

# OUR LADY *of* VICTORY

SCHOOL HANDBOOK  
2025-2026



## CONTACT INFORMATION

School Office.....	513-347-2072
School Fax.....	513-347-2073
School Nurse.....	513-451-4135
Cafeteria.....	513-347-2074
Oak Hills Transportation.....	513-574-2161
Parish Office.....	513-922-4460
Religious Education Office.....	513-374-2071

School Office Hours: 7:30am-3:30pm

School Website: **[www.olvdelhi.org](http://www.olvdelhi.org)**

# SCHOOL & TEACHER STAFF DIRECTORY

**Pastor:** Rev. Benedict O'Cinnsealaigh

**Principal:** Amy Matthews

**Assistant Principal:** Kelly Hillebrand

**School Administrative Assistant:** Bridget Shad

**IT Support:** Austin Brown

**Religious Education Director:** Julie Vaughn

**Planning & Involvement Director:** Andy Spinney

## **PRESCHOOL**

### **Head Teachers:**

Veronica Sullivan  
Kimberly Belt  
Jill Shoemaker  
Gina Brown

### **Instructional Aides:**

Valerie Ripley  
Kim Sinnard  
Emily Flowers  
Samantha Hilvert

## **KINDERGARTEN**

### **Head Teachers:**

Molly Moehring  
Katie Meyer  
Casey Sandfoss

### **Instructional Aide:**

Allison Baker

## **1ST GRADE**

Kim Lang  
Lori Meyer  
Leigh Currin

## **2ND GRADE**

Christina Ashley  
Michelle Hofmann

## **3RD GRADE**

Cindy Siebengurgen  
Holly Hoeting

## **4TH GRADE**

Erin Morgan  
Jeff Wuebbolt

## **5TH-8TH GRADE**

Sharon Rolfes  
Emily Aisenbrey  
Kathy Lynn  
Tricia DiTullio  
Erin Honkomp  
Lizzie Greene  
Michelle Pizzo  
Heather Staley  
Julie Vaughn  
Molly Maxwell

## **SPECIALS**

### **Art:**

Michael Felts

### **Physical Education:**

Jaime McWhorter

### **Technology:**

Austin Brown

### **Spanish:**

Christina Holmes

### **Music:**

Sammi DiTullio

### **Library:**

Kathleen Schill

### **Musical Directors:**

John & Kristie Jung

## **AUXILIARY SERVICES & SPECIAL EDUCATION**

### **Occupational Therapy:**

Becky Bill

### **Enrichment:**

Molly Maxwell

### **Psychologist:**

Courtney Senger

### **Nurse:**

Shannon Dunham

### **Intervention Specialists:**

Hannah Schoenung  
Jessie Collins  
Sarah Kenkel

### **Speech/Language:**

Rachel Epp

### **Instructional Aides:**

Jenny Camardo  
Anne Wilburn

## **CAFETERIA**

### **Manager:**

Kate Carmosino

### **Staff:**

Sherri Freudiger  
Bunny Justice  
Linda Wink  
Kelly Kuethe  
Angie Schultz  
Jamie Hughes

## **AFTER SCHOOL PROGRAM**

### **K-8:**

Katie Moll

### **Preschool:**

Samantha Hilvert

## **MAINTENANCE**

Jeff Cappel  
Drew Breiner

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# OUR LADY *of* VICTORY

## MISSION & BELIEFS

Our Lady of Victory is dedicated to partnering with parents and families to form disciples of Jesus Christ and lead students to Victory through Faith in a challenging, faith-filled environment. Through academics, extracurricular character-building activities, prayer, service, worship, and the celebration of the sacraments; our mission is to nurture the complete growth of all students of varied backgrounds and abilities, to grow in knowledge, grace, wisdom, and spirituality, and to build compassionate, respectful parish and community.

- **WE BELIEVE** that since all Catholics are called to be disciples of the Lord, we challenge everyone – teachers, faculty, students, and parents – to strive to be good disciples of the Lord, after the example of the Blessed Virgin Mary, the first of the Lord's disciples.
- **WE BELIEVE** in respecting, accepting, and celebrating the God-given dignity of all people.
- **WE BELIEVE** that Catholic education should empower all students to live with personal integrity as caring, compassionate people who follow God's will throughout their lives.
- **WE BELIEVE**, with the support of parents and families, that academic rigor, faith formation, and innovative learning opportunities provide our students with confidence as they learn to act and think faithfully, critically, morally, and creatively, preparing them for success in the world that is directed toward the higher good and eternal life.
- **WE BELIEVE** that Catholic education should help children find their particular call in life, recognize their gifts, and inspire them to use these gifts in humble service, enriching their lives and the lives of others.
- **WE BELIEVE** in cultivating a positive environment for student learning, encouraging them to be Christ-like, problem solvers, and responsible.
- **WE BELIEVE** that teachers, administrators, parents and the community share in the privilege of advancing the school's mission.

## RIGHT TO AMEND

This handbook is not a binding contract on Our Lady of Victory School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

## ACCREDITATION

Our Lady of Victory school is accredited by the Ohio Catholic School Accrediting Association. (OCSAA)

## ADMINISTRATION

Our Lady of Victory School is a parish school which operates under the authority and responsibility of the Pastor, Fr. Benedict O'Cinnsealaigh, under the direction of the school principal, Mrs. Amy Matthews, and assistant principal, Mrs. Kelly Hillebrand.

## PERSONNEL

### **Pastor:**

The chief administrative officer with the authority and responsibility for making the parish school policy.

### **Principal:**

The principal implements Archdiocesan and parish policies and school regulations; organizes, administers, and supervises the instructional programs and activities of the school; coordinates and directs the work of all the staff members; and directs the integration of the learning experience provided by the school toward the attainment of established goals.

### **Director of Religious Education:**

The DRE is responsible for the planning of the reception of the sacraments by the children of Our Lady of Victory School. The DRE will assist the teachers and parents and pastor in all aspects of the necessary preparations. The DRE is responsible for coordinating school liturgies.

### **Teachers:**

The teacher is the primary person who implements the policies set forth by the Pastor and the Principal. The teacher is a professional at all times in attitude and relationships with the class, the parents, the administration, and all other personnel. It is the teacher's primary responsibility to encourage and direct the students to achieve the maximum potential in all academic areas.

### **Additional Staff:**

Through State Auxiliary Funds, federal funds, and the Peterson Scholarship, the services of the psychologist, nurse, speech therapist, gifted instructor and intervention specialist are available to our students.

## ADMISSION AND REGISTRATION

### NON-DISCRIMINATION STATEMENT

No student may be excluded from Our Lady of Victory School solely because of race, color, national/ethnic origin, or ancestry.

### SCHOOL AGE

In accordance with R.C. 3321.01, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who

become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

#### EDUCATING STUDENTS WITH SPECIAL NEEDS

Our Lady of Victory School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to apply.

#### ACCURACY OF INFORMATION STATEMENT

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

#### ACCEPTANCE OF REGISTRATION

All new families must complete an application and be accepted prior to registering at Our Lady of Victory School. Families of accepted students will receive notification from the school, and additional registration information. Registration is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration.

If a student has applied for or has received a State of Ohio Scholarship, such as Ed Choice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Returning families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

#### ADMISSION PRIORITIES

The following priority system will determine admission in kindergarten and the first grade. Upon acceptance of application, students will be admitted according to the highest priority level. When registration exceeds class size limitations, priority level and date of registration in the parish will determine admission, and a waiting list will be developed accordingly.

##### **Kindergarten and First Grade**

All kindergartners and first graders whose parents are participating parish members and who have a sibling presently enrolled in the school.

- All kindergartners and first graders whose parents are participating parish members who have had a sibling attend the school in the past.
- All kindergartners and first graders whose parents are participating parish members.
- All kindergartners and first graders whose parents are transferees from another parish and were parishioners in good standing at their former parish.
- All kindergartners and first graders whose parents are not participating parish members, but who have a sibling presently enrolled in the school.
- All kindergartners and first graders who are children of full-time staff employed by the school or parish.
- Private students will be enrolled as resources allow on the first come first served basis.

##### **Grades 2 Through 8**

The following priority system will determine admission in grades two through eight. Upon acceptance of application, students will be admitted according to the highest priority level. In situations when the registration deadline has been reached and registrations exceed class size limitations, priority level and date of registration in the parish will determine admission, and a waiting list will be developed accordingly.

All students in good standing who were enrolled in the school during the previous school year. Students already enrolled in the school program are assured admittance for the upcoming school year if registered during the reenrollment period. After the expiration of the enrollment period, school registration will be accepted on a first come first served basis.

- New students whose parents are participating parish members who have a sibling presently enrolled in the school.
- New students whose parents are participating parish members who have had a sibling attend the school in the past.
- New students whose parents are participating parish members.
- New students whose parents are transferees from another parish and were parishioners in good standing at their former parishes.
- New students whose parents are not participating parish members, but who have a sibling presently enrolled in the school.
- New students who are children of full-time staff employed by the school or parish.
- Private students will be enrolled as resources allow. These students must provide the following documentation prior to registration: a copy of the current or last report card, a copy of the most recent standardized test scores, and two letters of recommendation from current or prior teachers.

*Approved by Pastoral Council 2016/2017*

#### CLASS SIZE LIMIT

It is the intent of Our Lady of Victory Parish to educate as many of the children of parishioners who apply for registration in the school program, as possible, without the limitations of classroom space, number of faculty, and financial feasibility.

Class size(s) for various grades is:

- 18 students per room in preschool
- 20 students per room in kindergarten
- 28 students per room in grades 1-2
- 30 students per room in grade 3-5
- 32 students per room in grades 6-8

*This revised policy was approved by Pastoral Council in 2024.*

## ACADEMIC PROGRAM

#### ACADEMIC EXPECTATIONS

Students at Our Lady of Victory School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as foreign language classes, fine arts, enrichment, and intervention opportunities. Additional support services may be available for students as needed.

#### CURRICULUM

Our Lady of Victory School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.



## RELIGION

Religious education strives to enable students to develop a vital, personal relationship with God and to share the Gospels realistic view of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, catechists help prepare students to celebrate God's love, proclaim God's message and live in accord with this message. The report card grade, however, reflects the student's ability to understand the teachings of the Catholic Church. It is not meant to be an evaluation of growth in their personal spiritual life.

## LANGUAGE ARTS

Language Arts (English, spelling, reading, speaking, and penmanship) are the students most important tools, for without language there would be no communication. Catholic schools seek to help in developing the communication skills so that students can become successful in communicating their ideas and gain confidence and competence in their own abilities to use their language effectively. The language skills should be integrated in every academic area as well as all life skills to serve as foundations of lifelong learning and enjoyment.

## MATH

Mathematics contributes to the development of the whole person by enriching one's life and providing a practical tool for use in solving problems dealing with quantitative concepts in daily living. Mathematical knowledge helps students develop their ability to reason and to think critically and logically, as well as to discover creative ways of solving problems.

