teachers, and students.

**4. Character – A student of character:**

- Takes criticism willingly and accepts recommendations graciously;
- Exemplifies consistently desirable qualities of behavior;
- Upholds principles of morality and ethics;
- Cooperates by complying with school regulations;
- Demonstrates the highest standards of honesty and reliability;
- Shows courtesy, concern, and respect for others;
- Observes instructions and rules, and
- Demonstrates perseverance and application to studies.

**5. Citizenship – A student who is a good citizen:**

- Understands the importance of civic involvement;
- Respects democratic principles, and
- Demonstrates mature participation and responsibility through involvement with community activities.

The selection of members is determined by a majority vote of the Faculty Executive Council of the Our Lady of Victory Catholic School National Junior Honor Society. Discussions and decisions are not disclosed and are final.

## **Safety Patrol**

The Safety Patrol is an organization comprised of students in the fifth – eighth grades who assist the teachers in maintaining a safe car line and other duties, as requested. Safety patrol is an important service provided to the school.

## **Yearbook**

A yearbook staff is selected from the Middle Division students. The student staff works throughout the year under the guidance of the technology teacher and librarian. The school yearbook is published and distributed at the end of each school year.

## **Birthday Celebrations**

Parents of children in grades PK-5 may wish to send a simple treat for the class on the occasion of their child's birthday. This treat must be store-bought or bakery-prepared to be enjoyed during recess or after lunch. Students may not accept balloons or flowers in the classroom or the office. Parents may choose to purchase a book for the library as their birthday gift to the school. A special nameplate will be placed in the book. In this way, a student of Our Lady of Victory Catholic School will continue to celebrate a birthday long after the donor has graduated.

## **Invitations to Social Events**

Invitations to any type of social event – birthday parties, etc. – are not to be distributed at school. Parents are asked to mail such invitations directly to the home of the person being invited.

## **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

## **Contests and Bees**

The school conducts contests and bees in various academic subjects and at various grade levels throughout the year. Students are encouraged to participate in all events. Winners compete at the Archdiocesan level and/or beyond. These events include spelling and geography bees, oratorical contests, written composition contests, Science Olympiad, and math competitions.

## **Dances**

Dances are held for students in grades 5-8. The student council coordinates all dances and provides refreshments. Dances are restricted to OLV students unless the principal grants prior express permission for guests to attend.

## **Recordings**

No audio, video, or other electronic recording devices may be used during functions of the school without the prior express permission of the principal. Such events include, but are not limited to: classroom presentations, awards ceremonies, performances, parent conferences, or religious services. This policy also includes recordings of conversations either in person or by telephone by or among students, parents, teachers, or the principal on school property or involving the use of school's communication network.

## **Field Trips**

Field trips are educational excursions that are preplanned learning experiences, related to the curriculum and followed by an evaluation activity. Written parental permission is obtained prior to each excursion. Cost of field trips is an extra fee invoiced per student. Parents will be notified, at least two weeks in advance, about any scheduled events.

Field trips are considered a privilege; therefore, the school reserves the right to refuse a student permission to participate in a field trip if his/her behavior is inappropriate or a consequence is being served.

## **Bus Use and Field Trip Guidelines**

Bus use/field trip guidelines are in place to ensure the safety of all participants and to make the trips proceed as smoothly as possible.

- Students must remain in their seats at all times. No standing or switching of seats while the bus is in motion is permitted.
- Students will be given name tags that are numbered. The numbers refer to the chaperone group.
- No chewing gum or eating is permitted on the bus.
- Students must stay with their chaperone groups during the whole trip. If a student is out-of-sight of the chaperones, then he/she is too far away.
- No electronic devices of any type are permitted -- disposable cameras may be permitted if previously approved by faculty member and administration. (OLV will not be responsible for loss or damage to expensive cameras.)
- Students must be prepared with a lunch (if required), dress in school uniform and bring appropriate outerwear (depending on the weather), and be prepared to listen and follow all of the directions of the chaperones.
- Windows on the bus must be left closed at all times and the bus must be left in the same condition as when the students first entered it.
- The OLV Code of Student Conduct for the campus remains in effect for field trips. Violations will be reported to the administration upon return to campus.
- Violations of the Code of Student Conduct and/or the Bus Use/Field Trip Guidelines may constitute immediate termination of rights to attend future field trips sponsored by OLV.

