

CHANGES MADE TO THE 2018-2019 PARENT-STUDENT HANDBOOK AND ITEMS TO READ CAREFULLY

CHANGES:

1. Pg. 6 - Tuition Policy, 4th paragraph, added “trimester” (née semester).
2. Pg. 7 – Attendance, 2nd paragraph, added “trimester” (née quarter).
3. Pg. 9 – Report Cards, 1st paragraph, added “trimester” (née quarter).
4. Pg. 9 – Bell Schedule, updated times.

8:10	Opening Bell – Assembly on playground and attendance taken
8:15	Walk with teachers to classrooms
8:20	Instruction begins
10:10-10:25	Recess for Grades K-4
10:35-10:50	Recess for Grades 5-8
11:30-12:10	Lunch for Grades K-2
12:00-12:40	Lunch for Grades 3-5
12:20-1:00	Lunch for Grades 6-8
1:45-2:00	Recess for Grades K-3
2:20	Kindergarten Dismissal
3:20	Grades 1-8 Dismissal

5. Pg. 12 – Prohibited Items, added “Smart watches.”
6. Pg. 14 – Girls’ shoes, grades 3-8, added “preferred.” Now reads, “All black leather-preferred lace up athletic shoes without logos, colored or white stitching, or colored or white soles are to be worn in grades 3-8.”
7. Pg. 14 – Boy’s Shoes, grades K-8, added “preferred.” Now reads, “All black leather-preferred lace up athletic shoes without logos, colored or white stitching, or colored or white soles.
8. Pg. 15 – Dress code, added, “no form fitting pants or shorts.”
9. Pg. 15 – Dress code, Good rule, added, “Please consider purchasing,” now reads, “Please consider purchasing one of two pairs of relaxed-fit khakis for non-uniform days.
10. Pg. 17 – Cafeteria Rules, added “Food may not be taken into the gym, onto the playground, or consumed after the students are dismissed from lunch.”
11. Pg. 25 – Infractions, added “trimester” (née quarter).
12. Pg. 25 – Infractions, changed “If a student receives three (3) detentions in a single quarter...” to “If a student receives four (4) detentions in a trimester...”
13. Pg. 26 – Detention, second to last bullet, added “trimester” (née quarter).
14. Pg. 26 – Detention, 2nd paragraph, changed “three (3) detentions in one grading quarter” to “four (4) detentions in one grading trimester.”
15. Pg. 26 – Detention, changed Qualifying Status from a “nine (9) week” to a “twelve week period.”
16. Pg. 26 – Qualifying Status – added “twelve (12)” (née nine (9)), and “trimester” (née quarter/semester).
17. Pg. 27 – Suspension, 2nd paragraph, added “trimester” (née quarter).
18. Pg. 27 – Probationary Status and Expulsion, 1st paragraph, added “twelve (12) weeks (née nine (9)).
19. Pg. 30 – Honor Roll, added “trimester” (née quarter).
20. Pg. 30 – California Junior Scholarship Federation, added “trimester” (née semester).
21. Pg. 31 – Student Council – changed “Class representatives serve for one semester of the school year at a time,” to “Class representatives serve for one half of the school year at a time.”
22. Pg. 31 – Student Council (grades/conduct) – added “two (2) trimesters,” changed from “three (3) quarters.”
23. Pg. 32 - Private Music Lessons, added “a guitar teacher.”

- 24. Pg. 33 – Art workshops, added “trimester” (née semester).
- 25. Pg. 34 – Academic Chess Club, added “Academic Chess Club – Students in grades k-8 may join the Academic Chess club which meets 11 times per year. This class is designed to promote: 1. Creativity, 2. Concentration, 3. Logical Reasoning, 4. Critical Thinking, 5. Memory, 6. Problem Solving, 7. Planning Ahead, 8. Complex Decision Making, 9. Pattern Recognition, and 10. Intellectual Maturity.
- 26. Pg. 37 – Full School Masses, added “Masses are held twice a month,” and “They are celebrated at 8:39 a.m.” Each class prepares “two” school Masses a year.”
- 27. Pg. 37 – Removed “Children’s Liturgy of the Word” (CLOW)
- 28. Pg. 40 – Student Success Team (SST) – added “If it is determined that NDV cannot provide the educational supports needed for a student to be a successful learner, an SST meeting will be held to determine next steps in assisting families with a transition plan.”

REVIEW: Please read carefully the sections on Attendance and Tardies.

Students are tardy if they are not in line on the yard when the bell rings. A parent/guardian must come with the child to the office to obtain an “Admit to Class” slip. If arriving after first recess, the student is marked with ½ day absence. 7-8

REVIEW: Leaving Campus Policy – Students are not to leave campus to shop or buy food and then return to campus for sports games, practices, etc. Students leaving **must** return with an adult..... 8

REVIEW: Food or beverages are not allowed on the school yard before school and there are **never** to be glass containers at school..... 8

REVIEW: Dismissal Procedures -- Students walking or taking public transportation are dismissed in order to **clear** the Pine Street sidewalk before 3:20 p.m. Students who travel home via automobile/carpool remain in the classroom until they are called to the car over the intercom system. Students remaining at school after 3:15 must be under the direct supervision of a staff member..... 9-10

REVIEW: Cell Phone, e-Reader and Prohibited Items policies – **There is no BYOD.** 11-12

REVISED: Please read the sections on Personal Appearance, Uniforms, and Dress Code carefully. They apply to all students in grades K-8. Except for girls in K-2 whose shoes are to be the lace-up Keds saddle shoe, the uniform shoe for both girls and boys is an **all black leather-preferred** lace-up athletic shoe without logos, colored or white stitching, or colored or white soles. The sole should not mark the gym floor. Boys in grades 3-8 wear a collared polo shirt with the school emblem on regular school days. At dismissal students may change into sports uniforms if leaving for a sports practice or game. If you only have tight-fitting shorts/pants, please purchase one or two pair of relaxed-fit khakis or jeans for non-uniform days. 12-15

REVIEW: Please read and discuss the Playground/PlayStructure/Gymnasium/ Cafeteria Guidelines with your child(ren)..... 16-18

REVIEW: Please read and discuss the Computer Acceptable Use policy with your child(ren),

including Social Networking and Google Apps for Education.	19-22
REVIEW: Please read and discuss the section on Harassment with your child(ren).	22-23
REVIEW: Please read Honor Roll policy.	30
REVIEW: Sacramental Preparation – In addition to the preparation meetings, parents of students preparing for Reconciliation and First Eucharist and 7 th and 8 th grade students preparing for Confirmation and their parents are required to attend the Families Growing in Faith gatherings held monthly.	37
REVIEW: Parent Visits – All parents entering the school during regular hours must sign in at the office and obtain a “VISITOR” nametag. No one is permitted in the classrooms during instruction without permission from the principal. Meeting with teachers must be prearranged, and are to be held during non-instructional time.	45
REVIEW: Students may not bring in to school or have parents drop off treats to eat or Goodie bags to distribute in celebration of their birthdays.	45-46

TABLE OF CONTENTS

History 1	
Mission Statement	1
Philosophy, Goals & Objectives	1
School wide Learning Expectations	3
Student of the Month.....	4
Application & Admission Process.....	4
Custody	5
Tuition Policy	5
Parent Participation.....	6
Scholarship Fund	6
Archdiocesan Family Grants	7
Basic Fund.....	7
Emergency Contact Information	7
Attendance	7
Tardiness	8
Leaving Campus	8
Yard Guidelines.....	8
Telephone calls.....	9
Forgotten Items	9
Report Cards	9
Bell Schedule	9
Homework.....	10
Textbooks & School Equipment0	11
Lockers11	
Cell Phones	11
E-Readers and Personal Laptops.....	11
Prohibited Items (toys, electronics, games, rolling backpacks, etc.).....	12
Lost and Found.....	12
Personal Appearance	12
Uniforms.....	13
Dress Code	15
Mass Days Dress Code.....	15
Playground/Play Structure/Gymnasium/Cafeteria Guidelines	16
Hall Decorum and Passes.....	18
Guidelines for Behavior.....	18
Code of Christian Conduct.....	19
Computer Acceptable Use Policy.....	19
Social Networking.....	22
Google Apps for Education.....	22
Photograph Usage.....	22
Harassment.....	22
Student-to-Student Harassment	22
Archdiocesan Policy	23
Disciplinary Action Plan.....	24
Student Conduct.....	24
Uniform Slips	24
Infractions.....	25

Detention	25
Qualifying Status	26
Suspension.....	27
Probationary Status and Expulsion	27
Offenses and Consequences	27
The Archdiocesan Policy on Expulsion	28
Grading	29
Assignment Planner	30
Student Activities	30
California Junior Scholarship Federation	30
RISE Leaders	31
Student Council	31
Athletic Activities	31
Catholic Youth Organization – Catholic Charities CYO	32
Music/Drama Program	32
Private Music Lessons.....	32
Art Workshops.....	33
French Club	33
Robotics.....	33
Academic Decathlon	33
Memory Book.....	33
Ecology Club	33
Talent Show	34
Academic Chess Club.....	34
Community Service.....	34
Safety Patrol	34
Altar Servers	34
Awards at Graduation	34
The Moscone Award	35
Reverend Leonard A. Ferringo, S.M. Memorial Scholarship.....	35
NDVPA Scholarships.....	35
The Marist Society Award.....	35
The Sisters of Saint Joseph Award	36
Marist-Dicioccio Scholarship for Performing and Visual Arts	36
Valedictorian	36
General Excellence	36
Religious Education.....	36
Class Masses.....	36
Family Masses	37
Full School Masses	37
Prayer Services	37
Faith Families	37
St. Peter Chanel Chapel.....	37
Sacraments of Reconciliation and First Eucharist	37
Sacrament of Confirmation	37
Rite of Christian Initiation for Children	38
Rite of Christian Initiation of Adults.....	38
Non-Catholic Students	38
Other Programs	38
Library.....	38
Birthday Book Program.....	39