## SOCIAL STUDIES

The unique aspect of the social sciences as taught in a Catholic school consists of the added emphasis placed on the dignity and sacredness of the human person. Besides factual knowledge concerning our world, our nation's origin, and development, and causes and effects of historical events, we seek to make the student aware of the needs of all people and nations.

## SCIENCE

In science, children make discoveries about their environment and themselves. Through the use of the scientific method in hands-on activities and other classroom work, they learn to investigate, make hypotheses, test ideas, and draw conclusions. In a Catholic school, students of science will also learn that, as individuals created by God, they must take responsibility for their actions and become stewards of the environment. They will marvel at the beauty of God's creation and be strengthened in their faith because of it.

## HEALTH

Catholic education includes the development of healthful living habits and right attitudes of mental, emotional, physical, and moral values. The philosophy of health of Catholic schools emphasizes the achievement of a satisfying self-concept and the ability to deal with long-term life changes. Students also study and explore different Health related topics, growing in knowledge of these concepts.

## ART

Art education recognizes that beauty not only resides in things but also in the relationships and patterns expressed through things. Art education develops the capacity for visual sensitivity and creative expression through a variety of experiences, observations, and performances in each student so that he or she may integrate beauty with the world around them.

## MUSIC

Music education is an integral part of the Catholic schools' total education program. As such, it provides learning experiences which contribute to the psychomotor, cognitive, and affective development of each student. Participation in physical activities contributes to the development of self-confidence, social skills, and an appreciation of God's gift of life and movement.

## PHYSICAL EDUCATION

In Physical Education students have the opportunity to engage in activities to exercise their bodies as well as their minds. Students learn to play games, follow directions and work together with other classmates. Caring for the body, learning to play fairly and enjoying the fun of competition are important aspects of a healthy person. Physical Education is an important part of a student's education.

## OTHER EDUCATIONAL OPPORTUNITIES

To supplement the curriculum, the faculty, staff, and volunteers provide some additional activities. Computers, Speech Contest, Junior Achievement (economic education programs), School Musicals, Youth Choir, National Junior Honor Society, Student Council, Math Counts the Spelling Bee, Ambassadors Program and Academic Team.

## STANDARDIZED TESTING

Our Lady of Victory School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing. Results of these tests are kept on file in the school office. Results are sent home to the parents. Our Lady of Victory participates in MAP testing 3 times per year.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

## GRADING SYSTEM

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Our Lady of Victory follows the grading system prescribed by the Archdiocese of Cincinnati.

Report cards are issued four(4) times during the school year in all grades K through eight. In grades K through 8, an interim report may be mailed home at midterm if a student's grade in a subject is below a 77%. Both the report card and the interim report need to be signed by the parent and returned to school. Parents of the students in grades 4 through 8 may view grades online. A password will be sent home for parents and students entering grade 4 and to those students new to our school. Teachers are expected to upgrade grades in a timely manner.

Kindergarten and Grade 1 will use the Standards Based Report Card.

Grades 2-3 Codes

### Progress Code

- O – Outstanding
- S – Satisfactory Progress
- N – Needs Improvement

### Effort

1. Satisfactory
2. Need Improvement

Grades 4 - 8 use the following letter grades:

**Progress Code**

A – Superior 93-100

B - Very Good 85-92

C - Satisfactory 77-84

D - Below Average 70-76

F - Failing below 70

**Effort**

1. Satisfactory

2. Need Improvement

*Archdiocese of Cincinnati Pupil Progress Report Revised 2007*

Any requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade for grades K-3, or within one week of date the grade was posted online for students in grades 4-8.

**HOMEWORK**

Homework is an extension of what students are learning in class. When it is assigned, it is intended to supplement classroom learning and deepen a student's understanding of the material. Assignments are expected to be turned in when they are due. Homework is not just the written assignments. Good students conscientiously and independently review the day's lessons to strengthen their foundation for the next day's work. When needed, parents are expected to help their children to make sure that completed homework is turned in on the day that it is due.

**GUIDELINES FOR HOMEWORK COMPLETION**

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

**HONOR ROLL**

Students in grades 4 through 8 are eligible to be placed on the honor roll each quarter. Qualifications for honor roll are as follows:

**First Honors:** Students must earn at least four A's and nothing below a B+ (Academic subjects only)

**Second Honors:** Students must earn a combination of all A's and B's (Academic subjects only)

*Students must earn a grade of C or higher in Art, Music, Physical Education, and Technology classes to be eligible for honor roll. Students with any detentions or suspensions are not eligible for honor roll for that quarter.*

**FIELD TRIPS**

Field trips are an extension of classroom learning. Field trips are considered a privilege, not a right. A fee may be charged for field trips. Since field trips are school sponsored events, students have the same behavior expectations that they do at school, including but not limited to transportation service and field trip destination. No student may attend a field trip unless the required field trip permission form is completed and signed by the parent/guardian. Students may be denied participation for a field trip if they fail to meet academic and/or behavioral requirements. A student may be excluded from the field trip at the discretion of the school administration.

## PROMOTION AND RETENTION

A student is promoted to the next grade upon successful completion of academic requirements in a given grade. To successfully complete academic requirements, a passing grade must be achieved. Retention may be considered if a student's final yearly average is F in two or more major subjects. Major subjects include Religion, Language Arts, Math, Social Studies, and Science. In grade K - 3, students must successfully complete requirements in Math and Reading to be promoted to the next grade.

No child will be retained in any grade level without prior consultation with teachers, school psychologist, principal, and parent(s) or legal guardian. The Principal will make the final decision in regard to the school's decision on promotion or retention. A student receiving a final yearly average of F in any subject must successfully complete one of the following to be promoted to the next grade level:

- Attend summer school
- Complete 30 hours of tutoring by a tutor approved by the Principal
- Complete assigned work in a manner satisfactory to the Principal

Agreement on which option to be chosen must be reached between parents and the principal prior to the last day of school. Written notification must be presented upon completion of the work before the student will be promoted to the next grade level.

## RECORDS REVIEW

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. According to the Family Education Rights and Privacy Act, parents have the right of access to records. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## WITHDRAWAL/DISENROLLMENT FOR ACADEMIC REASONS

A student may be asked to withdraw for academic reasons from Our Lady of Victory School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. Our Lady of Victory School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

## WITHDRAWAL/DISENROLLMENT OF STUDENTS BASED UPON THE CONDUCT OF PARENTS/GUARDIANS

Our Lady of Victory School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
- A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.

A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

#### ALTERNATE EDUCATION POLICY

In addition to the regular educational program, Our Lady of Victory offers support in the areas of reading, speech and language, enrichment, and intervention. State and federal monies fund these programs. Students must qualify to be served by these programs.

There may be circumstances when it would be suggested and/or implemented by the administrator that a student interrupt his/her studies at OLV and continue his/her education in a different environment. Such an action could be necessitated by any emotional, psychological, or behavioral condition, which could disrupt the atmosphere of education, and moral standards set by our school. In such a case an alternate education program could be presented to the student and his/her parent. Each incident should be considered on an individual basis resulting from a conference between the student, parent or legal guardian, principal and pastor.

#### TEMPORARY HOME INSTRUCTION

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

#### CONFLICT RESOLUTION

Efforts to resolve issues should begin with the teacher or staff member with whom the questionable incident occurs. If a parent/teacher conference fails to resolve this issue, the parent may decide to contact the principal.

The parent, teacher and principal shall then meet to work toward a solution. If the issue for resolution cannot be resolved at this level, the parent, teacher, principal, and pastor shall meet to seek a solution. The Our Lady of Victory Christian Conciliation Process may be initiated if necessary.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

#### CHALLENGES TO INSTRUCTIONAL MATERIALS POLICY

If informal discussions fail to resolve a complaint about materials being used in the instructional program, the following formal procedure is observed:

- All complaints to staff members shall be reported immediately to the school principal, including those received by telephone, letter or personal discussion.
- The complainant will be provided with a form, which must be completed before consideration may be given to the complaint.
- The principal appoints a review committee.
- Materials subject to complaint need not be removed from use pending committee study and final action of the review committee unless directed by the principal.
- The committee will review the material in question and form opinions based on the material as a whole. The committee shall review the challenged material. The committee may decide that the questioned material be a.) retained without reservation, b.) retained with reservation or restrictions of its use, or c.) not retained.

- The teacher and any other person involved in the selection or use of the material will also have an opportunity to address the committee. The committee may, in addition, call other staff and community members as it deems necessary.

*Approved by Pastoral Council Nov. 8, 2000.*

## **FAITH FORMATION**

### **RELIGIOUS EDUCATION**

Our Lady of Victory School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

## **ATTENDANCE**

### **THE SCHOOL DAY**

#### **Morning Arrival:**

- Preschool: 8:00am-8:30am
  - All carpools enter South Lot and follow PK lane and pull up to door.
  - A staff member will be there to help.
  - Parents asked to help child get out of car seat and gather belongings.
  - Exit up the hill through North Lot.
  - All students in a preschool carpool no matter grade level may enter this door.
  - If parents wish to walk student into building, please park behind church and walk down the hill.
- K-8: 7:45am-8:20am
  - All carpools dropped off in South Lot only
  - Drop off time starts at 7:45 am
  - Students exit car and enter the cafeteria.
  - Students will go directly to their classroom. There will be no gathering of students in the cafeteria.

Traffic Pattern for Morning: See diagram at the back of handbook

Walkers should enter door in preschool hallway, by field 5/playground.

Car riders are to be dropped off in the South Lot. Students are not to walk in grass and must stay along the sidewalk. A faculty member will be present each morning for supervision of students entering the building safely. Please do not use the upper parking lot in front of the library. That area is reserved for persons who work in the parish offices, or for children with medical conditions that necessitate their temporary use of the top lot.

#### **Dismissal:**

WALKERS: Students walking to and from school, who must cross Neeb Road, are required to cross at the supervised crosswalk in front of the school building. Seventh and eighth grade students who volunteer their time are on duty from 3:00 - 3:10 p.m. to assist students in crossing safely. Walkers not crossing Neeb Rd. are required to use steps and walkway in lower lot to exit.

BUS RIDERS: Students must ride the bus designated for them. Permission for a student to ride a bus can only be obtained from the bus company (Oak Hills).

Students are dismissed according to order of the arrival of the buses. Students will wait in their homerooms until their bus number is called. Misconduct will not be tolerated on the buses. If a student violates the bus regulations, she/he will be reported to the bus driver and/or the principal. Appropriate action will be taken to maintain order on the school buses to ensure the safety of all.

CAR RIDERS: To ensure the safety of every child dismissed as a car rider, the following dismissal plan will be facilitated and supervised by school personnel.

– Preschool: 2:45pm-3:00pm

- Park in South Lot.
- Proceed to doors in between main school building and gym.
- Staff member will bring your child to you.
- K-8 students in a preschool carpool will be dismissed at 3:00 to cafeteria door in the south lot.

– K-8: 3:00pm

- All carpools picked up in North Lot.