## **Gifting Staff**

Gifting staff members should be kept to a minimum. Good judgment should always be used when purchasing gifts of appreciation for staff members. At Christmas and during Staff Appreciation Week, community gifting under the direction of the principal, will be the mode of operation.

## **Safe Environment Training**

Parent volunteers are required to complete Archdiocesan Safe Environment Training (Virtus) and to remain current with Safe Environment requirements, as hereinbefore stated.

All students receive Safe Environment Training according to the Archdiocesan policies and remain current with all training requirements, unless parents notify the school on/before Friday, August 11, 2018.



Parents may access information regarding the Archdiocesan Safe Environment Training (Virtus) at the following link: <http://archatl.com/ministries-services/safe-environment/parent-information/>

## **Use of Directory Information**

Information regarding students and families in the directory is provided as a service for the use of the school community. Names or addresses (including e-mail) in the directory may not be used for solicitation of personal opinions or the distribution of personal or business matters not related to school activities.

## **Use of Facilities**

Our Lady of Victory Catholic School is a regional school, and its facilities before and/or after school hours may be used for school and/or community related purposes. Parents of enrolled students and OLV's feeder parishes desiring to use the building before or after school for school and/or church related purposes may do so upon receiving permission from the principal, scheduling the event with the business manager, agreeing to the terms of the CENGI lease form, executing the lease, and furnishing all required documentation (including insurance certificate) to the school's business manager.

## **Asbestos Statement**

Our Lady of Victory Catholic School building does not contain asbestos in any form. All reporting procedures, as required by AHERA, are executed annually. Our management plan is available for review upon request.

## **Right to Amend**

The administration of Our Lady of Victory Catholic School reserves the right to amend any part of the handbook from time to time, as it may deem necessary; and parents shall be promptly notified, in writing, when such revisions are made.

## ADDENDUM #1

### Uniform and Dress Code

The Dress Code at Our Lady of Victory Catholic School is designed to promote an atmosphere that reduces distractions and allows students to focus on their academic responsibilities. It is one of the ways in which students demonstrate “one in community.” Our Lady of Victory Catholic School’s uniform is a symbol of unity and respect for history and traditions. For all these reasons, students are expected to wear the school uniform correctly and parents are expected to support these regulations.

#### Personal Appearance

- Students are expected to be well groomed at all times.
- **MAKE-UP IS NOT PERMITTED.** Only light lip-gloss and clear nail polish are permitted for the girls (Grades 6-8 only).
- Students may wear one small necklace or a chain with a cross or medal and a single modest bracelet or watch.
- Girls may wear one single pair of **POST EARRINGS** (no larger than a dime).  
**Dangle or hoop earrings are not permitted.**
- Boys are not allowed to have any visible piercings.
- Only one finger ring is worn at a time.
- No artificial or acrylic nails are allowed.
- Only one colored “support band” per student.
- No writing or decorations on shoes or visible skin are permitted.
- There are no extremes in hairstyles or hair color. **Dying of hair is not permitted.** Hair is to be neatly groomed at all times. Spiked hair or hair with excessive dressing is not permitted.
- Boys’ hair must be cut above the eyebrows, (not pushed back or to the side), above the collar in the back, and above the ears on the sides. Further, tails, braids, and/or long sideburns are not permitted.
- Girls’ hair is to be neatly styled with **no ornaments** other than hairdressings that may be purchased from the designated uniform company. Hair is not to dangle over the eyes or in the face.