Counseling Program.....	39
Recess Buddies	39
Student Success Team (SST).....	39
Resource Teacher	40
Field Trips	40
NDV After School Programs.....	41
NDVEP	41
JHAS.....	41
Study Hall.....	41
Archdiocesan In-Service Meetings	41
School Board	41
Parents' Association.....	41
Dragon's Lair.....	42
Health and Safety	42
New Student Physical and Immunization.....	42
Grade 7 Hepatitis B.....	42
Tdap Vaccine.....	42
Medications	43
First Aid.....	43
Fire Drills	43
Earthquake Drills	43
Earthquake Preparedness Plan	44
Lockdown Drill.....	45
Visitors to the School.....	45
Parent Visits	45
Posting of Notices and Signs.....	45
Birthday Treats and Class Parties.....	46
Archdiocesan Safe Environment Program	47
Letter from Archbishop Cordileone	47
Safe Environment Program	48
Child Safety Education programs	48
Communication of Serious Concerns	49
Procedures for Complaints.....	49
Right to Amend.....	49
School and Parish Telephone Numbers	49
Appendix: NDV Conflict Management Policy	50

Ecole Notre Dame des Victoires Catholic School is accredited by the Western Catholic Education Association (WCEA). WCEA accredits Catholic elementary and secondary schools in nine western states (26 (arch) dioceses) and the US Territory of Guam. WCEA co-accredits and is in partnership with three Regional agencies (WASC, NAAS, NCA) and two private agencies (CAIS and HAIS). WCEA began in 1957 in San Francisco and has a long and successful history of assisting school improvement through the accreditation process. Ecole Notre Dame des Victoires' last WCEA/WASC in-depth study accreditation took place in February 2014. Ecole Notre Dame des Victoires is the Catholic elementary school of the French Parish of San Francisco. Beginning its ninety-fifth year, the co-educational school serves children from kindergarten to eighth grade and continues to offer daily French instruction as an integral part of the curriculum. The faculty is comprised of highly qualified lay and religious professionals.

HISTORY

In 1924, two Marist fathers, Père Henri Gerard, S.M. and Père Louis LeBihan, S.M., founded Ecole Notre Dame des Victoires. Acting upon the encouragement of Archbishop Edward J. Hanna, they were eager to establish the school as a center of French culture – a Catholic school where students would learn French as well as English. The school, located at the site of the church for which it is named, opened on January 24, 1924 with an enrollment of fourteen students.

Although Ecole Notre Dame des Victoires began with these fourteen students, the formal opening of the school took place on August 18, 1924 with an enrollment of 123 students. At this time, Sister Mary Charles Lirette, C.S.J. was appointed Principal. She remained in that position until 1946. The school was staffed for many years entirely by the Sisters of Saint Joseph of Orange (CSJ). Today, no sisters are present; however, we continue to embrace the CSJ charism through the CSJ Educational Network which offers the NDV staff and entire learning community retreats, workshops and enrichment materials.

In 1949, Père LeBihan, S.M. expanded the school to include five additional classrooms, a library, and a science laboratory, as well as a convent.

In May 2006, the church of Notre Dame des Victoires celebrated its one hundred fiftieth anniversary. The school now has an enrollment of approximately three hundred students, drawn from San Francisco and the greater Bay Area and representing many diverse ethnic backgrounds.

NDV continues to provide the unique educational experience envisioned by its founders.

MISSION STATEMENT

Ecole Notre Dame des Victoires is a Roman Catholic parochial elementary school founded by the Marist Fathers in 1924. It is located near the financial district of San Francisco. We embrace the values of the Marists and the Sisters of St. Joseph of Orange and continue our tradition of teaching the French language and culture. As a faith-filled community, the faculty and staff of Ecole Notre Dame des Victoires are committed to nurturing our students spiritually, academically, socially, emotionally and physically. We support a diverse group of learners who endeavor to develop an inclusive and compassionate world vision.

PHILOSOPHY, GOALS AND OBJECTIVES

We believe that each child is a unique creation of a loving God with special talents and abilities. We recognize that parents are the primary educators. We strive to strengthen our partnership with parents in a supportive Christian atmosphere. By providing a formal religious education in a spirit of respect and service, we are preparing our students to be responsible citizens of the world.

SPIRITUAL DEVELOPMENT

Our students will:

- have a knowledge, understanding, and love of the Word of God in scripture
- understand and appreciate the sacraments as experiences of meeting Christ in their daily lives
- have opportunities for worship together as a Catholic community
- make lasting spiritual choices
- create a community that is open, caring, and supportive
- develop a positive self-concept
- develop respect for each other, family, school, and community

INTELLECTUAL/ACADEMIC DEVELOPMENT

Our students will:

- desire to reach their full potential
- realize the importance of learning
- be responsible for their own academic achievement
- demonstrate self-discipline and intrinsic motivation
- develop an awareness of personal and group goals
- have opportunities for various forms of creative expression
- work cooperatively
- cultivate good study habits
- utilize a variety of techniques and approaches that stimulate student involvement in learning
- develop critical thinking skills
- develop all talents in addition to academic excellence
- model and develop many forms of personal expression

SOCIAL/MORAL DEVELOPMENT

Our students will:

- develop the values of justice and integrity
- become independent thinkers, capable of investigating social issues and form opinions consistent with Christian values
- be sensitive toward others in both words and actions
- exhibit good sportsmanship
- be aware of and involved in interschool and civic activities
- develop and model conflict resolution/management skills
- have respect for personal and community property
- reflect a respect for home, school, and community environments
- show respect for/and responsibly manage environmental resources
- develop global consciousness and action

PHYSICAL DEVELOPMENT

Our students will:

- acquire knowledge of and a respect for their bodies
- develop healthy bodies
- learn basic principles of good nutrition and physical activity
- develop a sense of play as valuable in and of itself, stressing the importance of keeping a balance between work and relaxation
- develop motor skills in the primary grades

CULTURAL DEVELOPMENT

Our students will:

- appreciate their own heritage and the artistic expression of other cultures
- develop an attitude of respect for ethnic and cultural differences
- appreciate the fine arts and the application of creative skills, e.g. art, music, drama
- take advantage of the many civic and cultural activities available due to our locale

COMMUNITY SERVICE

Our students will:

- internalize attitudes of peace and justice and assume responsibility for sharing this in the future
- demonstrate an awareness of the needs of others and respond in acts of service, generosity, and compassion
- participate in community outreach activities on a verifiable and on-going basis

SCHOOLWIDE LEARNING EXPECTATIONS

Ecole Notre Dame des Victoires Students are:

ACTIVE CHRISTIANS WHO:

- willingly take part in Catholic faith development activities
- show compassion for God's people by embracing ethnic, cultural, academic, and religious diversity
- actively participate in and carry out all school liturgies
- respect God's creation
- are involved in community outreach activities

EFFECTIVE COMMUNICATORS WHO:

- listen and read critically to reveal understanding in a concise and coherent way both orally and in written expression
- use different media (art & technology) to convey knowledge
- demonstrate active listening skills

RESPONSIBLE CITIZENS WHO:

- model appropriate behavior
- respond with empathy and compassion to all
- create an environment where student achievement is respected and supported by each member of the classroom regardless of his/her learning style
- use technology responsibly and respectfully
- demonstrate social justice and an awareness of global issues
- care for their personal and global environment

LIFELONG LEARNERS WHO:

- are self-directed
- are able to advocate for their own learning
- are curious and motivated to independently seek knowledge and apply that knowledge to new situations
- develop an appreciation for the arts and technology
- know how to access, evaluate, organize, and use information
- continue to build upon the foundation of their elementary school experience

HEALTHY INDIVIDUALS WHO:

- practice good health and personal hygiene habits
- develop a positive self-image
- understand the importance of maintaining healthy eating habits and an exercise program

STUDENT OF THE MONTH

Every month teachers nominate students whom they believe best reflect each School wide Learning Expectation in words and actions. Each student who is chosen has his/her picture taken which is mounted on the main hall bulletin board with a description of how he/she lives out the School wide Learning Expectation. The selected students' names are announced each month at the morning assembly and listed in the Wednesday newsletter. Students in all grades are eligible.

APPLICATION & ADMISSION PROCESS

The admissions process includes four requirements for students who are applying for grades 1-8:

- 1) A school tour for the parents of the applicant
- 2) To begin the process, obtain the prior two years and current year of academic and achievement test records, if applicable, from previous schools. An application may be obtained from the school office or from the school's website www.ndvsf.org. When a completed application and the non-refundable \$110.00 application fee are returned to the school, the family is contacted to make arrangements for a testing appointment. Copies of birth and, if Catholic, baptismal certificate should also be submitted with the application. Academic records should be mailed from the child's previous school

directly to NDV. To be admitted, children must have demonstrated that they are capable of doing grade-level work. Written notification of admission status is mailed to the family.

- 3) A test of grade-level skills for the child applying for admission to grades 1-8
- 4) A welcome gathering in June with the Principal and representatives from various school and church organizations

The admissions process for students entering Kindergarten is as follows:

- 1) Child must be five years of age by September 1st
- 2) A school tour for the parents of the applicant
- 3) An application may be obtained from the school office or from the school's website www.ndvsf.org. For the application to be processed, it must be complete, accompanied by a \$110.00 non-refundable fee as well as a copy of the birth certificate and, if Catholic, a copy of the baptismal certificate. In addition, the Kindergarten applicants must submit a confidential evaluation form to be completed by the child's preschool.
- 4) A developmental readiness assessment
- 5) A group visit will be scheduled for prospective kindergarten applicants and their parents
- 6) A welcome gathering in June with the Principal and representatives from various school and church organizations.