When all the children are safely in their vehicles, a supervising teacher will motion to the first car in the first row to begin exiting. Cars will then exit row by row in an orderly fashion. Any late arriving vehicles will be directed to the end of the line. No children will be dismissed to these cars until the first wave of vehicles has left. Drivers are asked not to elongate the first rows by wrapping along the back of the lot. This creates congestion and limits visibility.

– Half Day Preschool Pick-up: 12:00pm

- Park in North Lot.
- Walk down cemetery path and meet at back door by Field 5.
- Staff member will bring your child to you.

At no time will children be allowed to run or walk in the parking lot while vehicles are exiting. We ask that all vehicles park in a forward direction so that no one has to put his/her vehicle in reverse to exit. Once all of the vehicles have exited, school personnel will walk any remaining students back to the main entry in front of the office to wait for their parents. No child will be left unattended.

Our objective is to minimize the opportunity for unfortunate accidents by creating and maintaining a safe and orderly system for dismissal. We ask that no vehicles are parked in front of Church for a quick exit. All vehicles must be parked behind the Church. All vehicles must follow the traffic pattern out of the parking lot. At no time is it permissible to park along the Church and leave the parking lot when you have your child.

We hope that all parents and guardians will cooperate to achieve this goal. Parents who do not follow these safety guidelines will be asked to make alternate dismissal arrangements.

Traffic Pattern for Afternoon: See diagram at the back of handbook

Bicycles – Due to the heavy traffic on Neeb Road and the safety of parking a bike outside all day, students are not permitted to ride bicycles to or from school.



## EARLY DISMISSAL

Early dismissal from class must be processed at the school office. When writing a request, the time must be stated and also who will pick up the student at the office. The office will notify the student's teacher. No student may leave school until the office is notified. STUDENTS MUST BE PICKED UP AT THE SCHOOL OFFICE. PLEASE CALL THE SCHOOL OFFICE ONLY 347-2072 IF YOUR CHILD NEEDS TO LEAVE EARLY. AN EMAIL OR TEXT MAY BE MISSED.

When picking up a student early, please call the office and stay in your car. We will watch your student proceed to your car in the parking lot.

## DAILY ATTENDANCE

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through absences can be difficult to make up, without participation in daily classroom discussions and work. Students are expected to be in attendance for all days which are scheduled for instruction. Reasonable causes for children to miss school include personal illness, a family death, or a family emergency.

## TARDINESS

A student that misses any part of the school day, less than two hours will be marked tardy. Arriving after 8:20 is a tardy. Leaving before 3:00 or in the middle of the day for a short period of time will also be recorded as a tardy. Leaves for more than two hours, but less than a whole day will be recorded as a half day absent. Tardy students should bring a note and report to the school office for an admittance slip for their homeroom teachers. Students are marked tardy even if they have a legitimate excuse for coming late to school.

## APPOINTMENTS, SCHEDULED EVENTS, VACATIONS

When possible, medical, and dental appointments should be scheduled outside of school hours. Being an educational institution, Our Lady of Victory does not recommend taking students out of school for vacations. However, if parents find it necessary to take students out of school, they must send a note to the school office and notify the student's teacher in advance. Assignments, worksheets, etc. will be collected during the student's absence. These assignments can be retrieved upon the student's return to school. Teachers need to be notified a week in advance if assignments are requested prior to the student's absence.

## MAKE UP WORK

For all absences, students are responsible for doing the work, including tests, that they have missed during their absences. Students will have one day for every day absent to complete assignments upon their return to school. For example, for a student who was absent one day, newly assigned work would be due the next day after his/her return (two days after the absence). A student who misses four days of school would need to turn in all make up work upon the fifth day after his/her return. In some unusual cases, the deadline may be set by the administration. Due dates for long term assignments will not be altered without teacher or principal approval. It is the student's responsibility to check with their teacher about missing work when they return to school to verify assignments and turn-in dates.

## EDCHOICE SCHOLARSHIP EXCUSED ABSENCE POLICY

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons.

- Illness or injury of the child. The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.



- Illness in the family necessitating the presence of the child. The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- Death of a relative. The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student.
- Medical, Behavioral or dental appointment. The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request.
- Observance of religious holidays. A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.
- College visitation. The parent/guardian must provide documentation from the college, university, or technical college verifying the date and time of the visitation.
- Absences due to the child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for foster care changes and placement.
- Absences due to the child being homeless. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for homelessness, as well as any changes in the mailing documentation for the student.
- Children of Military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with ORC 3301.60

In addition, as passed by the Ohio General Assembly (Ohio Revised Code 3321.041), the following is also an excused absence:

Out-of-state enrichment activities or extracurricular activities. A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.

All excused absences must be documented as stipulated in the EdChoice Scholarship Program Excused Absence Policy. Documentation for excused absences must be maintained in the student's file.

#### **EXCESSIVE ABSENCE AND/OR TARDY**

Excessive absence and habitual truancy is defined by the Ohio Department of Education and Workforce as follows:

##### **Excessive Absence**

Being absent without legitimate excuse from school more than 38 instructional hours in a month, or absences exceeding 65 instructional hours for the entire school year.

##### **Habitual Truancy**

Being absent 30 consecutive hours without legitimate excuse, 42 hours without legitimate excuse per month, or 72 hours without legitimate excuse per school year.

Additionally, when a student arrives after the start of the school day, leaves before dismissal, or is out of school for any reason during the school day, his or her attendance will be considered "incomplete" for that day and will be designated as a tardy on their attendance record. Excessive, unexcused absence, or tardiness may result in a failure to pass the current grade.

Students with excessive absences or habitual truancy may be placed on a probationary contract. As a result, summer tutoring and/or retention may be required. Repeat offenders may be reported to the local truancy officer. An exception could be made in the event of a student's hospitalization or chronic and prolonged illness following a conference between the parents, the school administration, and the student's teachers. In such an event, the student's physician must write a letter to the principal which documents the student's absences from the classes as a result of the illness.

### REPORTING AN ABSENCE

In accordance with the Child Safety Act, a student's absence must be reported to the school office (513-347-2072) before 9:00 a.m. each day the student will be absent. A message left on voice mail must include the caller's name, the student's name, grade number, and homeroom teacher, the date of absence, reason for absence, and how homework should be sent home. Upon return to school, the parent/guardian must send a written note to the homeroom teacher stating the reason for the absence. These notes regarding absence are kept for verification of attendance.

An unexcused absence from school will warrant proper corrective action.

## ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

Our Lady of Victory School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Our Lady of Victory School when determining whether to admit or retain a student.

### STUDENT PREGNANCY

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

### GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same. The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex..

- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

- What is the specific request of the student and/or parents?
- Is the request in keeping with the teachings of the Catholic Church?
- Is the school reasonably able to accommodate the request?

## HEALTH AND SAFETY

### MEDICAL INFORMATION

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

### EMERGENCY MEDICAL AUTHORIZATION FORMS

Each student is required to have an Emergency Medical Authorization Form on file in the school office containing the following information:

- Parent's or Guardian's name(s)
- Complete and up-to-date address
- Current home, work and cell telephone numbers
- Emergency telephone number of a friend/relative who may pick up the student if the parent is unavailable.
- Physician's full name and telephone number
- Medical alert information

Parents are required to notify the school at once if there is a change in emergency contact or medical alert information. If we are unable to reach the parents, a friend/relative listed on the Emergency Medical Authorization Form will be contacted to pick up the ill/injured student. These forms are taken with students on all field trips.

### ACCIDENTS

Serious accidents are to be reported to the school office. Teachers send injured children to the nurse. Parents are informed of injuries as deemed necessary by the nurse. This is determined by the severity of the injury, need for possible further evaluation by medical personnel and/or continued monitoring by the parents, and the child's overall reports of discomfort and reaction to the injury. In an extreme emergency if all attempts to reach parents and/or designated emergency contact have been unsuccessful, the parent's signature on the Emergency Medical Authorization Form assists the principal and the nurse in admitting a child to the emergency room. Therefore, it is important that the entire form, including any medication a child is taking, is completed in order to assist emergency room staff in providing the best care possible to a child.

### SPECIAL HEALTH CONCERNS

If your child is allergic to any medication, food allergies, bee stings, etc., or has anything we should know about such as a heart condition, a hearing problem, diabetes, etc., please notify the nurse at the beginning of each school year so necessary precautions can be taken. This information will be kept on file so that we can pass it on to teachers. If there is any reason your child should not be permitted to take part in physical education classes, whether this is occasionally or on a regular basis, please notify your child's physical education teacher promptly in writing.

## MEDICAL ALERT IDENTIFICATION TAGS

Some children have health issues that are life threatening and may require emergency medical treatment. Though a child's teacher is aware of the special needs of a particular child, the first adult on the scene in an emergency may not understand the potential seriousness of a student's condition. Therefore, we recommend that the parents of these children purchase a necklace or bracelet that identifies the child's medical condition so that appropriate treatment can be administered in an emergency situation.

## Overnight Field Trips

All medication needed for these trips **MUST** have separate medication forms from those at school and medication should be sent from home to the Principal or teacher in charge of the field trip.

## ADMINISTERING MEDICATIONS TO STUDENTS (R.C. 3313.713)

Our Lady of Victory School follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1. The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
2. The school receives a statement, signed by the prescriber, that includes the following information:
  - The name and address of the student;
  - The school and class in which the student is enrolled;
  - The name of the drug and the dosage to be administered;
  - The times or intervals at which each dosage of the drug is to be administered;
  - The date the administration of the drug is to begin and end;
  - Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
  - Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2) changes;
4. The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;

5. The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6. Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- The student's name and address;
- The names and dose of the medication contained in the autoinjector;
- The date the administration of the medication is to begin and end, if known;
- Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- Circumstances in which the auto injector should be used;
- Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- At least one emergency telephone number for contacting the prescriber in an emergency;
- At least one emergency telephone number for contacting the parent/guardian; and
- Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

## MEDICATION ADMINISTERED AT SCHOOL

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

A student may bring cough drops to school if accompanied by a note from a parent giving permission for their use. The cough drops are to be kept in the health room.

It is imperative to recognize that there are certain limitations to the responsibilities that the school can assume in administering medications.

It is the student's responsibility to come to the health room to take the medication.

A rigid time schedule for administration of medication cannot be guaranteed.

If the parent/guardian prefers to personally administer the medication, arrangements should be made with the student's teacher.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes. Misuse and/or failure to keep medications safe and out of the hands of non-authorized persons may result in disciplinary and civil consequences to both the authorized student and his/her parent.

All medication for students MUST be picked up at the health room before the end of the school year. Unclaimed medications will be kept in the office until the last day of school after which they will be destroyed.