It is the student’s and parent’s responsibility to ensure that the student is in complete uniform when coming to school. All uniform pieces should fit properly. Blouses and shirts must be neatly tucked in at all times and shoes properly laced. Boys are to wear belts every day. Inspections will take place often. The Dress Uniform is worn for all Masses, prayer services, and other days as designated by the principal.

#### Lost and Found

Please label all clothing. “Found” articles will be displayed on the clothes rack in the gym. Periodically, all unclaimed articles will be sent to various charities. Lost valuables (i.e. glasses, watches, keys, and jewelry) may be claimed in the front office

## **“Dress Down” Days**

Appropriate attire is expected on dress down days. Most dress down days will have a theme and students are expected to adhere to the theme in order to be out of uniform.

Use **Good Judgment** ...

### **Guidelines:**

#### **Students may wear:**

- \*jeans (without tears)
- \*tennis shoes (must be worn on dress down days if student has PE)
- \*short socks
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts no shorter than three inches above the knee
- \*sweatshirts
- \*nail polish
- \*jewelry
- \*dresses no shorter than three inches above the knee
- \*slacks
- \*Crocs®

#### **Students may not wear:**

- \*flip-flop sandals or open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*sweat pants
- \*make-up
- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*hats

**Good Rule: If you think you should not wear it, then do not wear it!**

**The principal will make the final decision when a question arises concerning the appropriateness of articles of clothing.**

**NOTE: All articles of the OLV school uniform must be purchased from one of the three authorized OLV uniform companies, as listed on OLV’s website.**

## Dress Uniform

The Dress Uniform is worn for all Masses, prayer services, and other days as designated by the principal.

### GIRLS (1st-5<sup>TH</sup> GRADES)

JUMPER

Plaid jumper

- No shorter than two inches above the knee

BLOUSES

- White short-sleeve or long-sleeve Peter Pan blouse

SWEATER

Red cardigan

- Cardigan is required to be monogrammed with school logo
- During “Warm Weather” Uniform season, the cardigan is not required

SOCKS

White **knee** socks (must reach just below the knee cap) or white tights

- The white tights must be opaque and non-textured
- Patterned tights are not permitted
- NOTE: During “Warm Weather” Uniform season, white “traditional-length” **CREW** socks may be worn - no ankle or low-cut socks

SHOES

Tan (tie) “Bucs”

- No athletic shoes

### BOYS (1st-8<sup>TH</sup> GRADES)

SLACKS

Khaki slacks

SHIRTS

White short-sleeve or long-sleeve Oxford-style shirt

- Without logos/insignias

SWEATERS

Red cardigan (**grades 1-5**)

Red vest (**grades 6-8**)

- Both cardigan and vest are required to be monogrammed with school logo
- During “Warm Weather” Uniform season, the cardigan and vest are not required

TIE

Uniform tie

BELT

Brown leather

SOCKS

White “traditional-length” **CREW** socks\*

SHOES

Tan (tie) “Bucs”

- No athletic shoes

### GIRLS (6<sup>TH</sup> -8<sup>TH</sup> GRADES)

SKIRT

Plaid skirt

- No shorter than top of knee

SHIRT

White short-sleeve or long-sleeve Oxford-style shirt

- Without logos/insignias

SWEATERS

Red vest

- Vest is required to be monogrammed with school logo
- During “Warm Weather” Uniform season, the vest is not required

TIE

Uniform tie

SOCKS

White knee socks

- Knee socks must come to just below knee

SHOES

Tan (tie) “Bucs”

- No athletic shoes

**\*White “traditional-length” CREW socks - crew-style only – no ankle or low-cut socks**

## Warm Weather Uniform

### GIRLS (1st-5<sup>TH</sup> GRADES)

SKORTS/SHORTS/SLACKS

Khaki skorts/khaki shorts

- No shorter than two inches above the knee

SHIRTS

White or navy short-sleeve knit shirt

- Shirt is required to be monogrammed with school logo

BELT

Brown leather

SOCKS

White “traditional-length” CREW socks\*

SHOES

Tan (tie) “Bucs”