Ecole Notre Dame des Victoires admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or ethnic origin in administration of the educational policies, scholarships and loan programs, or athletic and other school-administered programs.

CUSTODY

In divorce situations, the school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

TUITION POLICY

A non-refundable re-enrollment fee, which includes the Parents' Association dues, classroom supplies, and textbook fees are due in April or at the time of admission.

Monthly tuition is automatically debited from your bank account on the fifth (5th) or twentieth (20th) of the month, August through May, through the FACTS Tuition Management Program.

Families experiencing unexpected financial difficulties should immediately contact the Principal so that special arrangements may be considered. If, for any reason, a family's tuition payments fall in arrears, a student may be asked to remain at home until tuition is paid in full.

No child will be readmitted at the beginning of a new trimester if the family's tuition account has not been cleared.

PARENT PARTICIPATION

Parents, guardians or other adult family members are expected to take an active role in the progress of their children. Each family is required to contribute thirty-six (36) hours of volunteer time per year to the school. For single parents, this requirement is eighteen (18) hours. These hours must be verified and logged in the binder in the school office. Hours not accounted for will assume the status of an unpaid bill at the rate of \$20.00 per hour. Parent participation helps to develop community spirit and keep school costs down. We encourage all parents to identify and share their talents with the school community through a variety of volunteer opportunities. Working on school events, planning or staffing them, also counts toward participation hours. Each family is expected to be on campus for yard supervision (11:30 a.m. to 1:10 p.m.) two times per year as assigned. Attendance at meetings or events does not count towards parent participation hours.

The Archdiocesan insurance carrier has advised us that parents who volunteer for playground duty, fundraising lunches, etc., **should not bring young children along with them during this service** to the school because supervision of both may not be adequate during the activity.

SCHOLARSHIP FUND

Families seeking financial aid through the NDV Scholarship Program must **first** apply for grant funding through the Archdiocesan Family Grants Program and the Basic Fund in early February. Notre Dame des Victoires provides limited scholarship assistance to families in need of financial support. In order to be considered for a scholarship, families must complete the following:

In early February, the Archdiocese of San Francisco provides school families Tuition Aid Data Services (TADS) applications to be completed and returned for consideration for the Family Grants Program. Once the school receives the report from TADS, the Scholarship Review Committee will consider the amount, if any, the Scholarship Fund can provide your family.

To be considered for an NDV scholarship, families must do the following:

- 1) A written request to the Pastor and the Principal is required, outlining the reasons for the Scholarship request.
- 2) A completed application and corroborating information, including tax returns supporting the request for the scholarship is required.
- 3) Amount granted will be determined by the Scholarship Review Committee based on the seriousness of the family's need and funds available.
- 4) Initial scholarship grants may be extended by the Pastor and Principal upon the request of the family based upon individual circumstances.
- 5) Grants of tuition may be awarded mid-year by the Pastor and the Principal on their sole discretion.

ARCHDIOCESAN FAMILY GRANTS

The Archdiocese of San Francisco offers educational grants to families who qualify for financial assistance through the Tuition Aid Data Services (TADS). Application forms, provided by the Family Grant Program, are available in the school office in early February. Families who qualify will be notified directly by the Archdiocese.

BASIC FUND

The BASIC FUND is a privately funded program dedicated to broadening the educational opportunities for children by helping low-income families afford the cost of tuition at private schools. Grant amounts are based on size of household and income. Applications are available in the school office.

EMERGENCY CONTACT INFORMATION

Emergency contact forms are filled out by parents/guardians prior to the first day of school and kept on file in the office. The school must be notified immediately of any changes in the emergency information. Emergency information should be updated continuously, and only those persons listed on the form may pick up students.

If a child must be released before dismissal, parents/guardians must come to the school office to sign out the child. Students will not be released to anyone other than the adults designated on the emergency form unless the parent sends a note authorizing another adult to pick up their child. This ensures your child's safe release from school.

ATTENDANCE

It is important for your child to be at school every day. A direct relationship exists between academic achievement and regular attendance. In the event of student illness, a parent must call or email the school office before 8:30 a.m. to report the student's absence. **UPON THE STUDENT'S RETURN TO SCHOOL, A WRITTEN EXCUSE MUST BE PRESENTED TO THE HOMEROOM TEACHER SPECIFYING THE REASON FOR THE ABSENCE AND THE NUMBER OF DAYS MISSED. A CHILD MAY NOT RETURN TO SCHOOL WITHOUT A WRITTEN EXCUSE.** The child will be sent to the office and remain there until a parent/guardian brings or faxes a written note of excuse.

A child who has been absent for more than seven (7) consecutive school days must present a doctor's note upon returning to school. An absence of fifteen (15) days or more in a single marking period disqualifies a student from receiving report card grades for that trimester unless the assignments are made up. An absence of thirty (30) days within a school year may require that the student attend summer school before advancing to the next grade at the discretion of the principal. Regular attendance and punctuality have a marked influence in school achievement.

If a child is absent more than half a day from school, he or she may not participate in an NDV sporting event later that day for either practice or a game, or any other extra-curricular activity, including the eighth grade play practices.

Please report all communicable diseases to the school office including pink eye or strep throat. If your child has lice, the office needs to be informed immediately. If it is determined that your child has head lice while at school, he or she will be sent home for treatment and re-checked upon return. Students must be clear of nits and egg cases, viable or not, before returning to school.

If doctor or dentist appointments are planned, the school appreciates advance notice in writing. Every effort should be made to schedule such appointments on 12:40 p.m. dismissal days, which are scheduled the fourth Monday of each month or other non-school days. If it is necessary for a student to leave for an appointment during the school day, a parent or guardian must sign the student out in the front office and sign the student back in upon his/her return.

Scheduling family vacations during regular school days is not advisable; as such absences may have a serious effect on your child's academic progress. Teachers are not required to provide make-up work for students on vacation during regular school time.

Eighth graders who shadow at high schools in the fall must clear the proposed dates of visitation with their teachers before making appointments. Every effort should be made to schedule appointments in the afternoon of minimum days or on school holidays. Students are responsible for making up any missed assignments or exams.

TARDINESS

Students are tardy if they are not in line with their class at 8:10 a.m. when the bell rings for morning assembly. Students who arrive late, once the bell has rung, must report to the school office **with his/her parent/guardian** to obtain an "Admit to Class" slip. Students then proceed to the playground and are to remain with the vice principal until the prayer and announcements are complete. This tardy will be recorded by the teacher as well as the office. Any student arriving after first recess will be marked with a half-day absence. Tardiness is disruptive and students are starting their day at a disadvantage. **Tardiness should be the exception, not a regular occurrence.**

LEAVING CAMPUS

Leaving campus without permission at any time during the school day, or once a student arrives at school in the morning, is not allowed. Students may not go to the store or Starbucks after dismissal to buy food and then return to campus for sports games, practices, club meetings or carpools without special permission from the Principal. Once a student has left the building or school grounds, he/she may not return unless accompanied by an adult. Anyone who leaves campus and returns for activities following dismissal unaccompanied by an adult will be given detention the next day.

YARD GUIDELINES

No food or beverages are permitted on the yard before school. With the exception of morning recess, all food and beverages are to be consumed in the cafeteria. For safety reasons, glass containers are not allowed.

TELEPHONE CALLS

Students may use the school telephone only in the case of extreme importance and then only at recess and lunch breaks with a teacher's permission. Students are responsible for making after school arrangements prior to arrival each day. Students may not use the school telephone or a cell phone to have items left behind brought to school, e.g. PE attire, projects, homework, etc. The exception is if a student comes to school without a lunch. The student may use the school telephone only at recess time to call a parent to bring a lunch.

Parents may not call students to the telephone during class time, except in an emergency. A message will be taken for your child and delivered to the classroom.

Teachers may not be called to the phone during instructional time. Teachers will be notified of any calls and asked to return them at their convenience.

FORGOTTEN ITEMS

Parents are asked to drop off forgotten lunches, books, school materials, sports clothing, etc. at the school office. Students will be called to the office to pick up these items during their break periods.

REPORT CARDS

Report cards are distributed to students on a trimester basis. Parent-Teacher Conferences are scheduled at the end of the first trimester, and parents are required to attend. Additional Parent-Teacher Conferences may be requested at any time by either the teacher or parent. In grades 3-8, Progress Reports are mailed home to parents at mid-term or any other time, if a student's grade point average in any subject is a C- or below.

BELL SCHEDULE -- THERE IS NO CHILD SUPERVISION BEFORE 7:50 A.M.

Students should report to the playground upon arrival at school.

8:10	Opening Bell – Assembly on playground and attendance taken
8:15	Walk with teachers to classrooms
8:20	Instruction begins
10:10 – 10:25	Recess for Grades K-4
10:35 – 10:50	Recess for Grades 5-8
11:30 – 12:10	Lunch for Grades K-2
12:00 – 12:40	Lunch for Grades 3-5
12:20 – 1:00	Lunch for Grades 6-8
1:45 – 2:00	Recess for Grades K-3
2:20	Kindergarten Dismissal
3:20	Grades 1-8 Dismissal

Monday Schedule: Dismissal is at 2:30 p.m. for grades 1-8 to allow for weekly faculty meetings EXCEPT on the fourth Monday of the month when dismissal is at 12:40 p.m. for all grades. This time is set aside for faculty in-service meetings or religious certification workshops.