## DIABETIC CARE POLICY

Our Lady of Victory School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

Our Lady of Victory School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

- Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- Responding to blood glucose levels that are outside of the student's target range;
- In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- Providing oral diabetes medications;
- Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
- Following the treating physician's instructions regarding meals, snacks, and physical activity; and



- Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

#### SCHOOL ADMINISTRATION OF DIABETES MEDICATIONS

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313. 7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of the following information:
  - The name and address of the student;
  - The school and class in which the student is enrolled;
  - The name of the drug and the dosage to be administered;
  - The times or intervals at which each dosage of the drug is to be administered;
  - The date the administration of the drug is to begin;
  - The date the administration of the drug is to cease;
  - Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - Any special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
4. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6. Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

#### STUDENT ADMINISTRATION OF DIABETES MEDICATIONS

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in

accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school related activity, and to possess on his/her self at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

#### SEIZURE ACTION PLAN

ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parents or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

#### NON-RESTRICTION DISCLAIMER

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

#### OUR LADY OF VICTORY SCHOOL POLICY ON STUDENT USE OF MARIJUANA

Our Lady of Victory School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Our Lady of Victory School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

#### CHILD PROTECTION

Our Lady of Victory School follows all Archdiocese of Cincinnati mandates and R.C. § 2151.421 regarding reporting suspected child abuse or neglect.



## IMMUNIZATIONS

Our Lady of Victory School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although Our Lady of Victory School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

According to Section 3313.67 of the Ohio Revised Code, the school must report to the immunization status of all students to the Ohio Department of Health. Students not immunized in accordance with state requirements must be excluded from school until their immunizations are in compliance with Ohio state law. Any deficiencies in immunizations will be communicated to the parents who are then responsible for seeing that the student receives the required immunization(s) and that official documentation is submitted to the school nurse to be included in the student's health file.

**TB Policy:** A travel questionnaire {completed each year by the parent} must be submitted for each student in order to determine the need for TB testing in accordance with Ohio State Law Revised Codes 3301.17 and 3301.13. If a TB test is required, the school nurse will notify the parents.

## NURSE

A full-time nurse, funded through state funds, is on duty during school hours. If your child should become ill at school or an injury occurs that warrants notification, the parent will be informed by the school nurse. The nurse is permitted to treat only minor injuries.

The nurse is also available for consultation regarding health concerns, as well as being a resource person for health-related programs.

## HEALTH SCREENINGS

Our Lady of Victory School provides routine health screenings, which are conducted as follows:

- Vision screening -grades K, 1, 3, 5, 7
- Hearing & impedance {checks middle ear function} - grades K - 3
- Hearing only - grade 5
- Scoliosis -grades 5, 6, 7, 8 {film is shown to 5th grade students}

Communicable disease {such as lice, scabies} - any grade whenever applicable. Please call the school office if your child is absent from school due to a communicable disease. Precautions may need to be taken to protect other children.

## CHILDHOOD SICKNESS/ILLNESS

At her discretion, the school nurse may require a written statement from the physician for reentry into school following an illness. Illnesses for which a note may be required include but are not limited to the following:

- |                              |                              |                                     |
|------------------------------|------------------------------|-------------------------------------|
| • Measles                    | • Impetigo                   | • Head Lice - Students may be       |
| • Chicken Pox                | • Scabies                    | readmitted to school only if found  |
| • Mumps                      | • Streptococcal infections   | by the school nurse to be nit-free. |
| • German measles {Rubella}   | (strep throat/scarlet fever) |                                     |
| • Whooping cough {Pertussis} | • Ringworm                   |                                     |

## PROCEDURE FOR DETERMINING WHETHER TO SEND A CHILD TO SCHOOL

Parents should not send a child to school in the following situations:

**Fever:** If your child has a fever (a temperature of 100.0 F or greater) they should remain at home until they have been fever free for a full 24 hours without giving Tylenol or Ibuprofen and they have returned to their typical behavior. If your child is sent home from school with a fever, he/she may not attend school the next day. If your child wakes up with a fever, do not give fever reducing medicine and send them to school.

**Vomiting and/or diarrhea:** Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a full 24 hours and have resumed a typical diet. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

**Cold/Cough:** If the nasal drainage is thick and green or if your child has a persistent or productive cough that makes him or her uncomfortable or is disruptive to the learning process, please keep your child at home and consider consulting with your child's physician.

**Infection:** If your child has been diagnosed with strep throat or "pink eye," they must remain at home until fever free and they have received 24 hours of antibiotic therapy. A note may be required for reentry into school.

## NUTRITION EDUCATION

Our Lady of Victory School will implement the health objectives as stated in the Archdiocesan Graded Course of Study for Science and Health.

- Each lunch period will be scheduled for the students to be seated and eating healthy lunches following national school lunch guidelines.
- Free and reduced lunches will be available and provided for those who qualify.

## PHYSICAL ACTIVITY

- All students at Our Lady of Victory School will participate in the school's physical education program.
- Physical Education programs will implement the objectives of the Archdiocesan Grades Course of Study for Physical Education.
- All classes will have access to recess according to the school's schedule.
- Students and families are encouraged to participate in parish, school and community sports programs and to be physically active outside of school.

## NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON SCHOOL CAMPUS DURING THE SCHOOL DAY

- The Our Lady of Victory School daily hot lunch program will follow nutritional guidelines established by Ohio Department of Education, Office of Child Nutrition Services.
- Drinking fountains will be available in every building.

## GUIDELINES FOR REIMBURSABLE SCHOOL MEALS

Our Lady of Victory School will continue to follow state and federal guidelines and procedures for reimbursement for the daily hot lunch program.

## FOOD ALLERGY POLICY

***The goals of this policy are:***

To maintain the health and to protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities.

To ensure the interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.

To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies throughout their school years in the educational setting and at all school functions.

In order to accomplish these goals, cooperation and shared responsibility are needed.

### ***Family's Responsibility***

- Notify the school of the child's allergies.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, and on the school bus.
- Provide written medical documentation, instructions, and medications as directed by a physician. If the child uses a bus service, inform the bus service of the plan.
- Provide properly labeled medications and replace medications after use or expiration.
- Educate the child in the self-management (age appropriate) of his/her food allergy including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods
  - Symptoms of allergic reaction
  - How and when to tell an adult that they may be having an allergy-related problem
  - How to read food labels (age appropriate)

### ***School's Responsibility***

- Review the health records submitted by the parents and physicians, and forwarded records from previous schools.
- Identify school personnel to work with parents and the student to establish a prevention plan.
- Ensure that all staff members who interact with the student understand food allergies, can recognize symptoms, and know what to do in an emergency.
- Ensure that medications are stored properly.
- Train school personnel to administer medications.
- Discuss field trips with the parents to decide appropriate strategies for managing the food allergy.
- Monitor classroom projects to ensure there are no food allergens.
- Provide alternative treats for the child with a food allergy for classroom parties.

### ***Student's Responsibility (age appropriate)***

- Do not trade foods with others.
- Do not eat anything with unknown ingredients or that may contain an allergen.
- Be proactive in the care and management of one's food allergies and reactions based on one's developmental level, being able to describe symptoms, and when/how to use medications.
- Know to notify an adult immediately if something potentially containing allergens is eaten.

### **FOOD FOR SALE POLICY**

Our Lady of Victory School will continue to follow state and federal guidelines and procedures for reimbursements for the daily hot lunch program and all foods sold in school. All food sold or served is compliant with the USDA guidelines.

Ala carte snacks that are sold during the lunch period are compliant with the standards of <200 calories, <23mg. sodium, <35% total fat from calories, <10% sat. fat, 0 trans fat, and <35% weight from sugar.

### **SAFETY PLAN**

Our Lady of Victory School files a completed safety plan with the state of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. Our Lady of Victory School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state. Escape plans are posted inside each classroom. During tornado drills each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall. Children are moved to those designated areas in a safe, quiet, and orderly manner.

OUR LADY OF VICTORY SCHOOL WILL ATTEMPT TO RESPOND FULLY AND PROMPTLY IN THE EVENT OF A CRISIS, WITHIN THE BOUNDARIES OF THE SAFETY AND PRIVACY OF THE STUDENTS, STAFF, PARENTS, AND OTHER CONSTITUENCIES.

Possible crises to consider are: fire, tornado, bomb threat, school explosion, school bus accident, student death, or school intruder.

The principal is the official spokesperson during any crisis situation. If the principal is unable to fulfill this responsibility, another staff member will be designated as spokesperson.

The principal has the responsibility of notifying or arranging for the notification of employees, pastor, and/or diocesan superintendent, and, if needed, the media. The school office will serve as the crisis communication center. In the event that the school office cannot be utilized, an alternate location will be the crisis communication center.

In the necessity of clearing the building during a crisis situation, the students move onto the playground area. If weather or potentially dangerous conditions prevent students from remaining on the playground, the students will move to C.O. Harrison School, 585 Neeb Road until transportation home is arranged.

In the event that the school is somehow damaged beyond use for a period of time, the principal will decide where Our Lady of Victory will hold classes.

#### ***Student Death (Trauma)***

In the event of a student death, suicide, or other extreme stress causing crisis, the following team will be available to assist students and their families:

- Counseling Team - Our Lady of Victory School - Fr. Benedict O'Cinnsealaigh; Mrs. Amy Matthews, principal; Mrs. Kelly Hillebrand, assistant principal; Mrs. Shannon Dunham, school nurse; Mrs. Courtney Senger, school psychologist

## **STUDENT CODE OF CONDUCT AND DISCIPLINE**

Our Lady of Victory School is committed to providing a safe, positive learning and working environment for everyone in the school community. Discipline goals focus on fostering respect for all and recognizing the dignity of each person. The Student Code of Conduct governs student activities at all times on or off school property when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes or reputation of Our Lady of Victory School.

### **PBIS - POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

We have a vision of a Victory where students are even kinder, teachers are even more positive, and everyone is united by a common language and common goals. We want our school to be so infused with our Victory Values that it's impossible to spend a minute in our school without knowing who we are. We are Christ-like. We are problem-solvers. We are responsible.

We want you to know that PBIS is research-based. School climate is all about relationships, and we are most effective in our relationships with students when we provide five positive messages for every negative message. (In case you're wondering, the research showed the same results in other relationships, too.)

PBIS is also based on the idea that when students make mistakes in behavior, it is an opportunity for learning and growth. When students make a mistake on a math problem, we teach them and help them. When students struggle with reading or writing, we work hard to help them develop the skills they need to succeed. When students struggle with behavior, we want to teach them and help them practice meeting our high behavioral expectations. We want to build skills and a positive, supportive community.

Using the PSIS framework, we will teach students exactly what it means to be Christ-like, to be problem-solvers, and to be responsible in each aspect of their day at school. We will go over examples and non-examples. We will practice. We will remind students often. And we will acknowledge students when they demonstrate our Victory Values. After all, how many of us would feel good about coming to work every day without acknowledgement: without a paycheck or gratitude for our efforts? People of all ages want to work hard and contribute to a positive community when they feel valued and appreciated.

PSIS will be implemented by balancing an acknowledgement system, based on our behavior expectation matrix, and discipline policies as outlined in this handbook.