- No athletic shoes

### BOYS (1st-5<sup>TH</sup> GRADES)

SHORTS/SLACKS

Khaki shorts/khaki slacks

SHIRTS

White or navy short-sleeve knit shirt

- Shirt is required to be monogrammed with school logo

BELT

Brown leather

SOCKS

White “traditional-length” CREW socks\*

SHOES

Tan (tie) “Bucs”

- No athletic shoes

### GIRLS (6<sup>TH</sup> - 8<sup>TH</sup> GRADES)

SKIRT

Khaki skirt

- No shorter than top of knee

SHIRT

Red short-sleeve polo-style knit shirt

- Shirt is required to be monogrammed with school logo

SOCKS

White knee socks – must come to just below knee

SHOES

Tan (tie) “Bucs”

- No athletic shoes

### BOYS (6<sup>TH</sup> - 8<sup>TH</sup> GRADES)

SHORTS/SLACKS

Khaki shorts/khaki slacks

SHIRTS

Red short-sleeve knit shirt

- Shirt is required to be monogrammed with school logo

BELT

Brown leather

SOCKS

White “traditional-length” CREW socks\*

SHOES

Tan (tie) “Bucs”

- No athletic shoes

\* White “traditional-length” CREW socks - crew-style only – no ankle or low-cut socks

## Cool Weather Uniform

### GIRLS (1st-5<sup>TH</sup> GRADES) (students in combined classes will wear same uniforms)

JUMPER	Plaid jumper <ul style="list-style-type: none"><li>No shorter than two inches above the knee</li></ul>
SLACKS	Khaki slacks
BLOUSES	White short-sleeve or long-sleeve Peter Pan blouse
SWEATER	Red cardigan <ul style="list-style-type: none"><li>Cardigan is required to be monogrammed with school logo</li></ul>
SOCKS	W/ Slacks: White “traditional-length” <b>CREW</b> socks * W/ Skirt: White <b>knee</b> socks (must come to just below knee) <u>or</u> white tights <ul style="list-style-type: none"><li>The white tights must be opaque and non-textured</li><li>Patterned tights are not permitted</li></ul>
SHOES	Tan (tie) “Bucs” <ul style="list-style-type: none"><li>No athletic shoes</li></ul>

### BOYS (1st-5<sup>TH</sup> GRADES) (students in combined classes will wear same uniforms)

SLACKS	Khaki slacks
SHIRTS	White or navy short-sleeve or long-sleeve poly-style knit shirt <ul style="list-style-type: none"><li>Shirt is required to be monogrammed with school logo</li></ul>
SWEATERS	Red cardigan <ul style="list-style-type: none"><li>Cardigan is required to be monogrammed with school logo</li></ul>
TIE	Uniform tie
BELT	Brown leather
SOCKS	White “traditional-length” <b>CREW</b> socks *
SHOES	Tan (tie) “Bucs” <ul style="list-style-type: none"><li>No athletic shoes</li></ul>

### GIRLS (6<sup>TH</sup> -8<sup>TH</sup> GRADES)

SKIRT	Plaid skirt <ul style="list-style-type: none"><li>No shorter than top of knee</li></ul>
SLACKS	Khaki slacks
SHIRT	White short-sleeve or long-sleeve Oxford-style shirt <ul style="list-style-type: none"><li>Without logos/insignias</li></ul>
SWEATER VEST/WIND JACKET	Red vest/red wind jacket <ul style="list-style-type: none"><li>Both vest and wind jacket are required to be monogrammed with school logo</li><li><b>Wind jacket may not be worn on “Mass” days</b></li></ul>
TIE	Uniform tie
BELT	Brown leather
SOCKS	W/ Slacks: White “traditional-length” <b>CREW</b> socks * W/ Skirt: White <b>knee</b> socks (must come to just below knee) <u>or</u> white tights <ul style="list-style-type: none"><li>The white tights must be opaque and non-textured</li><li>Patterned tights are not permitted</li></ul>
SHOES	Tan (tie) “Bucs” <ul style="list-style-type: none"><li>No athletic shoes</li></ul>