Students who walk or take public transportation home are dismissed at 3:15 p.m. in order to clear the Pine Street sidewalk before 3:20 p.m. Students who travel home via automobile/carpool remain in the classroom until they are called to the car over the intercom system. Each automobile must have a numeral card issued by the school displayed in the window and activated hazard lights blinking. When the car reaches the carpool lane, a faculty member announces the arrival to the students via the intercom system. Pupils assigned to that number automobile/carpool then proceed directly to the sidewalk and are assisted into the car by Safety Patrol members.

When a child is to go home with a carpool different from his/her usual one, and/or if the adult picking the child up after school is someone other than the adult noted on the dismissal form, the school office MUST be notified in writing. A faxed letter (415-421-1440) must be followed up by a telephone call (415-421-0069).

If a child needs to leave early, parents/guardians must come to the school office to wait for and sign out the child.

The school assumes NO RESPONSIBILITY for students on the premises before 7:50 a.m. or after 3:35 p.m. unless prior arrangements have been made or the students participate in detention, tutoring, music lessons, art classes, a club, NDV Extension Program (NDVEP), JHAS Program, or a study hall. Any student on campus after 3:15 p.m. must be under the direct supervision of a staff member. Students may not loiter in the building or on school grounds. Students are expected to leave campus and go home after school if they are not involved in a school activity.

All parents who pick up their child late at dismissal time will be subject to an assessment or the requirement of enrolling the child in an after school program. Parents who arrive late must come in to the school office to sign out their child.

HOMEWORK

Homework is assigned on Monday through Thursday to prepare for class, reinforce material taught in class, and to foster habits of independent study. Students should have a designated place and time at home for homework. We are grateful to parents who regulate television viewing, video/computer games, texting, and reasonable bedtime hours. All homework must be completed and turned in on time.

Generally, weekends and long vacations are homework free; however, children should be encouraged to read. At times, long-term projects, research papers or reports will be worked on over the weekend.

The time it takes each student to complete his/her homework will vary according to individual differences. If your child is spending excessive time on homework, please contact his/her teacher. The following is an approximate guide for homework time per night:

Grades K, 1, 2	30 minutes
Grades 3, 4	30-45 minutes
Grade 5	45-60 minutes
Grades 6, 7, 8	90-120 minutes

TEXTBOOKS & SCHOOL EQUIPMENT

Each student is loaned school-owned textbooks. A textbook fee is included in the re-enrollment fee at the beginning of each school year. Books must be covered by the first week of school. Students without book covers must purchase them from the Vice Principal. Books are to be kept free of student marking. Students are responsible for any damage, loss or excessive wear to textbooks. A fine will be assessed if a student loses or damages a textbook. Report cards will not be issued until all fines are paid.

Students are expected to bring paper, notebooks, pens, pencils and other materials necessary for class.

LOCKERS

Each student will be assigned a locker. Some students will share a locker with a classmate. Students are expected to keep their lockers and the floor area around their lockers neat. Items with adhesive backing, such as stickers and photos are not to be placed anywhere inside or outside of the locker. Magnetic holders are allowed. The inside and outside of lockers should be kept free of any markings or decorations. Perishable food or soiled clothing may not be left in lockers overnight. The lockers are the property of the school. The school reserves the right to inspect lockers at anytime for any reason.

CELL PHONES

If a student in grades 4-8 needs a cell phone (or electronic communication device) after school due to walking or taking public transportation home from school, entering a house where no one is home, or attending sport practices or games, he/she is expected to bring the cell phone, in the off position, to his/her homeroom after morning assembly. The cell phones then will be taken to the Vice Principal's office for the day. At dismissal, the cell phone may be picked up by the student in his/her homeroom. **Cell phones are not to be used in school from the time drop-off until the student has left the school property.** At no time during the day should a cell phone be in a student's locker, backpack or in his/her possession. Violation of this provision will result in confiscation of the cell phone, detention, a zero (0) for the week in conduct, and the loss of the privilege to possess a cell phone on campus. After two weeks, the child's parent/guardian must personally come to the office to pick up the phone. The school is not responsible for lost, stolen or damaged cell phones.

Cell phones are not to be used in study hall, NDVEP or JHAS to send or receive calls, messages, texts or to be used as a calculator or study device.

E-READERS AND PERSONAL LAPTOPS

Students will not bring their own devices to school unless directed to do so by a teacher, and then the device will be used under the teacher's direction, and left in the teacher's classroom when not in use. Devices include, but are not limited to smartphones (iPhones or Android), tablets, e-Readers (iPod, iPad, Kindle, Nook, etc.), laptops, chromebooks, and net books.

The principal may authorize the use of a student's personal laptop and/or e-Reader if recommended in an educational assessment.

PROHIBITED ITEMS

Smart watches, pagers, laser pens, laser pointers, CD players, iPods, MP3 players, hand held video games, cameras or other such electronic equipment are not permitted at school. If such items are brought to school, they should be checked with the cell phones or they may be confiscated, a detention issued, and a zero for conduct recorded for the week. The item will be returned directly to the parent/guardian after two weeks.

Toys are not allowed, including stuffed animals, dolls, tech decks, collectibles, balls, fidget spinners, and trading cards. Skateboards and scooters are not allowed on school property. In addition, do not bring roller blades, roller skates, or any shoe/skate combination, or any item not related to instruction or a class activity. Students may not wear heelys or wheel retractable roller shoes. These items will be confiscated and returned directly to the parent/guardian after two weeks.

For safety reasons, rolling backpacks are not allowed. **A letter is required from the student's physician if a physical condition requires such a backpack.** Students with permission to have a rolling backpack are expected to use them cautiously.

Students are reminded not to bring large sums of money or other valuables onto school grounds. Students, not NDV, are responsible for the damage, theft or loss of personal property on school grounds. All articles of clothing and personal belongings should be marked with the student's name.

LOST AND FOUND

Please **label all** of your child's property, including shoes, with his/her full name. This includes anything that may be misplaced while at school. The lost and found is located in the metal cabinet opposite the Dragon's Lair and in the cafeteria. Items that cannot be identified that are left at school will be placed in lost and found for a month. Each month, unclaimed uniform articles will be added to the uniform exchange and non-uniform items will be donated to St. Vincent de Paul.

PERSONAL APPEARANCE

The appearance of students should reflect a sense of pride. The school dress code is designed to establish habits of neatness, good grooming and hygiene. Students shall dress and groom themselves in a manner which is consistent with NDV's educational goal of providing a safe and secure learning environment and which demonstrates respect for the learning environment. Good grooming is encouraged at all times. Students are expected to be in proper uniform upon arrival to school and when departing school. If the need arises, students may change into a sports uniform if leaving for a sports practice or game.

Parents are responsible for monitoring student attire. Parents will be contacted when a student's appearance interferes with the educational process and/or orderly operation of the school.

Makeup is not allowed at any time. Artificial nails and French manicured nails may not be worn at any time. Only clear nail polish may be worn on fingernails during school hours. Extreme

hair styles, tinting, streaking, bleaching, highlighting or coloring hair is not permitted. Simple barrettes, hair bows, and hair bands may be worn by girls. Hair extensions, bandanas, and scarves are unacceptable. Hair should be neat, combed, and off the face during the school day and during school activities. For boys, haircuts with tails are not allowed. Boys' bangs may not touch the eyebrows, and hair may not extend over the ears or touch the shirt collar. Older boys must be clean-shaven.

For safety purposes, girls may wear just one small stud earring per ear worn only in the center of the earlobe; no large or dangling earrings, hoops or multiple sets are allowed at any time. Students wearing non-stud earrings will be required to remove them. Boys may not wear earrings.

A necklace with a small cross is acceptable. Bracelets, and the wearing of multiple rings, are not acceptable. Colored T-shirts or those with designs or slogans are not permitted. Body piercing, tattooing of any kind, handwriting and drawing on the body is not acceptable. In addition, any fashion deemed extreme, inappropriate or unacceptable by the faculty will be prohibited.

UNIFORMS

Uniforms are to be worn at all times, unless a non-uniform (free dress) day has been announced by the Principal, and attire should be proper for school wear. Uniforms are checked daily. Please **label all** articles of clothing, including shoes, with the child's name. On full dress uniform days, sweatshirts and polo shirts may not be worn. The school sweater with the school emblem, white dress shirt and "Redi-knot" navy blue tie, if a male is in grades three through eight, are to be worn on Mass days. If a female, the school sweater with the school emblem and white knee socks are to be worn on Mass days.

The uniform should be clean and pressed with all buttons and ties attached and the hem intact. Dingy white shirts for boys in grades 3-8 are not to be worn. Boys' shirt tails should be tucked in while on campus.

GIRLS

K-2 Navy blue dress and white pinafore

3-5 Navy blue dress

6-8 Navy blue midy and skirt

K-8 Navy blue cardigan or V-neck pullover sweater with school emblem. Red, navy or white knee socks. (White bobby socks may be worn by girls in grades 6-8 ONLY. Thigh high stockings and socks with decorations are not allowed.) Red, white, natural or navy blue tights are permitted during cold weather. On full dress uniform days, only white knee socks may be worn.

Only uniform sweaters or sweatshirts are to be worn to school. If additional warmth is needed, a jacket or coat may be worn on top of a school sweater or sweatshirt at recess only. Additionally,

a navy blue, zip front fleece jacket with the school emblem may be worn in place of the uniform sweater or sweatshirt on days when a full dress uniform is **not required**.

Shorts may be worn under the uniform dress or skirt at any time, but they must not hang below the hemline of the dress or skirt. In addition, it is permissible for girls to wear plain red, white or navy blue cotton turtleneck shirts under the uniform on cold days; however, they may not hang below the midy.