Expectations ► School Settings ▼	CHRIST-LIKE value/how to treat others	RESPONSIBLE how to be a student	PROBLEM-SOLVER what to do when adults aren't there
<b>classroom</b> voice level:0-2	<ul style="list-style-type: none"> <li>• listen to person speaking</li> <li>• use kind words and actions (Golden Rule)</li> <li>• following directions</li> <li>• enter classroom quietly ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• use materials directed</li> <li>• clean up after yourself</li> <li>• complete work</li> <li>• be prepared</li> <li>• be honest</li> <li>• be on task</li> </ul>	<ul style="list-style-type: none"> <li>• reread directions</li> <li>• think of possible solutions</li> <li>• keep hands and feet to yourself</li> <li>• walk</li> </ul>
<b>restroom</b> voice level:1	<ul style="list-style-type: none"> <li>• respect others' privacy</li> <li>• stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>• flush toilet</li> <li>• 1 pump of soap, 3 paper towels, 2 minutes in restroom</li> <li>• paper towels in garbage can</li> <li>• shake hands over sink</li> </ul>	<ul style="list-style-type: none"> <li>• tell a teacher if there is a restroom problem</li> <li>• if you see a mess, clean it up</li> <li>• use restroom at appropriate times</li> </ul>
<b>hallway</b> voice level:0	<ul style="list-style-type: none"> <li>• when you see someone you know, smile</li> <li>• silent</li> <li>• complete errands in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• quietly close lockers</li> <li>• keep hands and feet to yourself</li> <li>• walk facing forward in line</li> </ul>	<ul style="list-style-type: none"> <li>• surroundings</li> <li>• get to class on time</li> </ul>
<b>cafeteria</b> voice level:1-2	<ul style="list-style-type: none"> <li>• raise hand</li> <li>• only touch your food</li> <li>• use table manners</li> <li>• keep hands and feet to yourself</li> <li>• make room for and include everyone</li> </ul>	<ul style="list-style-type: none"> <li>• clean up after yourself</li> <li>• use indoor voices</li> <li>• speak only with people at your table</li> <li>• walk</li> <li>• listen and follow direction</li> </ul>	<ul style="list-style-type: none"> <li>• help clean all trash, even if it's not yours</li> <li>• try to open things by yourself first</li> <li>• eat before talking</li> </ul>
<b>playground</b> voice level:3-4	<ul style="list-style-type: none"> <li>• use playground equipment properly</li> <li>• include others</li> <li>• use kind words and actions</li> <li>• listen to adults on duty</li> </ul>	<ul style="list-style-type: none"> <li>• follow directions immediately</li> <li>• collect belongings before coming inside</li> <li>• keep hands and feet to yourself</li> <li>• stay in boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• share equipment and take turns</li> <li>• try to solve problems before going to a teacher</li> <li>• tell a teacher if there is dangerous situation</li> </ul>

### ***Rewards And Acknowledgements***

Providing acknowledgements promotes a positive school climate. It reinforces our school-wide expectations and values while encouraging positive staff/student interactions. Through providing more acknowledgements, we hope to foster a positive school culture, focus on appropriate behaviors and success, and reduce the need for correcting misbehaviors.

### ***Positives Vs. Negative***

Using an acknowledgment system is proven to be successful when following the 5: 1 ratio of positive to negative reinforcement. Positive reinforcement may come in the following format:

- Verbal praise
- Phone call or letter home
- Positive notes
- Stickers

Whether in school, on the playground, or in Church, if disciplinary situations arise, the teacher and the student(s) involved will discuss the problem and plan to work toward a solution. If the seriousness or frequency of a problem warrants, the teacher will notify the principal and/or parents/guardians. If warranted, a meeting will be scheduled with the teacher, parents/guardians, and principal.

Our Lady of Victory School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for Our Lady of Victory School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, Our Lady of Victory School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

### CONDUCT IN OR OUT OF SCHOOL

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

Our Lady of Victory School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

### ILLEGAL SUBSTANCES

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

### OUR LADY OF VICTORY SCHOOL HARASSMENT, INTIMIDATION, AND BULLYING POLICY

It is the policy of Our Lady of Victory School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

#### ***Definition of Terms***

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance



might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

### ***Types of Conduct***

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying"). Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, blogs, or social media/networks;
  - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

## **COMPLAINTS REGARDING HARASSMENT**

### ***Formal Complaints***

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

### ***Informal Complaints***

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

### ***Anonymous Complaints***

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.



## SCHOOL PERSONNEL RESPONSIBILITIES

### ***Teachers and Other School Staff Responsibilities:***

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

### ***Administrator Responsibilities:***

#### **Investigation**

- The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses.
- Written statements may also be obtained from these individuals

#### **Response**

- Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
- When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
- Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
- Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

## Reporting

- Report to the Parent or Guardian of the Offender: If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
- Report to the Parent or Guardian of the Victim: If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
- Police and Child Protective Services: Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

## Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

## GENERAL BEHAVIORAL EXPECTATIONS

### *Primary Grade Behavior Policy PK- 3*

Due to the self-contained nature of the primary grades, teachers in grades PK-3 will establish discipline and communication methods within their individual classrooms, but be consistent at each grade level.

### *Behavior Policy And Procedure For Rule Infraction Grades 4-8*

Every student will be issued a behavior card to keep inside his/her homework notebook. To protect the privacy of all students, behavior cards will be kept inside an envelope in the assignment notebook. When an inappropriate behavior occurs, the supervising teacher or adult will issue points and mark the child's behavior card accordingly. Parents are required to sign all behavior points the night of the day they are received. Students will receive a new behavior card each quarter. All students will start back at zero points. Students will not be on the honor roll if they have had a detention during the quarter.

**Step One:** After a student accrues five points, a detention and conduct referral slip will be issued. The parent must sign the conduct slip and the student must return it to the office by the due date to avoid further consequences.

**Step Two:** After a student accrues ten points, a detention and conduct referral and conference with the parent(s) will be issued. The parent must sign the conduct slip and the student must return it to the office by the due date to avoid further consequences.

**Step Three:** After a student accrues fifteen points, a one day out of school suspension and a conference with will be issued. The student will also be on probationary status for the remainder of the quarter. (See "Athletics Participation Policy" for additional consequences.)

### *Conduct Card*

In order to better track behavior and analyze what behaviors need our focus, all students will follow the following conduct card. Teachers in grades K-3 will track student behavior in a behavior folder. Students in grades 4-8 will carry the cards with them throughout the day. Students in grades 4-8 will receive a new card each quarter.

Students in grades K-3 will not accrue to detentions. If a student in grades 4-8 accrues 5 points in a quarter they will serve a detention after school. The handbook policy on automatic detentions and severe behavior consequences will be followed. A parent should be notified if a student has three marks on their behavior card in one quarter. Grades 4-8 should also have students sign each point the day they are received.

#### CONDUCT CARD FOR K-8

NAME:			HMRM:		QRT:
<b>CH</b>	Misbehavior at Mass	<b>R</b>	Not returning signed forms/papers	<b>V</b>	Hitting/kicking (automatic office referral)
<b>B</b>	Inappropriate behavior/ dishonesty	<b>M</b>	Not bringing materials to class	<b>D</b>	Disrespectful behavior or attitude (use office referral if blatant defiance/insubordination)
<b>DC</b>	Disturbing the class/ excessive talking	<b>NC</b>	No having conduct card when asked	<b>C</b>	Coping homework, cheating, forgery, plagiarism (automatic office referral)
<b>L</b>	Inappropriate language	<b>E</b>	Use of electronic device at inappropriate time	<b>A</b>	Alienation/bullying (automatic office referral)
<b>FD</b>	Refusal to follow directions/ not on task	<b>P</b>	Playground violation	<b>DP</b>	Intentional destruction of property (office referral)
<b>G</b>	Gum/food	<b>U</b>	Uniform/dress code violation	Severe behavior and handbook violations will be referred to administration to administer appropriate consequences. Please refer to handbook for continuing conduct policies.	

#### AUTOMATIC DETENTION/CONSISTENT POINTS

Behaviors of more serious nature may result in multiple marks on the conduct card or an automatic detention depending upon the severity of the misconduct. Examples of such behaviors include, but are not limited to, the following:

- Cheating
- Forgery
- Plagiarism
- Unsafe behavior
- Bullying
- Derogatory comments/ racial discrimination
- Damage to others'/ school property
- Use of electronic devices
- Use of obscenity (verbal/written)
- Deception/Lying
- Skipping detention

## OUT OF SCHOOL SUSPENSION

In order to ensure a safe environment, certain behaviors may result in suspension and could lead to expulsion depending on the severity of the misconduct. The principal will determine the terms of and the length of the out of school suspension and notify the parents. The student's work may be sent home in the same manner as if the student was absent. Work must be completed and turned in upon students return to class. Examples of such behaviors include, but are not limited to, the following:

- Sexual Harassment
- Vandalism
- Theft
- Immoral Behavior
- Fighting
- Disrespect
- Bullying Weapons
- Lying
- Defiance
- Abusive/Aggressive behavior
- Possession, use, or sale of drugs/alcohol
- Leaving school without permission
- Complete disregard for school rules
- Repeated behaviors of any sort
- Possession, use, or sale of tobacco
- Physical assault, sexual harassment, or verbal harassment of any student, member of the staff or other person in authority.
- Derogatory comments/racial discrimination

## EXPULSION

Based on the severity of the inappropriate behavior, a student may be a candidate for expulsion. A student will also be a candidate for expulsion if there is a consistent pattern of behavior unacceptable to Our Lady of Victory School. Past discipline will be taken into consideration when determining consequences and level of severity. Examples of such behaviors include, but are not limited to, the following:

- |                    |   |   |
|--------------------|---|---|
| Sexual Harassment: | Felony conviction:                          | Gross misconduct:   |
| • Vandalism        | • Weapons                                   | • Repeated behaviors of any sort  |
| • Theft            | • Lying                                     | • Possession, use, or sale of tobacco   |
| • Immoral Behavior | • Defiance                                  | • Physical assault, sexual harassment, or verbal harassment of any student, member of the staff or other person in authority. |
| • Fighting         | • Abusive/Aggressive behavior               | • Derogatory comments/ racial discrimination  |
| • Disrespect       | • Possession, use, or sale of drugs/alcohol |   |
| • Bullying         | • Leaving school without permission         |   |
| • Bomb threat      | • Complete disregard for school rules       |   |
|                    | • Arson                                     |   |

## PROCEDURES TO BE FOLLOWED IN CASES OF SUSPENSION AND EXPULSION

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- The case will be discussed with relevant staff, parents and the pastor.
- The parents and student will meet with the principal.
- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### ***Bus Conduct***

The need for strict adherence to school bus discipline is critical. Children causing a disturbance are actually putting themselves, the other children, and the driver in a very perilous position.