### BOYS (6<sup>TH</sup> -8<sup>TH</sup> GRADES)

SLACKS	Khaki slacks
SHIRT	White short-sleeve or long-sleeve Oxford-style shirt <ul style="list-style-type: none"><li>Without logos/insignias</li></ul>
SWEATER VEST/WIND JACKET	Red vest/red wind jacket <ul style="list-style-type: none"><li>Both vest and wind jacket are required to be monogrammed with school logo</li><li><b>Wind jacket may not be worn on “Mass” days</b></li></ul>
TIE	Uniform tie

BELT  
SOCKS  
SHOES

Brown leather  
White “traditional-length” CREW socks \*  
Tan (tie) “Bucs” - No athletic shoes

**\*White “traditional-length” CREW socks - crew-style only – no ankle or low-cut socks**

## **Our Lady of Victory Pre-Kindergarten/Kindergarten Uniform**

### **Pre-Kindergarten/Kindergarten Warm Weather Uniform and “Dress” Uniform during Warm Weather Season**

Girls and Boys:

- **SHORTS** Navy uniform shorts with school logo
- **SHIRT** White or navy uniform short-sleeve knit polo with school logo
- **SOCKS** White “traditional length” CREW\* socks  
\*Crew style only-no ankle,no-show,low cut, or knee socks
  
- **SHOES**  
New Balance #KE680BBY 2 strap hook and loop (velcro) all black sneaker  
New Balance Black Strap Velcro Hook and Loop 990v  
New Balance Kids 680 V3 Running Sneaker, Athletic Hook & Loop 3200BVC

### **Pre-Kindergarten/Kindergarten “Cool Weather” Uniform and “Dress” Uniform during “Cool Weather” Season**

Girls and Boys:

- **PANTS** Navy uniform sweatpants with school logo
- **SHIRT** Navy uniform sweatshirt with school logo  
and  
white or navy short-sleeve or long-sleeve knit polo with school logo
- **SOCKS** White “traditional length” CREW\* socks  
\*Crew style only-no ankle,no-show,low cut, or knee socks
  
- **SHOES**  
New Balance #KE680BBY 2 strap hook and loop (velcro) all black sneaker  
New Balance Black Strap Velcro Hook and Loop 990v  
New Balance Kids 680 V3 Running Sneaker, Athletic Hook & Loop 3200BVC

**\*White “traditional length CREW socks -crew style only-no ankle, no-show, low cut or knee socks**

## Pre-Kindergarten/Kindergarten P.E. Uniform-Cool and Warm Weather Seasons

### Girls and Boys:

#### SHIRT

Ash uniform t-shirt with school logo-*All year*

#### SHORTS

Navy uniform shorts with school logo

*Warm weather season*

#### SWEATSHIRT

Navy uniform sweatshirt with school logo

*Cool weather season*

#### SWEATPANTS

Navy uniform sweatpants with school logo

*Cool weather season*

#### SOCKS

White "traditional length" **CREW\*** socks

**\*White "traditional length CREW socks -crew style only-no ankle, no-show, low cut or knee socks**

#### SHOES

**New Balance #KE680BBY 2 strap hook and loop (velcro) all black sneaker**

**New Balance Black Strap Velcro Hook and Loop 990v**

**New Balance Kids 680 V3 Running Sneaker, Athletic Hook & Loop 3200BVC**

## P.E. Uniform

**Students may wear their PE uniform for the entire day on their schedule "PE Days" unless there is a Mass or Prayer Service scheduled**