GIRLS' SHOES

K-2 White and navy (or black and white) lace-up Keds saddle shoes are the regulation shoes for this grade level.

3-8 All black leather-preferred lace-up athletic shoes **without** logos, colored or white stitching, or colored or white soles are to be worn in grades 3-8. Soles should not mark the gym floor. No high tops or lug soles.

No sandals, flip flops, boots, buckle shoes, Mary Jane's, toeless or backless shoes, moccasins, heelys or wheel retractable roller shoes, or dressy shoes may be worn at any time. No elevated heels, straps, high tops, patent leather or lug soles may be worn.

BOYS

K-2 Navy blue sailor suit with short pants. Navy blue knee socks. **Navy blue corduroy (14 wale cord) pants may be worn to school on very cold days (below 50°) ONLY.** Except for very cold days, no corduroy pants, sweatpants or jeans are to be worn in lieu of regulation shorts.

3-8 Navy blue corduroy (14 wale cord) pants, white short-sleeved standard-cut dress shirt for full uniform days, and solid white standard-cut collared polo shirt with the school emblem for regular uniform days to be tucked in at all times, navy or white crew socks, "Redi-knot" navy blue tie, dark leather belt. The standard-cut dress shirt and "Redi-knot" navy blue tie are to be worn on full dress uniform days.

K-8 Navy blue cardigan or V-neck pullover sweater with school emblem. White undershirt (no colored shirts or shirts with logos). Only uniform sweaters or sweatshirts should be worn to school. If additional warmth is needed, a jacket or coat may be worn on top of a school sweater or sweatshirt at recess only. Additionally, a navy blue, zip front fleece jacket with the school emblem may be worn in place of the uniform sweater or sweatshirt on days when a full dress uniform is **not required**.

BOYS' SHOES

K-8 All black leather-preferred lace-up athletic shoes **without** logos, colored or white stitching, or colored or white soles. Soles should not mark the gym floor. No high tops or lug soles. No boots, heelys or wheel retractable roller shoes may be worn.

The dress for Physical Education (grades 1-8) for both boys and girls consists of dark navy blue NDV logo shorts, white NDV logo T-shirts and tennis shoes. P.E. dress code also must be adhered to on non-uniform (free) dress days.

PLEASE NOTE: Students not in full uniform will be given a uniform slip. If a student receives five (5) uniform slips, he/she will receive a detention. Should a student receive five (5) more uniform slips, he/she will receive a detention and lose one theme dress. Those abusing the uniform code may lose all theme or non-uniform dress privileges. In chronic or extreme cases, students will not be allowed to attend class until the uniform violation is corrected. In such cases, parents will be notified immediately.

DRESS CODE

It is essential that Ecole Notre Dame des Victoires students dress appropriately. This dress code is in effect **to and from** school, as well as during school hours. At dismissal, students may change clothes from their uniform to sports team attire only. Special activities such as concerts and sports events will, of course, require dress fitting the occasion. At such times, various types of student attire are not allowed.

On non-uniform dress days, the following student attire is not allowed:

No tops with midriff showing or low cut front.

No hats of any type or sweatshirt hoods may be worn in the school.

No tank tops, halter tops, tops with spaghetti straps.

No T-shirts with sports or musical groups, words or phrases of any kind.

No pants/jeans with holes, frayed cuffs, or slits.

Only knee-length Bermuda shorts are permitted.

No tight-fitting or form fitting pants/shorts – skinny jeans, skinny pants, leggings, jeggings, biker shorts, tight fitting Spandex knit pants or shorts

No short skirts or dresses or skirts or dresses with slits – length must be no shorter than just above the kneecap.

When wearing tights or leggings, tops or dresses must be no shorter than just above the kneecap.

No strapless or slip-type cocktail dresses at any time during school events.

No pajama-type or draw-string pants.

No low-riding or oversized pants.

No flip-flops, open toed, or strapless shoes (See shoe section under Uniforms).

No chains, including those attached to wallets or used as belts or necklaces.

No gloves or armbands.

No large watches.

Good Rule: If you have a question about whether you should wear it, you should not!

Please consider purchasing one or two pairs of relaxed-fit khakis or jeans for non-uniform days.

MASS DAYS

Non-uniform (Free) Dress slips may not be used on Mass Days or other designated days. Students are expected to be in full dress uniform, which includes a “Redi-knot” navy blue tie, white dress shirt and NDV sweater with school emblem for boys in grades 3-8. **Polo shirts with navy blue ties and sweatshirts are UNACCEPTABLE on Mass days.** Girls are to wear white knee socks. If there is Mass on a P.E. day, students must be in full dress uniform. Students in grades 6-8 not in full dress uniform on Mass Days will be given a detention.

PLAYGROUND/PLAYSTRUCTURE/GYMNASIUM/CAFETERIA GUIDELINES

No food or beverages are permitted on the yard before school. With the exception of morning recess, all food and beverages are to be consumed in the cafeteria. **Glass containers are not allowed at any time for safety reasons.**

Safe student play and behavior on the playground and in the cafeteria are a major concern of faculty and staff. Students may not leave the playground at any time without permission from the yard supervisor and must have a hall pass noting their destination. The following rules are to be followed by **all** students at the recesses and lunch times:

Keep your hands, your feet, and your body parts to yourself.

Playground Rules:

- a) Students are to follow the directions given by the yard supervisors, parent volunteers as well as school staff, at all times.
- b) Students in K-3 use the play structure on a rotational schedule posted on the yard.
- c) Students are not to bring balls of any size to school. Students are to only use equipment provided by the school.
- d) School rules for wall ball, knock out, and four square are to be followed by all participants.
- e) Rough games of basketball, dodge ball, etc. are not allowed.
- f) Balls may not be kicked except in a kickball game when only one class is on the yard.
- g) Kicking, hitting, spitting, pinching, and pushing are not allowed.
- h) Lying down on the playground, slide or benches is not allowed.
- i) Running is not allowed on the playground.
- j) Students are not allowed on the concrete slant near the play structure.
- k) Food is allowed on the playground **ONLY** at recess time.
- l) Open cans of soda or other beverages are not to be brought into the school building.
- m) **Glass containers are not permitted anywhere on the school grounds.**
- n) Playing in the bathrooms is not allowed.
- o) Using the bathroom and getting drinks of water are to be done at recess **before** the bell rings.
- p) K-5 students are to freeze immediately following the bell or whistle, listen to instructions, and walk to the line when the whistle blows.
- q) When the bell or whistle sounds students in grades 6-8 are to stop playing and walk to their next class.

Play structure Rules:

- a) Students may play on the play structure according to the schedule posted.
- b) Food or drink is not allowed on or under the play structure.
- c) Pushing, shoving, crowding or pulling at others is not allowed.
- d) Students may not try to pull or push others off the structure.
- e) Slide: Keep things moving. Do not block access to slide. Wait until the person before you is out of sight before you go. Get off slide immediately at the bottom.
- f) Climbing up or walking on any part of the slide is not allowed.

- g) Students may not block others attempting to get on the structure.
- h) Going down the climbing wall or hanging out over the climbing wall is not allowed.
- i) Monkey bars: Crossing is limited to one direction only (start from the platform) and no more than 2 persons side by side at one time.
- j) Students in K-2 may not skip bars on the monkey bars.
- k) There is absolutely no hanging upside down from the chin-up or monkey bars.
- l) Side-swinging on the monkey bars is not permitted.
- m) Walking, sitting or standing on top of any of the bars is not allowed.
- n) Sitting under, standing under or running through the monkey bars is not allowed.
- o) Ropes, balls or objects of any kind are not allowed on the structure while playing.
- p) Playing tag on and around the structure is not allowed.**
- q) If the play structure is wet, no playing is allowed.

Gymnasium Rules:

- a) Students are to follow the directions given by the athletic director and/or recess supervisors at all times.
- b) Only clean, non-marking, athletic shoes are to be worn on the gym floor. Wearing only socks is not allowed.
- c) Place lunch boxes neatly along the wall on the upper level.
- d) Students are to only use equipment provided by the school.
- e) Return equipment to the proper place at the end of recess.
- f) Rough games of basketball, dodge ball, soccer, kickball, tag, etc. are not allowed.
- g) The gym will be divided in sections to allow more than one game to be played at a time. Respect other's space.
- h) Kicking, hitting, spitting, pinching, and pushing are not allowed.
- i) Food or drinks are not allowed in the gym.
- j) Students are not to walk on the bleachers.
- k) Teasing, name-calling and/or bad language is not allowed. Always show respect.
- l) When the whistle blows, stop and listen.
- m) Running is allowed on the upper level track and the perimeter of the gym floor.
- n) Students may not play on the stairs, which includes running or games of chase up and down the staircases.

Cafeteria Rules:

- a) Students may not run in the cafeteria.
- b) Yelling is not allowed.
- c) Students must sit while eating. Students may not stand around the tables or move from table to table.
- d) No more than ten (10) students should be at any table.
- e) Ice cream is to be eaten only at a table in the cafeteria.
- f) All food must be consumed in the cafeteria. Food may **not** be taken into the gym, onto the playground, or consumed after the students are dismissed from lunch.
- g) Throwing food at someone or into the trash from a distance is not allowed at any time.
- h) Students are to clear their trash, recycle and compost when they have finished eating.
- i) Students are to wipe the tables.

- j) Students will be excused by the cafeteria monitor when tables are cleaned, and students raise their hands to be excused.

Student meals provided by parents will not be heated.