Student regulations when riding a school bus, students shall:

- Be expected to walk a reasonable distance to the bus stop.
- Arrive at the bus stop 5 minutes before scheduled pick up time; the drivers will not wait for students to walk from their homes to the bus.
- Behave at the school bus stop in an orderly fashion not threatening life, limb, or property of any individual.
- Load in an orderly manner and, go directly to assigned seats. Students must remain seated, keeping aisle and exits clear.
- Respect the driver and be aware that he/she is in charge at all times and should be obeyed promptly.
- Be courteous, no profane language or gestures will be tolerated.
- Keep noise on the bus to a minimum. Classroom behavior is expected.
- Not be in violation of safety procedures, i.e. proper seating, proper loading and unloading procedures, proper street crossing procedures, no fighting, pushing, shoving, and tripping.
- Be aware that OHIO STATE LAW prohibits eating, drinking, chewing gum, or the use of tobacco products on the bus.
- Not be destructive to the interior/exterior of the bus and should take an active role in litter control inside the bus.
- Not throw or pass objects on, out of, or into the bus.
- Not put objects or body parts outside of bus windows.
- Carry on the bus only objects that can be held in their laps. Animals of any kind are not permitted. Large objects and school projects may need to be transported by parents.
- Ride only their regularly assigned route. Students will board and disembark only at their designated stops.
- Have written permission from their parent or guardian, and signed by the principal of their school, if they wish to leave the bus at a stop other than their normal stop.
- Go directly to their bus upon dismissal from school and students are expected to go directly home when they leave the bus.
- Use the emergency door only in an emergency situation, or as directed by the driver.

FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN DISCIPLINARY ACTION AND STUDENTS MAY LOSE BUS RIDING PRIVILEGES. RIDING A BUS IS A PRIVILEGE AND NOT A RIGHT.

## ***Disciplinary Action***

In the event that disciplinary action is required, the following procedures shall be followed:

**First Offense:** Driver will submit a written conduct report citing specific actions of the student.

The Transportation Supervisor will forward a copy of the report to the child's parents along with a copy of the bus rules and regulations. A copy of the report will also be forwarded to the building principal.

The student will receive 5 points on his/her behavior card.

**Second Offense:** Driver will submit a written conduct report citing specific actions of the student.

The report will be sent to the building principal. The principal shall review the problem with the student and send a copy of the written bus notice to the parents so that they will be aware of the situation. The student will receive 5 points on his/her behavior card.

**Third Offense:** Driver will submit a written conduct report citing specific actions of the student. The report will be sent to the building principal. The principal shall discipline the student with loss of bus privilege for up to 10 days or other suitable alternative. The Transportation Office and parents must be notified.

**Fourth Offense:** Same procedure as in #3 except exclusion from bus service may be for up to 30 days after notification of parents.

In the event of flagrant misconduct, any of the four disciplinary actions may be initiated. The Superintendent, Superintendent designee, or Principals, are authorized to suspend or remove pupils from school bus riding privileges. In all instances of disciplinary action, parents have the right to appeal an administrative decision, through the Superintendent.

## **VIOLENT AND THREATENING BEHAVIOR**

Threats of physical violence or emotional intimidation will not be tolerated at Our Lady of Victory School. Students exhibiting any behavior considered threatening, overtly intimidating or violent in nature will be subject to immediate disciplinary action. Disciplinary action is at the discretion of the administration. Indefinite suspension or expulsion may result as a consequence to such behavior.

Any student falsely reporting a threat of violence, for the purpose of harming another student, will be subjected to a minimum one-day suspension from Our Lady of Victory School

## **ATHLETICS PARTICIPATION POLICY**

**Suspensions:** A student that is suspended from school will not be allowed to participate in athletics at Our Lady of Victory during such suspension. The suspended student will not be allowed to begin participating in OLV sports until the date that he/she is eligible to start school after the suspension. For example, if the Principal notifies the President of the Athletic Association that a student has been suspended for five (5) school days from a Monday to a Friday and will be allowed back to school on the following Monday, that student will not be allowed to participate in athletics until the Monday that he or she starts school after the suspension. The Principal will notify the President of the Athletic Association of any suspensions.

**Expulsions/Withdrawals:** A student that is expelled from school or withdraws from school in lieu of an expulsion will not be allowed to participate in athletics at Our Lady of Victory for a minimum of the current sports season plus the next two sports seasons (the "Minimum Expulsion Period"). For example, a student that withdraws in lieu of an expulsion during the baseball season will not be allowed to participate in the baseball season, the soccer/football season and the basketball season. After the Minimum Expulsion Period, the student may apply to the Executive Committee of the Athletic Association for reinstatement (the "Reinstatement Application"). The Executive Committee will hold a meeting on the Reinstatement Application. A quorum of the Executive Committee is required to take any action on the Reinstatement Application. A majority of the Executive Committee must vote to approve reinstatement for the student to be



allowed to participate in athletics at Our Lady of Victory. The Principal will notify the President of the Athletic Association of any expulsions or withdrawals in lieu of an expulsion.

#### RESPONSIBLE USE OF THE INTERNET POLICY

Use of the internet at Our Lady of Victory School is guided by the principles stated in the Archdiocesan Responsible Use of the Internet Policy. A copy of this document will be sent home for parental signature before a student can use the internet at OLV. Please take special note of the following excerpt from the policy:

*- Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.*

#### Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students at Our Lady of Victory are instructed regarding the nature of plagiarism and are expected to acknowledge the ideas and words of others appropriately through conventional standards. A student submitting a plagiarized work cannot earn a grade of A, but the student will have the opportunity to redo the assignment to earn partial credit. The length of time given for this task will be at the discretion of the teacher. In addition to making up the assignment, students could also receive conduct points.

#### SEARCH AND SEIZURE

Our Lady of Victory School reserves the right to search and inspect school property used by students at any time. Our Lady of Victory School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

#### FINALITY OF DECISIONS

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action in his/her discretion.

#### CONDUCT DISCLAIMER

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### GENERAL INFORMATION

#### AFTER SCHOOL ACTIVITIES

A variety of after school activities will be provided. Parents are responsible for student transportation and filling out appropriate paper work. For activities that will not begin immediately after school, students are not to remain on school grounds. Students are not permitted to participate in after school activities if they are absent from school on the day of the activity without permission from the principal. These activities will be dismissed with the afterschool program.

#### AFTER SCHOOL CARE PROGRAM/LATCHKEY

The Our Lady of Victory After School Care Program operates under the auspices of Our Lady of Victory School as a non-profit, self-supporting program to help parents ensure quality care for their children after school until 6:00 pm. The program is limited to students of Our Lady of Victory School in grades Pre-K through 8th.

#### ASSIGNMENT BOOK

All students in grades 2-8 will be provided an assignment book by Our Lady of Victory. The assignment book is designed in such a manner that it will last the entire school year. Assignment books will be distributed to each student through the homerooms. All parents are encouraged to check the assignment book each night to ensure all work is being completed in a timely manner.

#### CHANGE OF ADDRESS/TELEPHONE

Please notify the school immediately of any change of address or telephone number that might occur during the school year.

#### COMMUNICATION

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students.

Communication between parents/guardians and the school is always welcome. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

We believe that education is a team effort between home and school. All communication must be respectful and in the best interest of the child. We value family time for both teachers and students and do not expect instant communication.

Educational issues should be addressed to the classroom teacher first, before approaching the principal. Parents who wish to speak directly with a teacher should email the teacher directly requesting a conference time or a phone call. Parents may also call the school to ask that the teacher return a call. Teachers cannot be called to the phone during the school day. Calls will be returned at the teacher's earliest convenience. All attempts will be made to return calls within 24 hours.

#### *Staff Availability*

Teachers can generally be available after school hours to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction or supervision time for spontaneous appointments and are unable to conference at these times. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

The principal also is available for conferences and will return calls or notes at the earliest possible time. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted.

#### ONE CALL COMMUNICATION

Our Lady of Victory school uses the One Call Communication System as our main means of school communication.



## CONFIDENTIALITY REGARDING STUDENTS

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

## COOPERATION AS CONDITION OF ENROLLMENT

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Our Lady of Victory School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

## CUSTODY POLICY

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. Our Lady of Victory School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

## ELECTRONIC DEVICES/CELL PHONES

Many parents utilize cell phones/electronic devices as a means of safety and communication for their children. While students are permitted to have cell phones/electronic devices at school. Phones, devices & watches are encouraged to be stored in the student's BACKPACK and be turned OFF during the course of the school day. Parents who need to contact their child or students who need to contact their parents should do so through the school office personnel. School personnel will not be responsible for the loss or theft of electronic devices. Furthermore, cell phones/electronic devices, watches that ring, beep, vibrate or in any way distracting a student from instruction will be confiscated by the supervising teacher and brought to the school office. Text messaging is prohibited at any time during the school day. Confiscated items will only be released with parent permission at the end of the school day.

## EMERGENCY CLOSINGS

Our Lady of Victory School will continue to follow the closing plans of the Oak Hills Local School District. Announcements made on the radio and television will give Oak Hills Schools name only. Please follow this plan:

Oak Hills Closed.....Our Lady of Victory closed

Oak Hills 1 hr. delay.....Our Lady of Victory begins at 9:20 am and dismisses at 3:00 pm

Oak Hills 2 hr. delay (Plan B).....Our Lady of Victory begins at 10:20 am and dismisses at 3:00 pm

**\*\*There will be no half day preschool on a 2 hr. delay.**

OLV has a parent notification system to notify parents of school closing/delays. This system is operational beginning August 20. Prior to August 20, 2025, please rely on the media for closing or delay information.

When school is closed for emergency purposes, all after school activities are cancelled.

The OLV School building WILL NOT be open for students to be dropped off before 9:30 am when there is a 2-HOUR DELAY.

\*In the event of remote learning day, students will utilize technology and will receive instructions from teachers.

## FUNDRAISING

PTO sponsors several fund raising events at the school. The school supports parish related fund raisers and drives such as the Food Pantry and the Summer Festival. Collections for world mission projects usually take place during Lent. Special events or drives that benefit parish or school members may also be organized when a need presents itself. Requests from outside organizations and individuals are generally denied due to the large demand on resources for already established programs.

## LIBRARY/MEDIA CENTER

OLV's library consists of over 20,000 books and other media, for utilization by our day school students, faculty and staff, parents, and other parishioners.

**Library Schedule:** Each class is scheduled to come to the library once a week. In addition, there are free times in the library when students may come individually or as a class for additional reference time.

**Checkout Procedures:** All materials must be checked out at the circulation desk. The normal circulation time for students is one week; for parents, two weeks; for faculty and staff, 4 weeks. Exceptions may be made with the consent of the librarian. When a student checks out library materials, he or she alone is responsible for returning that material in good condition. Any damaged or lost books must be replaced or the full replacement cost paid upon the end of each quarter.

**Damaged Books:** Please report any damage to books to the librarian immediately. Do not attempt any repairs (even scotch tape) at home.

## LOST AND FOUND

Please label all clothing with the student's name so that any clothing turned in may be identified and returned. Articles of unidentified clothing are given to school office. Items still in the lost and found at the end of the year will be donated to charity.

## LUNCH PROGRAM

Cafeteria fees are charged at \$50.00 per family if the required five days worked in the cafeteria are not met. If fees are not paid by April 14, the fee will be added to the appropriate FACTS account on April 15. To avoid a late fee of \$15, fees must be paid by May 15. \*For the 2025-2026 school year, volunteers will be scheduled through a Sign-Up Genius.