### 1st and 2nd Grades

#### Girls and Boys

##### T-Shirt

Ash t-shirt with school logo

##### Shorts

Navy (school PE) cotton uniform shorts with school logo

##### Sweatshirt

Navy sweatshirt with school logo

##### Socks

White "traditional-length" **Crew** socks\*

##### Athletic Shoes

Non-marking shoes

### 3rd-8th Grades

#### Girls and Boys

##### T-Shirt

Ash t-shirt with school logo or any OLV spirit t-shirt

##### Shorts

Navy (school PE) cotton uniform shorts with school logo  
or nylon shorts with school logo

##### Sweatshirt

Navy sweatshirt with school logo

##### Sweatpants

Navy sweatpants with school logo

##### Socks

White "traditional-length" **Crew** socks\*

##### Athletic Shoes

Non-marking shoes

**\*White "traditional length CREW socks -crew style only-no ankle, no-show, low cut or knee socks**



**ADDENDUM #2**

**Emergency Numbers**

	<b>Ambulance</b>	<b>911</b>	
	<b>Animal Control</b>	<b>770-631-7210</b>	
	<b>Atlanta Gas &amp; Light</b>	<b>770-994-1946</b>	
	<b>Bomb Squad</b>	<b>404-363-5436</b>	
	<b>Civil Defense</b>	<b>404-624-7000</b>	
	<b>County Police</b>	<b>911</b>	
	<b>Fayette Community Hospital</b>	<b>770-719-7000</b>	
	<b>Fayette County of Children &amp; Family Services</b>	<b>770-460-2555</b>	
	<b>Fayette County Police</b>	<b>770-461-4357</b>	
	<b>Fayette County Sheriff</b>	<b>770-461-6353</b>	
	<b>Fayette-Coweta EMC</b>	<b>770-502-0226</b>	
	<b>FBI</b>	<b>404-679-9000</b>	
	<b>Fire Department</b>	<b>911</b>	<b>Emergency</b>
	<b>Fire Department</b>	<b>770-451-4357</b>	<b>Non-Emergency, Ext.</b>
<b>5414</b>		<b>770-461-1321</b>	
	<b>Fire Marshall</b>	<b>770-460-5730</b>	
	<b>Georgia Bureau of Investigation</b>	<b>706-655-5842</b>	
	<b>Georgia Emergency Mgmt</b>	<b>404-624-2660</b>	
	<b>Georgia State Patrol</b>	<b>404-624-6077</b>	
	<b>National Weather Service</b>	<b>770-486-1133</b>	
	<b>Poison Control Center</b>	<b>404-616-9000</b>	
	<b>Red Cross</b>	<b>770-961-2552</b>	
	<b>Sonitrol</b>	<b>404-614-3704</b>	
	<b>U.S. Marshall</b>	<b>404-331-6833</b>	
	<b>Water Service</b>	<b>770-487-3271</b>	

## **ADDENDUM #3**

### **Basic Medical Emergency Procedures**

In the event of a medical emergency, the following procedures should be implemented:

1. Keep teacher or parent volunteer with the injured person to comfort and administer first aid.
2. Dial 911 or call for office personnel to dial 911.

The 911 operator will ask for the following information:

- Your name;
- Injured person's name and age;
- Nature of the injury;
- School location (211 Kirkley Road, Tyrone, Georgia), and
- School telephone number (770-306-9026) with clinic extension.

Once the call to 911 has been completed, an employee/ERT member shall remain near the phone to receive potential follow-up call(s) from emergency personnel.

3. Remain with the injured person and continue to administer first aid until relieved by authorized medical authority.
4. As soon as possible, contact the injured person's family.