If any of the Playground/Play Structure/Gymnasium/Cafeteria rules are not followed, the following consequences may result:

- 1) Verbal warnings by yard duty monitor
- 2) Loss of play period
- 3) Student walking the wall
- 4) Report to classroom teacher
- 5) Formal visit to the Vice Principal which will result in communication by the Vice Principal with the parents/guardians
- 6) Infraction (grades 6-8) or detention (grades 3-8)

HALL DECORUM AND PASSES

All students out of class must display a valid hall pass. Students may not enter the building during recess or lunch without a hall pass, which must be shown to the cafeteria and playground supervisors before leaving the cafeteria or yard.

Students are expected to speak quietly in the halls and on the ramps. Shouting, running, jumping, or playing with yard equipment in the halls and on the ramps is not acceptable.

GUIDELINES FOR BEHAVIOR

Students are expected to:

- 1) respect school property, including textbooks, instructional materials, desks, lockers, classrooms, interior and exterior of school building, restrooms, athletic equipment and other individuals' property/belongings.
- 2) not chew gum on school premises.
- 3) conform to school uniform regulations.
- 4) behave in a quiet and orderly manner during instruction, assemblies, liturgies, and in the hallways.
- 5) support their teachers, classmates, and school personnel.
- 6) use spoken expressions of consideration toward others, e.g. please, thank you, pardon me, merci, etc.
- 7) be mindful that they represent and reflect NDV while wearing the school uniform, which includes the time going to and from school.
- 8) complete homework on time unless a valid written excuse from a parent or guardian is presented to the teacher.

**CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/
GUARDIANS AS SET FORTH BY THE ARCHDIOCESE OF SAN FRANCISCO**

The students' interest in receiving a quality, morally-based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

COMPUTER ACCEPTABLE USE POLICY

Computers and the Internet are tremendous resources for students and staff to connect to the global community. The computers at NDV are used to further the educational excellence at NDV by facilitating resource sharing, innovation, communication, and collaboration. Links to the Internet provide access to local, national, and international sources of information. When

accessing the Internet, every network user has the responsibility to respect and protect the rights of every user in our community. Students are expected to act in a responsible, ethical, and legal manner, in accordance with the philosophy of NDV, and the laws of the State of California and of the United States.

On a global network, with access to computers and people all over the world, it is impossible to control all materials, and some material may not be considered to be of educational value in the context of the school setting. Although NDV cannot totally guarantee the effectiveness of selected filtering and blocking technologies, it will use such measures to block or filter Internet access to inappropriate sites, as required by the Children's Internet Protection Act. In addition, we cannot guarantee the accuracy of information obtained from the Internet. Having said that, we believe NDV students need to, and can, learn to use these resources in an appropriate manner with adult guidance, supervision and instruction.

NDV makes no guarantees of any kind for the service it is providing, including loss of data resulting from delays, system crashes, non-deliveries, mis-deliveries, or service interruptions.

Families need to take appropriate cautions at home with regard to their children's computer usage. **NDV feels strongly that children should only have access to the Internet in a public area, so that it is easy for parents to monitor their usage.** Furthermore, parents are encouraged to seek out programs that help them to monitor their children's e-mail, social networking sites, instant messaging, and text messaging. Because these tools can become a significant distraction, particularly during homework and family time, students should be limited in their time spent using these tools. Families should consider whether tools such as social networking, instant messaging, and text messaging are even necessary or appropriate for their children.

Computer and Internet Use – Terms and Conditions

The use of NDV computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. In order to ensure that computers are used for educational purposes the following guidelines set forth the responsibilities students assume as users of the NDV network. If a student violates any of these guidelines, access to the Internet and school and/or student-owned devices may be suspended or revoked at NDV, he/she may be given an F in computer class, and he/she may be subject to disciplinary action under NDV's Disciplinary Action Plan.

- * Computers and the Internet are to be used for school related activities. Chat rooms, social networking sites, unauthorized game sites, instant messages, and other similar services are not to be used.
- * Students should not attempt to circumvent school security systems or visit blocked websites.
- * Students must respect the property and privacy of other computer users. Destruction of another user's files and using another's name to log onto or otherwise use the school server are violations of school behavior guidelines. Gaining access to an account or computer that is not authorized is considered to be a violation of NDV guidelines.

- * Destruction of a computer, the files contained on that computer or any action that impedes the use of that computer or the network is considered to be an act of **vandalism** and will be dealt with as outlined in the Disciplinary Action Plan. This includes, but is not limited to, tampering with data, hardware, or network files.
- * Material found on the computer via external storage, CD-ROMS or the Internet, including information, text, graphics, and photographs, is "owned" by someone else. That information may be used in school work if the student properly cites where the information was found and to whom it belongs. Failure to do so is a violation of copyright laws and is considered **plagiarism**.
- * Students should only do work on the computer and Internet that they are willing to share with their teachers and parents/guardians. This includes information they create and information they may find while using the Internet. Teachers and administrators may examine student data and e-mail at any time. Privacy of network files should **not** be assumed or expected.
- * All students must be polite and use appropriate language when using the computer. Internet sites that contain abusive, rude, hateful, harmful, sexually explicit or foul language are inappropriate and may not be used.
- * If while using the computers a student comes across any information that makes him/her feel uncomfortable, he/she should tell the adult in the classroom immediately.
- * Note that **electronic mail (e-mail) is only permitted in the computer lab for the purpose of retrieving an assignment, signing up for authorized web-based applications and services, sending work home or asking a teacher questions regarding an assignment or technical support.**
- * Students should never give out any personal information such as name, address, school, phone number, or parent names and phone numbers to sites on the Internet, whether at school or at home. Additionally, students should not give out any personal information about any other student or teacher. Posting a photograph in which a student is wearing a school uniform, sweatshirt, sweater or jacket is not permitted, as it reveals personal information about the wearer.
- * Students who post on online blogs such as, but not limited to, Twitter[®], Instagram[®], Snapchat[®], Facebook[®], etc. may result in disciplinary actions if the content of the student's post includes inappropriate material and/or defamatory comments regarding the school, the faculty or staff, other students or the parish.
- * A student may not post photographs of any other person on a website without that person's permission.
- * A student should not use the network in any way that would disrupt the use of the network by other users.
- * Any illegal activities, including violation of copyright or other contracts, are strictly forbidden and will be reported to the appropriate authorities.
- * Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the computer teacher at once. Never demonstrate the problem to other users. The school reserves the right to inspect any user files at any time.

KEY WORD: **RESPECT!** **Respect** the technology itself, **respect** your fellow students, **respect** your teachers, and most of all **respect yourself!**

SOCIAL NETWORKING

All faculty, staff and school employees are expected to maintain a professional relationship with students. School personnel may not engage in cyber networking with students. Employees will not accept NDV students or any minors (under 18 or students who have not graduated from high school) who are associated with the school in their circle of friends on Facebook[®], Twitter[®], Instagram[®], e-mail, chat, forums, blogs, texting, or any other personal communication tools. These boundaries are maintained under the school's safe environment policy. Students should not be offended when their teacher does not accept these forms of communication from them. With a teacher's permission, Middle School students are allowed to e-mail assignments and questions about homework/assignments to teachers.

GOOGLE APPS FOR EDUCATION

In keeping with proven educational teaching methods, NDV continues to build a collaborative learning community. Google Apps for Education integrates technology into many aspects of the curriculum. The Google Suite includes Docs, Sheets, and Slides which are similar to the Microsoft Office Suite. Teachers also use Google Classroom which allows for assignments to be distributed, submitted, and graded online. Students are able to collaborate on projects and teachers can monitor student contributions to projects. Students in grades 4 through 8 use Google Apps for Education. Use of these tools requires a g-mail account. The school has access to these accounts so they are not private accounts. NDV's Computer Acceptable Use Policy applies to student use of Google Apps for Education.

PHOTOGRAPH USAGE

Personnel at NDV take photographs of students for use on our website or school brochures. Photographs are taken around the school, and during school activities off campus (e.g. field trips, retreats, service opportunities, sports events, etc.). NDV never posts children's names with the photographs on our website for security reasons. An "NDV Photo Usage Permission Slip" giving NDV permission to use a student's photograph online, in NDV's *Salut* or other brochures is sent to NDV parents/guardians for their signature. NDV will only use photographs of a student if his/her parent/guardian has signed the appropriate release form.

HARASSMENT

NDV is committed to providing a safe environment that is free of discrimination for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. In accordance with this commitment, NDV has adopted a zero tolerance for harassment, including sexual harassment, bullying, cyber bullying and retaliation. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Student-to-Student Harassment

Harassment: Harassment consists of verbal or physical conduct, including conduct based upon a student's race, color, national origin, sex, sexual orientation, religion, or disability, that is so severe, pervasive, or objectively offensive that it adversely affects a student's ability to participate in or benefit from NDV's educational programs or activities, or otherwise creates an

intimidating, threatening or abusive educational environment. Harassment may include: racial or ethnic name calling or slurs; intimidating actions or threats; offensive or threatening phone calls, notes, e-mails, texts, or tweets; harmful pranks; or undue pressure to engage in behavior in which the other person does not feel comfortable.

Sexual Harassment: Sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature that is so severe, pervasive, or objectively offensive that it adversely affects a student's ability to participate in or benefit from the school's educational programs or activities, or otherwise creates an intimidating, threatening or abusive educational environment.

Bullying and Cyber bullying: Bullying includes inappropriate conduct that adversely affects a student's ability to participate in or benefit from the school's educational programs or activities based on efforts to intimidate, coerce, engender fear, or control a student. Cyber bullying is any harassment that occurs via the Internet, such as vicious posts, name calling in chat rooms and/or social networking sites, posting fake profiles on websites, and mean or cruel texts or e-mail messages.