The cost of lunch this year is \$3.25 and milk is included. Extras are able to be purchased for an additional fee. Bottled water may be purchased for \$0.50.

We've made it easier to make payments for the new school year! OLV parents will now be able to pay for school meals with MySchoolBucks:

- View account balances and meal purchases
- Schedule automatic payments
- Get notified when your student's meal balance is low
- Make meal payments on-the-go with the mobile app

Don't have an account yet? Visit **MySchoolBucks.com** to sign up today!

Free or reduced lunches are available to those who qualify through the requirements established by the National School Lunch Program.

A student may bring a packed lunch into the cafeteria. Students that pack may purchase milk for \$0.50. Students are not permitted to bring soft drinks in their lunch. In our efforts to promote healthy eating habits & follow the guidelines of the National School Lunch Program OLV DOES NOT allow fast food to be brought into the cafeteria.

The lunchroom is supervised by members of the OLV staff. Students are expected to be respectful and use good manners. Students are responsible for leaving the table and floor where they were seated in good order for others who use the area.

#### **PARENT/GUARDIAN SERVICE PARTICIPATION REQUIREMENTS**

All parents must participate in the cafeteria serving program. At least one parent or adult family member from each family is asked to give five {5} days service per school year. If parents are unable to meet this requirement, they may contact the cafeteria manager for further directions. Cafeteria fees are charged at \$50.00 per family if the required five days worked in the cafeteria are not met. If fees are not paid by April 14, the fee will be added to the appropriate FACTS account on April 15. To avoid a late fee of \$15, fees must be paid by May 15.

#### ***Voluntary Parent Participation***

Forms are sent out at the end of the previous school year to volunteer for any of the following activities.

A parent may volunteer at any time by calling the school office. Parents can volunteer for extra days working in the cafeteria. The following are some examples of volunteer opportunities.

- Field trip chaperone: Various opportunities occur during the year.
- Room Person: Takes care of arrangements for parties as directed by the teacher. Makes any necessary calls to parents for emergencies and parish events.
- Library Helpers: Volunteers needed to reshelving incoming books and stamp outgoing books. It is also an opportunity to work directly with the students.
- After School Clubs
- Spring Flower sale
- 8th Grade Graduation Party: Seventh grade parents to volunteer to make arrangements of the party for graduates and parents.

All volunteers must comply with the Archdiocese of Cincinnati's Child Protection Policy. Call Victory's Parish Office with questions. 513-922-4460.

#### **PARENT TEACHER CONFERENCE**

Time is set aside in the fall for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conference.

#### **PTO - PARENT TEACHER ORGANIZATION**

Meeting dates and activities are published in the weekly Voice of Victory and often in the church bulletin. All families are members of PTO, and all students benefit from PTO school enhancement programs.

#### **OUR LADY OF VICTORY STUDENT PUBLICITY POLICY**

Our Lady of Victory reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture to be used must notify the principal in writing prior to September 10 of the current school year.

#### **SOCIAL MEDIA**

Our Lady of Victory School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

## TECHNOLOGY

Use of the internet at Our Lady of Victory School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While Our Lady of Victory School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Our Lady of Victory School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

## TELEPHONE

On occasion, students will be permitted to use the phone to contact parents. Students will NOT be permitted to call for forgotten school or library books, homework, gym clothes and supplies during school hours.

## TEXTBOOKS

Books are to be covered at all times. Tape should not touch the book itself. A bag of some durable, protective material must be used for carrying books to and from school. Parental assistance in this matter is requested as weather and misuse can easily damage textbooks. Books damaged or lost will need to be replaced and paid for by the parent.

## TUITION

The specific tuition amount for the current school year and the corresponding payment schedule are available in the school office. Financial aid is available and forms for applying for this aid are available online. Transcripts and the final report card will be withheld if a student leaves OLV School and has an outstanding balance in tuition and/or fees. (Approved by Pastoral Council -May 14, 2003)

## VISITORS

All visitors are required to report to the school office using the main doors. Upon arrival, ring doorbell, state your name, and reason for visit. Upon entering the building and must sign in and obtain a visitor badge. After visit, all visitors must sign out. Parents and other visitors are welcome and are encouraged to visit the school. Meetings with teachers and administrators require an appointment. **\*For safety reasons, access to the building will be limited. Parents should call the school office if they have something to drop-off or upon arrival to pick students for early dismissals. There will be a bin outside front door for parents to drop things in for student pick up. Please call the office and let school know which student has something in the bin.**

## VOICE OF VICTORY

The Voice of Victory is our school newsletter. It goes home weekly on Thursday through email. It contains menus for the following week, volunteer schedules, dates of upcoming events and other announcements important to Victory families.

Items you wish to include must be in the school office by Wednesday at noon or you can email Mrs. Amy Matthews at [matthewsa@olv-school.org](mailto:matthewsa@olv-school.org). This is sent out through the One Call system. If you are not receiving this communication, please contact the school office.

## VOLUNTEERS

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with

the scheduled Safe Parish training bulletins. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection.

## **SCHOOL UNIFORM CODE**

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits. **Please help your children to "look their best" while staying within modest limits.**

### **GRADES. K-8**

#### **Blouses/Shirts**

Must have a collar. White, light blue, navy blue, grey is acceptable for all students. The white, navy, and grey OLV polo shirts are also available. No other logo is acceptable. If a T-shirt is worn under the uniform shirt, it is to be plain white with no logos or decorations, other than the OLV insignia. The shirts must be tucked in at all times. The banded uniform shirt is permitted.

#### **Sweaters**

Sweaters are to be solid colors: navy or white. The sweaters should be plain with no logo. No vests are allowed. Students may wear uniform approved sweatshirts or jackets from the spirit shop in place of a sweater. A white shirt or blouse with a collar, or turtleneck must be worn under the sweater or OLV sweatshirt. No hooded sweatshirts.

#### **Sweatshirts**

Only school uniform sweatshirts may be worn in the classrooms. School approved sweatshirts may be purchased from the spirit shop.

#### **Pants/Shorts**

Slacks or Walking Shorts worn by boys and girls are to be dress slacks or dress shorts only. Shorts may be worn from the start of school until October 15. After October 15, and until April 15, no shorts are permitted. Shorts may be worn from April 15 until the end of the school year. School uniform colors are navy blue and tan. No denim fabric or slacks with rivets on the pockets are permitted. Slacks or shorts must fit and be worn at the waist. Cargo and carpenter style pants are not considered uniform. These pants or any other styles with large outer pockets will not be permitted. Small, insignificant labels/logos may be worn on dress pants/dress shorts. No knit pants or leggings. Shorts are to be no shorter than 3 inches above the knee.

#### **Girls Plaid Uniform**

All girls may wear the navy plaid uniform, navy plaid skort, jumper, or skirt. Skirt, skort or jumper length should be no more than 3 inches above the knee.

Uniform skirt should be a modest length. Shorts may be worn under the jumper but may not hang below the skirt.

#### **Socks/Leggings**

Socks are to be worn at all times. Socks that are a distraction may not be worn. In cooler weather, navy or white tights may be worn with the socks. Solid navy, black or white leggings are permitted.

#### **Shoes**

Shoes with any type of closure must be fastened at all times. Shoestrings must be laced and tied. No sandals or other open or sling-back shoes are allowed. No boots are permitted unless it is snowing.

### **Make up, Jewelry, and Accessories**

No make-up is allowed. Post style earrings are permitted, but no large hoops or dangling earrings are allowed.

### **Hair and Grooming**

Hair must be clean, neatly groomed, and of its natural color.

### **Name Tags**

Name tags are part of the school uniform and must be worn at all times

### **PHYSICAL EDUCATION APPAREL**

Students in grades K-8 should wear gym clothes and gym shoes to school on Physical Education days. There will be no changing of clothes throughout the day.

Failure to school approved PE uniform and proper shoes will result in the conferring of one point for grades 4-8. On out-of-uniform days (school-wide or when using a pass) students may wear their out-of-uniform clothes, as long as they are appropriate for exercising.

### **Uniform attire:**

**Grades K-8:** Students should wear PE uniform to school on Physical Education days. Students should wear any solid navy, black, or gray shorts/sweatpants. Students should wear any top that is from an OLV event (school gym shirt, field day, walk day, Friday shirts). Athletic spirit wear is allowed to be worn for gym class.

Any navy, black or gray sweatpants can be worn. Pullovers, sweatshirts, and jackets sold in spirit shop may be worn OR any solid color-blue, black, gray sweatshirt may be worn. Leggings do not replace shorts, but can be worn under uniform shorts. Leggings must be solid navy, black, or white. Athletic leggings that are thicker material may be worn, as long as they are not seen through.

**Shoes** are to be made for running, jumping, changing directions, rather than for fashion. Shoes are to be firmly tied for safety, or velcroed closed if there are no shoestrings.

**Colder Weather:** School approved sweatpants, pullovers, and jackets sold in the Spirit Shop may be worn OR and solid color (no large logos or large stripes) blue, black, or grey sweatpants may be worn. Leggings do not replace shorts, but can be worn under the uniform shorts. As per the required school uniform, leggings must be solid navy, black, or white. \*Sweatshirts with hoods or those worn for athletics, are not school approved uniforms, and may not be worn in Physical Education class.

### **OUT-OF-UNIFORM DAYS**

Students are to use good judgment on out of uniform days and dress appropriately. Students may wear shorts only during months when shorts are permitted during regular uniform days. Shorts may not be more than six inches above the knee. Tops must cover the midsection completely and at all times. No cutoffs, tank tops, or shirts/blouses that expose the back may be worn. Clothing advertising or picturing drugs, alcohol or anything that would be inappropriate in a Catholic school may not be worn. Students who are not dressed appropriately will have to call home for a change of clothes.



**PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE**

I/We hereby affirm that I have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the Our Lady of Victory School Family Handbook.