**NOTE: All injuries and infectious diseases must be reported to the office immediately. An Accident/Injury Report Form is to be completed on any injured person on the same day. Administer first aid / CPR as needed.**

## **ADDENDUM #4**

### **Inclement Weather News – Website and Television Contacts**

In case of inclement weather, OLV will follow the instructions for the **Fayette County** schools however OLV officials will make final determination on any school closures. Television stations, WSB-ABC Channel 2, WAGA-FOX Channel 5, and WXIA-NBC Channel 11, and respective websites, [www.wsbtv.com](http://www.wsbtv.com), [www.myfoxtlanta.com](http://www.myfoxtlanta.com), and [www.11alive.com](http://www.11alive.com), will announce the authorized OLV closings in the event that (1) Fayette County schools are not in session or (2) Fayette County schools remain open and OLV is closed to ensure the health and safety of all OLV families (who commute from various surrounding counties).

In the event of severe weather when school is in session or at time of dismissal, the school will not practice its routine car line procedures. Parents will be asked to enter the school to pick up their child/children. Parents will be asked to park in the school parking lot. At dismissal (3:05 p.m.), parents will be directed to child's homeroom to sign child out for the day. Parents with toddlers/infants in the car are asked to remain parked in the car line staging area. An OLV employee will escort your child/children to your vehicle once it is safe for the employee and child/children to leave the building.

## **ADDENDUM #6**

# **Student Success Team (SST) Procedures**

## **I. Purpose of SST**

- A. Problem solving
- B. Coordinating
  - 1. Students
  - 2. Teachers
  - 3. Parents
- C. Develops strategies to promote student success
  - 1. Resource teacher
  - 2. Counseling
  - 3. In-class behavior management
  - 4. In-class strategies

## **II. When should a student be considered for SST?**

- A. Significant concerns
  - 1. Academic difficulties
  - 2. Emotional issues
  - 3. Social adjustment
  - 4. Consideration of retention

## **III. Referral Process**

- A. Teacher recognizes concern
  - 1. The teacher has already used a variety of documented strategies and interventions.
- B. Teacher completes necessary paperwork and returns it to the resource teacher.
  - 1. Initial Request for Assistance
  - 2. Strategies Checklist
  - 3. Behavior Checklist
  - 4. Parent Contact Log (at least 2 contacts required)
- C. Initial SST meeting is scheduled
  - 1. Teacher records and presents items on Preparation Sheet
  - 2. Counselor presents permanent record
  - 3. Teacher is furnished an Intervention Form
  - 4. Team decides if referral for testing is appropriate

- D. Second SST meeting is scheduled
  - 1. Occurs approximately one month after the 1<sup>st</sup> meeting
  - 2. Counselor observation between 1<sup>st</sup> and 2<sup>nd</sup> meeting
  - 3. Resource teacher invites parents to attend
  - 4. Teacher presents Intervention Sheet
  - 5. Counselor presents observation form and assists with facilitating meeting
  - 6. Team decides if referral for testing is appropriate
  
- E. Third SST meeting
  - 1. Occurs approximately one month after the 2<sup>nd</sup> meeting
  - 2. Counselor observation between 2<sup>nd</sup> and 3<sup>rd</sup> meeting
  - 3. Teacher presents both Intervention Sheets
  - 4. Team decides if referral for testing is appropriate

#### **IV. Role of Resource Teacher**

- A. Inclusion and Small Group “Pull-Outs”
  - 1. Educates students with learning differences in the general education classroom, as well as small group “pull-outs,” when appropriate
  - 2. More time will be scheduled with classes where the greatest need is identified
  - 3. Each class will be scheduled at least twice per week
  - 4. Challenges students with high-order thinking skills, such as analyzing and expounding upon literary themes
  
- B. Serves as a resource for the teacher
  - 1. Observations
  - 2. Consultation on academic concerns
  - 3. Learning strategies
  
- C. Tutoring
  - 1. Offers before and after school tutoring for students as needed.
  