Retaliation: It is a separate and distinct violation of the school's policy for any student to retaliate against any person who reports alleged wrongful conduct, including harassment or bullying, or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment and may be redressed by the procedures described below.

Any student who believes that he or she has been subjected to harassment, bullying, or other behavior that adversely affects his/her participation in the school's programs and activities should report the alleged misconduct immediately to the school counselor, the Vice Principal, or the Principal so that appropriate disciplinary action may be taken. NDV may take immediate steps, at its discretion, to protect the complainant.

ARCHDIOCESAN POLICY

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996, a supplement to the policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin,

physical ability or gender. Harassment of any student by another student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school. A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student-to-student harassment, is available in the school office.

DISCIPLINARY ACTION PLAN

STUDENT CONDUCT

Discipline in a Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to promote a classroom and school environment conducive to learning, and to promote character development. Supported by the Principal, the teacher is the primary school disciplinarian. The children are expected to respect and obey all forms of authority, e.g. substitutes, yard duty personnel, parent supervisors, etc.

The administration of NDV reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to harassment and cyber-bullying.

UNIFORM SLIPS

Students are expected to be in the proper NDV uniform when they arrive on campus until the end of the school day, including during after school care. Please check the Uniform section of this handbook for the proper uniform requirements. Some reminders:

- Boys' shirts in grades 3-8 must be tucked in during the school day.
- Boys' shirts are to be white, not dingy, stained or discolored.
- Boys in grades 3-8 must wear dark-colored belts.
- Shorts should not show beneath a girl's hemline.
- All clothing should fit properly – should not be too short, too loose, too tight or oversized.
- All school sweaters and school fleece jackets are to have the school emblem sewn on to the left front side.
- Pants may not sag, ride low on the hips or be oversized.
- Only school sweaters, sweatshirts, or school jackets may be worn indoors.
- On rainy/cold days, a raincoat/coat may be worn outside over a uniform sweater, sweatshirt or school jacket.
- School sweaters are mandatory for all Masses.
- No jewelry is allowed **EXCEPT** for post-style earrings for girls (only one post may be worn in each ear), standard sized watches, and/or a necklace with a small cross.

- No makeup is to be worn.
- Only clear nail polish may be worn.
- Simple barrettes, hair bows/bands (red, white or blue) for girls may be worn.
- Proper shoes and socks are to be worn.
- Hair should be neat, combed and off the face.
- Boys' hair may not extend over collar, ears or eyebrows.
- Extreme hairstyles are not allowed.

Please check the Dress Code section of this handbook for proper student attire on non-uniform (free dress) days.

Students in grades 3-8 violating the uniform code will receive a uniform slip. If a student receives five (5) uniform slips, he/she will receive a detention. Should a student receive five (5) more uniform slips (a total of 10), he/she will receive a detention and lose one theme dress. Those abusing the uniform code may lose all theme or non-uniform (free) dress privileges. In chronic or extreme cases, students will not be allowed to attend class until the uniform violation is corrected. In such cases, parents will be notified immediately.

INFRACTIONS

The following behaviors will result in a Middle School (sixth, seventh and eighth grade) student receiving an infraction:

1. Excessively disturbing class or other pupils
2. Excessive talking during class
3. Chewing gum or eating in class or the hallway
4. Disrespectful or discourteous behavior
5. On-going antagonism towards class routine
6. Class tardiness
7. Entering a classroom without a teacher present
8. Unauthorized absence from class
9. Roaming the halls without a pass
10. Damaging class materials
11. Throwing books, pencils, pens, scissors or sharp objects
12. Damaging school property
13. Not following playground/cafeteria guidelines stated in the handbook
14. Playing after the bell rings
15. Not reporting to a teacher after school as directed

If a student receives five (5) infractions in a single trimester, he/she will receive a detention. If a student receives four (4) detentions in a single trimester, he/she will meet with his/her parent or guardian and the Vice Principal to review behavior.

DETENTION

Detention is given to a student for such reasons as:

- Chronic disruptive behavior in class

- Chronic class tardiness
- Misbehaving on the playground, gymnasium or in the cafeteria
- Lying
- Foul language
- Not following directions from the adult in charge
- Disrespect shown towards any faculty or staff member, or other inappropriate behavior as designated by the faculty and administration
- Cheating on tests/class work, plagiarism
- Students in grades 3-8 with five uniform slips receive a detention.
- Middle School students with five infractions in one trimester receive a detention.
- Middle school students not in full uniform on Mass Days receive a detention.

Detentions are held Tuesday through Thursday. The student's parents will be notified that their child will spend half an hour in detention after dismissal on the day of the violation. A detention slip will be sent home and must be returned to school the next day with a parent's/guardian's signature. If a student fails to be present on the day detention is assigned, he or she will be detained an additional day. After school medical or dental appointments take precedence over detention, which will then be served the next day. A signed medical slip must be obtained verifying the time spent at the appointment. Sports practices, games, or dance, music or other lessons are not excuses for **not** serving a detention.

If a student receives four (4) detentions in one grading trimester, he or she will meet with the Vice Principal to review behavior. At this time a warning will be given to the student and parents that the next detention may result in Qualifying Status for a twelve (12) week period. If a student receives a detention while on Qualifying Status, Suspension may be considered.

QUALIFYING STATUS

Students will be placed on Qualifying Status for academic and/or conduct reasons. A grade point average which falls below 2.0 will automatically result in Academic Qualifying Status. An average of exactly 2.0 allows for a discretionary decision on the part of the administration. The criteria for computing grade point averages may be found under GRADING on pages 29-30. Conduct reasons are discussed in the previous paragraph.

Qualifying Status is effective for twelve (12) weeks. The student's parents/guardians will be notified and conferences may be required.

Qualifying Status means that the student may not participate in any extra-curricular activities for twelve (12) weeks (equivalent to one trimester) from the date of designation. This includes the Catholic Charities CYO sports program, or class parties. An eighth-grade student on Qualifying Status during the second trimester will not be permitted to have a major role in the Eighth Grade Play.

Qualifying Status comes to an end after the twelve week period. Qualifying Status can be designated for no more than two consecutive periods, at which time a student may be placed on Probation, following faculty and administrative review. Probationary Status is more serious and will become a matter of permanent record.

SUSPENSION

A student may be suspended from school if, while on Qualifying Status, he or she continues to behave in an inappropriate manner. A suspension also may occur as a result of a serious violation of school rules (see Offenses and Consequences below). Suspension will be determined by the Principal and may be in-house (at school), or the student may be asked to stay at home. Suspension will become a part of the student's permanent record.

If a Middle School student is suspended at any time during the trimester, he/she will receive a 0 (zero) on his/her conduct grade for the week, and at the end of the trimester his/her conduct grade will be lowered on full grade.

PROBATIONARY STATUS AND EXPULSION

Probationary Status is also effective for twelve (12) weeks. This action is taken when a student's academic work and/or conduct has reached the point where there is substantial doubt as to the appropriateness of his/her continued placement at Notre Dame des Victoires.

A student is placed on Probation when recommended by at least three staff members, or after the second consecutive designation of Qualifying Status as defined under the Student Conduct Policy. The faculty will indicate if the Probation is for academic and/or conduct reasons.

The determination of criteria associated with any special status is at the sole discretion of the administration and faculty. Parent-teacher conferences for academic/behavioral concerns will be recorded and documented on an Evaluation and Recommendation Report Form.

Once a student has completed a Probationary Period, he/she is either free of this status or may be asked to leave the school.

In extreme cases, and in accordance with Archdiocesan guidelines, expulsion may occur. In cases of immediate necessity, this will be at the discretion of the Principal and Pastor.

OFFENSES AND CONSEQUENCES

The following offenses may result in suspension, probationary status, or expulsion for an NDV student:

- a) Actions gravely detrimental to the moral or spiritual welfare of the students
- b) Continued disobedience or consistent violation of the school rules
- c) Open, persistent defiance of the authority of any school employee
- d) Habitual use of profanity or vulgarity
- e) Fighting, assault or battery or any threat of force or violence directed toward any school personnel or student and their property or toward school property
- f) Possession of implements of any kind used as weapons including knives and/or guns
- g) Verbal or physical harassment directed toward any school personnel or student
- h) Disrespect toward faculty and staff
- i) Making racially charged remarks
- j) Theft
- k) Defacing and *willfully* damaging property

- l) Tampering with lockers and/or contents
- m) Inappropriate use and/or tampering with school computers
- n) Cutting class
- o) Going off campus without permission during the day
- p) Disruptive behavior
- q) Bringing pirated computer software to school
- r) Smoking or possession of cigarettes
- s) Use or possession of hazardous substances, including alcohol
- t) Possessing, selling, giving away, using or being under the influence of drugs, alcohol, and/or hazardous substances on the campus, at school functions or at a time or place that directly involves the school
- u) Possession of dangerous implements or materials such as laser pointers, stink bombs, etc.
- v) Any serious or unacceptable behavior

THE ARCHDIOCESAN POLICY ON EXPULSION

For your information, we have included the Archdiocesan Policy on Expulsion:

Grounds for Expulsion: Grounds for Expulsion are not to be applied automatically. There are, nevertheless, acts which constitute good cause for suspension or expulsion from school when the conduct is committed by a pupil while under the jurisdiction of the school or when the conduct indirectly relates to school activity or school attendance. Among these offenses are:

- a) Actions gravely detrimental to the moral and spiritual welfare of other pupils
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class
- c) Assault, battery or any threat of force or violence directed toward any school personnel, pupils or other persons on school property or during school related activities
- d) Habitual or persistent violations of school regulations
- e) Use, sale, distribution or possession of narcotics or alcoholic beverages (See ARG Sec. 5177.4 in the Principal's office)
- f) Malicious damage or destruction of real or personal property at school
- g) Theft, extortion, arson
- h) Habitual truancy
- i) Hazing
- j) Harassment

In regard to offenses which take place off school premises and which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students.