\_\_\_\_\_  
Parent/Guardian Signature and Date

\_\_\_\_\_  
Parent/Guardian Signature and Date

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Student Grade

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Student Signature and Date

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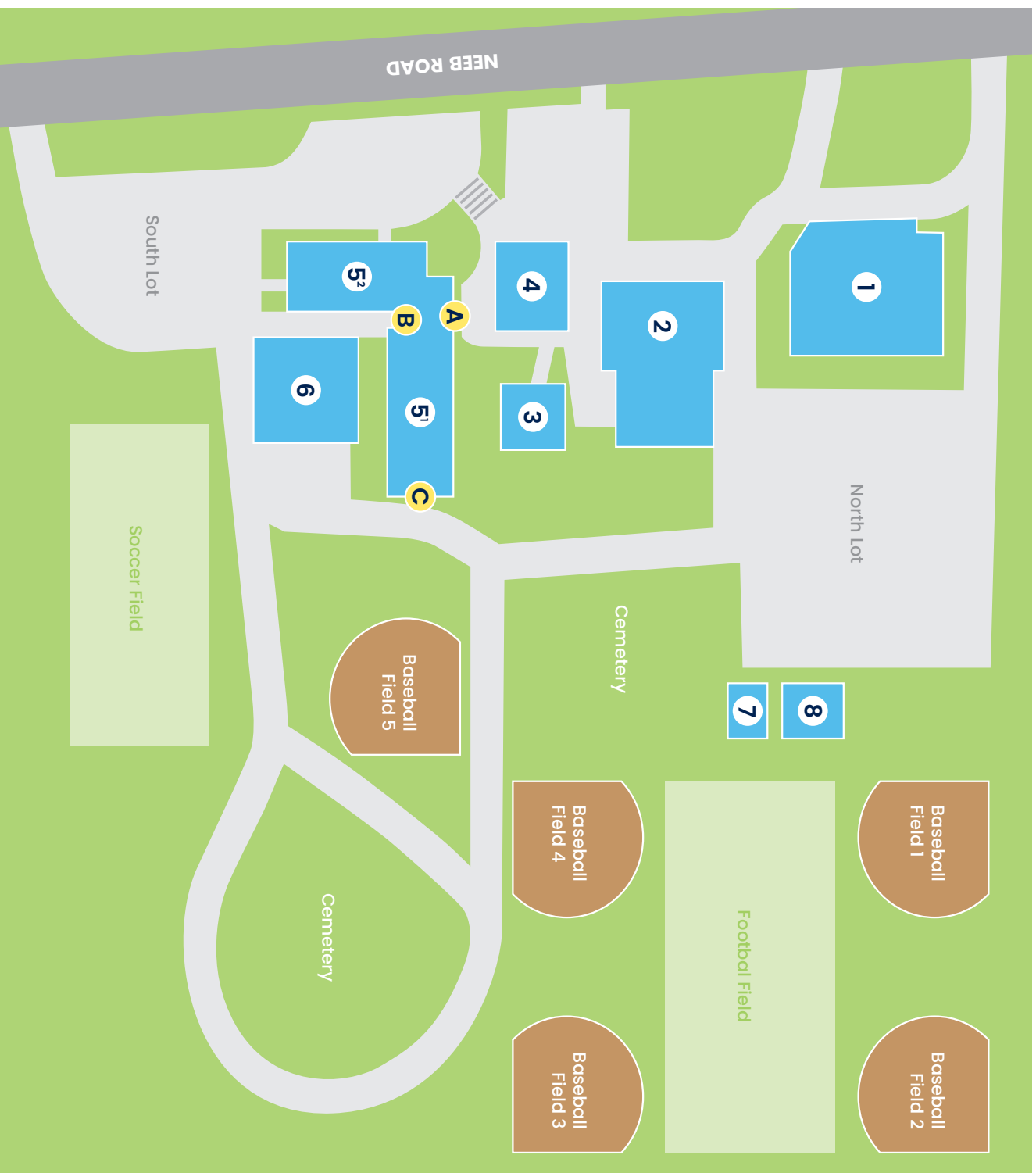
\_\_\_\_\_  
Student Grade





## MAP LEGEND

- 1 Church
  - 2 Convocation Center
  - 3 Parish Office
  - 4 School, library, Spirit Shop
  - 5<sup>1</sup> School
  - 5<sup>2</sup> School, Cafeteria
  - 6 Gym
  - 7 Block House
  - 8 Concession Stand
- 
- A School Main Entrance
  - B Preschool Entrance
  - C Preschool Entrance



## SOUTH LOT MORNING ARRIVAL

### LANE 1

Use for K-8

Cars will enter the South Lot from Neeb Rd. Follow the lane signage on the ground. Lane 1 will be on the left hand side. **Please pull up to the end of the cafeteria building 5<sup>2</sup> to allow all cars to enter off of Neeb Rd.** Students will enter up the side walk and through the cafeteria doors. Cars will then exit to Neeb Rd. using two lanes. Use the left lane to exit south and the right to exit north onto Neeb Rd.

### LANE 2

Use for Prek

Cars will enter the South Lot from Neeb Rd. Follow the lane signage on the ground. Lane 2 will be on the right hand side. Preschool carpool will continue to the right behind the gym building. Students will enter through the Preschool entrance C. Continue up the hill to the North Lot to exit.



## NORTH LOT DISMISSAL FOR K-8

Enter off Neeb Rd. into the driveway in front of church.

Buses will park on the side next to the fields. They will need a lane open to exit along the fence line.

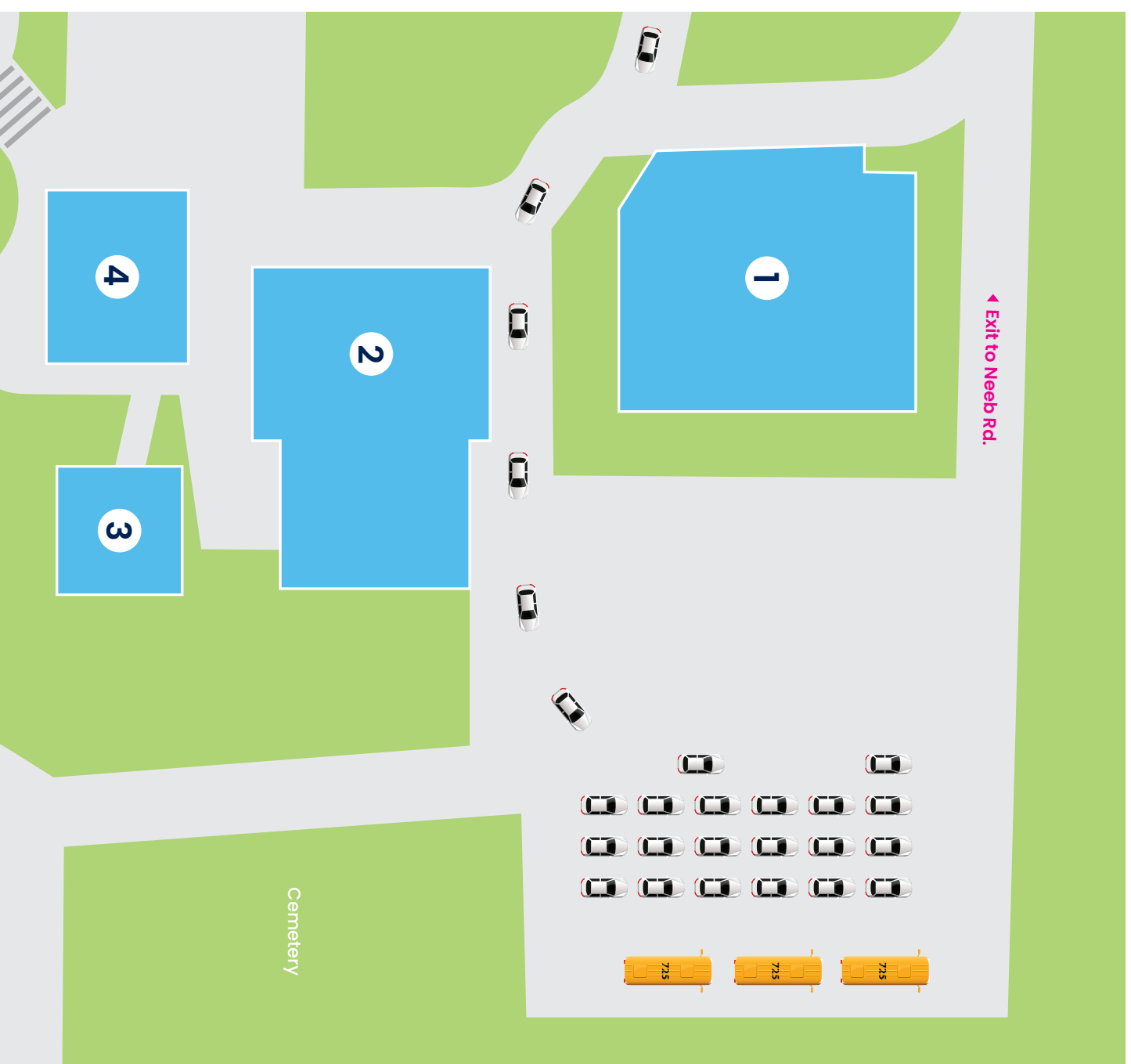
Cars will pull forward to the next available space. When needed, start a new row of cars and pull all the way forward.

All students will be dismissed and walk up the path, through the cemetery.

The teacher on duty will dismiss the first car once the buses have exited. All cars will then follow in single file.

There are two lanes on the driveway to exit. Use the right lane if exiting onto Neeb towards Rapid Run. Use the left to exit South on Neeb.

*\*All preschool carpools will park in the South Lot. Preschool students will be brought to entrance B between the gym and cafeteria building as you arrive for dismissal.*



## ADMINISTRATION OF MEDICATION

School policy requires consent of the parent/legal guardian and written statement from the licensed prescriber before school personnel can give any **prescribed or over-the-counter** medication to a student. Please complete this form and return to the school office.

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Allergies \_\_\_\_\_

### To be completed by LICENSED PRESCRIBER

In accordance with ORC 3313.713/ 3313.716 The Licensed Prescriber **must** provide the following information before a student is allowed to receive medication at school or possess and self-administer an asthma inhaler.

Condition for which medication is administered \_\_\_\_\_  
Name of medication, dose and route \_\_\_\_\_  
Time or indication for administration \_\_\_\_\_  
Possible side effects to be noted/reported \_\_\_\_\_  
Special Instructions \_\_\_\_\_  
Effective Date \_\_\_\_\_ Expiration date of this request \_\_\_\_\_

**For ASTHMA INHALERS, AND INSULIN PUMPS** – In my opinion, this student shows the ability to administer and be responsible for carrying and self-administering the above medication. YES \_\_\_\_\_ (initials) NO \_\_\_\_\_ (initials)

**The following section is REQUIRED for ASTHMA INHALERS that a student is carrying and self-administering, and is OPTIONAL for other medications:**

- Instructions to follow in the event medication does not produce expected relief \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Please list possible side effects for a **student for which the medication is not prescribed** should he/she receive a dose:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Licensed Prescriber Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Phone Number

### To be completed by PARENT/GUARDIAN

I give permission for the principal or his/her designee to administer the medication as prescribed above to my child, and further agree to the following:

1. Submit to school personnel a revised statement, signed by the licensed prescriber of the above, when any change in the original statement occurs.
2. Submit to school personnel a written statement when medication has been discontinued.
3. Grant permission for the school nurse to confer with the above licensed prescriber regarding my child's health and treatment issues as they pertain to the above medication/diagnosis and his/her educational and behavioral management needs.
4. Cooperate with school personnel in assisting my child to comply with medication administration instructions.
5. All medications must come to school in the original container from the pharmacist.

**For INHALERS, AND INSULIN PUMPS:** It is my opinion that my child understands the use of this medication, demonstrates proper administration and has shown responsible behavior when it comes to carrying this medication. \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Initials

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone Number

\*\*\*\* THIS FORM EXPIRES AT THE END OF THE SCHOOL YEAR