- D. Works closely with school counselor
  - 1. Develop SST forms and procedures
  - 2. Develop SST Manual
  - 3. Consult and collaborate together to address student needs

## **ADDENDUM #7**

### **FOOD ALLERGY GUIDELINES**

Archdiocese of Atlanta

In accordance with Archdiocesan Policy 5305 regarding student food allergies, AND at the parent's request at the local school level, the following guidelines may be available and implemented to address a food allergy situation.

1. A yearly meeting will be held with the parents, student (age appropriate), representative of the school administration, school nurse and the homeroom teacher to determine reasonable measures to address your student's circumstances from the list provided below. These measures will be implemented for the purpose of providing a prevention plan for the student throughout the school year.
2. The school will request that the family's physician complete, at the beginning of each new school year (or, upon a change in condition), a Food Allergy Action Plan with specific instructions regarding the student's food allergy and recommendations for emergency treatment.
3. A letter from the principal will be sent at the beginning of the year to all parents in the applicable student's grade level as well as those students in the lunch period informing them of the existence of a severe food allergy (student will not be identified by name). Within this letter, the principal will discourage parents and students from packing foods that contain the identified allergen.
4. The student's classroom will be designated as a food allergy-free classroom. The school will make reasonable attempts to insure that offending allergens are not present in the classroom. However, the school cannot guarantee that these allergens will not be present in the classroom or elsewhere. The removal of allergens will include food used in lesson plans, crafts and holiday parties. Any child in the identified grade level who inadvertently brings to school a product for a snack that contradicts the food allergy notification sent by the principal must exchange it for a snack that is deemed to be safe. Parent contact by the teacher should occur as a follow-up.
5. A table within the cafeteria will be designated as the food allergy-free zone table.
6. The table in the cafeteria is an optional additional precaution and will be placed separately from the other tables and will be used exclusively by students with food allergens and designated friends (see #8 below).
7. The allergen-free zone lunch table will be wiped down before each lunch period using sanitizer recommended by the CDC/FAAN, etc. for removal of food allergens on tabletops. Such cleaners may include 409, Lysol sanitizing wipes or Target brand cleaner with bleach. All three products have been found to remove peanut allergens, in particular, from tabletops (Tamara, Conover-Walker, Pomes, Chapman & Wood, 2004).

## **FOOD ALLERGY GUIDELINES- continued**

1. The student with a food allergy who chooses the option of sitting at the designated food allergen-free table in the cafeteria will have an opportunity to choose 2-3 friends with whom to sit during lunch. The students chosen to sit at the allergen-free table will have their lunches checked by the teacher on duty or the classroom teacher before lunch. A letter to those parents whose children may be selected to sit at the food allergen-free table in the cafeteria should be notified that lunches brought to school need to be allergen free or the school will provide another option for the student. The food allergen, and not the affected child, must be identified in this advance-notification letter.
2. Students are encouraged not to trade or share food or food utensils.
3. Students who may bring a food allergy product to school at lunchtime will be asked to wash their hands before going outside to recess or returning to the classroom.
4. School staff will receive training on allergen labeling requirements and will be given a How-To-Read Label sheet.
5. School staff will receive training on recognizing symptoms of anaphylaxis from food allergies.
6. The school staff will receive training in non-medical personal treatments for anaphylaxis from food allergies.
7. Epi-pens (prescribed for the child and provided to the school with required documentation from the physician) will be placed in several key locations in the school in the event that staff needs to treat a child for an allergic reaction. An epi-pen will be part of the first aid kit that will be taken on all field trips for the affected grade level. School staff will receive training on how to effectively handle these situations.
8. In the event that epinephrine is administered, 911 will be called and the child will be transported by EMS to the hospital.
9. As part of substitute training, substitute teachers will be informed of these policies and protocols. Classroom teachers will also include reminders of students that have food allergy as part of their substitute plans.
10. Other measures as may be reasonably available, appropriate and agreed upon by the school, student's parents, and student's health care provider. The school reserves the right to decline all unreasonable requests, as determined by the school in its sole discretion.