(5177.4) Grounds for Expulsion – Drug Abuse. The promotion and the safeguarding of student health – physical, mental and emotional – is a concern to our schools. The use, misuse and/or abuse of drugs and hazardous substances causes grave problems in the areas of student health and of student stability. Many incidents of scholastic failure, school drop-out, violence, tension and suicide can be attributed to drug abuse. In view of this, all narcotic type materials are subjects for serious consideration. Therefore, the following general school policy is set forth: Possessing, selling, giving away, using or being under the influence of drugs and/or hazardous

substances on the campus, at school functions or at a time and a place that directly involves the school, renders a student liable to expulsion.

PLEASE NOTE: This is not an all-inclusive policy. Other forms of unacceptable behavior may be identified as they occur. Decisions which result in special status will include parent notification, either by telephone or in person, either before or after the fact. Parents who cannot be reached will be notified of special status by registered mail. Conferences may be requested by the administration, teacher or parents.

GRADING

The criteria for computing Grade Point Averages is as follows:

A	=	96 – 100
A-	=	93 – 95
B+	=	91 – 92
B	=	87 – 90
B-	=	84 – 86
C+	=	81 – 83
C	=	74 – 80
C-	=	70 – 73
D+	=	67 – 69
D	=	63 – 66
D-	=	60 – 62
F	=	59 or below

In addition to numerical grades, teachers will evaluate students based upon the following observed learning behaviors:

Students merit the grade of “A” when they:

1. consistently do more than is required.
2. are extremely attentive to following directions and completing all assignments.
3. are prompt, neat, thorough and accurate in all work.
4. show enthusiasm for and interest in their work.
5. take an active part in class discussions.

Students merit the grade of “B” when they:

1. frequently do more than is required.
2. are very attentive to following directions and completing assignments.
3. are prompt, neat, thorough and usually accurate in all work.
4. show motivation and interest in their work.
5. take part in class discussions.

Students merit the grade of “C” when they:

1. do only what is required.
2. are attentive to following the directions and completing assignments.
3. are reasonably thorough and prompt in their work, with average neatness and accuracy.
4. show average motivation and interest in their work.
5. sometimes participate in class discussions.

Students merit the grade of “D” when they:

1. do less than is required.
2. are usually inattentive to following directions and completing assignments.
3. are usually late and inaccurate with their work.
4. come to class without books and supplies and are careless in preparation and presentation of assignments.
5. seldom participate in class discussions.

Students merit the grade “F” when they:

1. fail to do the required work
2. are inattentive to following directions and completing assignments
3. are late and inaccurate or irresponsible about their work.
4. come to class unprepared – without books and supplies and exhibit lack of interest, motivation and effort.
5. never participate in class discussions.

Honor Roll status is granted at the end of each trimester to students in grades 6-8 who have earned a Grade Point Average (GPA) of 3.5 or better for First Honors and a minimum 3.3 GPA for Second Honors. The following are considered when computing averages for Honor Roll status:

English	Spelling	Reading	Math
Science	French	Religion	Social Studies

Honors are not offered to a student with a 3 or 4 in General Conduct.

ASSIGNMENT PLANNER

Each student in grades 3-8 is provided with a school planner/agenda. Students are expected to use the planner to record homework assignments and long term projects. Families are to sign the planner in the designated area when requested by the teacher. This is another tool for communication between the home and school and to assist students in being organized learners.

STUDENT ACTIVITIES

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

The California Junior Scholarship Federation (CJSF) is a service organization open to qualified students in the seventh and eighth grades. Its motto is Scholarship for Service. CJSF sponsors Community Service activities including a Canned Food Drive, Warm Clothing Drive, and a Toiletry Drive each year and provides other services to fellow students. Meetings with a faculty advisor are held twice per month before regular school hours. Academically, the student must have a minimum of a 3.5 Grade Point Average and no grade below an A- in conduct or lower than a 2 in conduct in any subject area on his/her report card from the previous trimester. Membership is open to eighth graders at the beginning of the first trimester and to seventh and eighth graders at the beginning of the second trimester.

RISE LEADERS

NDV has a conflict management program called RISE: Respect-Include-Safety-Effective Communication. The school's counselor coordinates this program which is based on the current and leading models for nonviolent communication and conflict management. RISE Leaders from each Middle School grade help model and teach our school community how to practice peaceful and mindful communication. See the appendix for a description of NDV's Conflict Management Policy.

STUDENT COUNCIL

Students in grades four through eight, in good standing, may run for the office of Class Representative to the NDV Student Council. Class Representatives serve for one half of the school year at a time. Qualified students entering eighth grade are eligible to run for the year long offices of President, Vice President, and Commissioners of Sports, Publicity, Religion, Spirit and Ecology. Qualified students entering seventh grade are eligible to run for the year long offices of Secretary, and Treasurer. Under certain circumstances students entering seventh grade may run for other offices.

Meetings with a faculty advisor are held twice each month before regular school hours. Activities include fund raising and participation as student body representatives in school decision making processes, as well as involvement in school publications, activities, and events. To qualify for Student Council, a student must have no lower than an A- average in conduct for the first two (2) trimesters, no lower than a 2 in conduct in any subject, and no lower than a B Grade Point Average in the first two (2) trimesters. Students interested in running for Student Council Officer or Commissioner positions must first have their Student Council Eligibility Form approved by the vice principal. If, while a member of the Student Council, a student's GPA falls below a B average or conduct grade falls below an A-, he/she will be removed from office for the remainder of the school year. If removed from office during the seventh grade, the student is ineligible to run for a Student Council office for the following year.

ATHLETIC ACTIVITIES

All students participate in weekly Physical Education (P.E.) classes taught by a credentialed P.E. instructor. Classes include fitness activities, nutrition, skill development, and team sport instruction and play. Students in grades 1-8 must wear their P.E. uniforms for class. Students must wear athletic shoes for P.E. class, even on non-uniform (free dress) days. Students may be excused from participation if they bring a note from home stating the medical necessity for being excused.

Ecole Notre Dame des Victoires attempts to involve as many individuals as possible in the extra-curricular athletic program. Major emphasis is on participation, learning experiences, sportsmanship, cooperation and enjoyment. The attitude of winning at all cost has no place in this setting. We believe that competitive athletics should open the door to self-discovery, self-discipline, and the satisfaction of sharing with others the experience of teamwork toward mutually satisfying goals.

Boys and girls in grades kindergarten through eight may participate in extra-curricular activities. Officially sponsored teams include boys' basketball and soccer, girls' volleyball, basketball, and soccer. Good conduct, attitude and a grade point average no lower than a C- must be maintained in order for a student to remain in the program. Coaches are not responsible for team transportation. Parents are encouraged to attend scheduled games. Comments regarding practices, games or the total program should be directed first to the Athletic Director, who is working under the guidance of the Principal and the Parents' Association Sports Chairs.

Students who participate in the Sports Program are expected to honor their commitment to attend scheduled practices and games. Coaches count on all team members to be present. Repeated absences from practices and games may be grounds for dropping a student from a team. If a student misses a practice, he or she may not play in the following game.

If a student is absent more than half a day from school, he or she may not participate in a sporting event later that day for either practice or a game.

Parents' attendance at a Positive Coaching Alliance workshop is required for a student to participate in extra-curricular sports sponsored by Catholic Charities CYO.

CATHOLIC YOUTH ORGANIZATION – CATHOLIC CHARITIES CYO

The Athletic Director organizes sports teams, special athletic activities and sporting events throughout the year for members of Catholic Charities CYO. Membership is open to all students in grades three through eight who have good conduct, a good attitude and a grade point average no lower than a C-.

MUSIC/DRAMA PROGRAM

Music is taught to students in grades K-7 by a qualified music teacher. Subject matter includes music appreciation, movement, singing and the basics of music theory. The music teacher prepares all students for songs to be sung at school liturgies and major music presentations including the Christmas and Spring Music Programs. Grades 4 and 5 participate in the annual Archdiocesan Choral Festival.

Grade 8 has weekly instruction in drama in preparation for their spring musical production.

PRIVATE MUSIC LESSONS

The school provides access to private music lessons before, during, and after school hours through the services of two piano teachers, two violin teachers, a guitar teacher, and a cello teacher. Lessons with these teachers are based on a private contract between the instructor and the parents.

All NDV students who study music at NDV, or elsewhere, may participate in Student Music Recitals that are held each year in the school auditorium.

ART WORKSHOPS

Each trimester the art teacher offers a series of afterschool workshops open to students of every grade for an additional fee. Projects include leather work, pottery, knitting, watercolor, crafts, creating terrariums, fabric painting, making Christmas ornaments, and tie dye.

FRENCH CLUB

Students in grades four through eight may join the French Club, which meets on a monthly basis after school. Activities include sampling of French cuisine, history presentations, guest speakers, cultural experiences, and viewing French films.

ROBOTICS

Robotics Club members learn how to program robotic devices to complete various tasks on a defined course. A variety of activities are planned for club members.

ACADEMIC DECATHLON

The Academic Decathlon is an annual competition sponsored by the Archdiocese of San Francisco. Students in grades 6 to 8 are eligible to compete for their school. The competition includes ten events, eight of which involve a solo performance in the subject areas of mathematics, fine arts, religion, social studies, science, literature, English/spelling, and current events. In two of the events, the Logic and Super Quiz, the students work together as a team to solve problems and answer questions.

Selection for the team is based on student interest, Renaissance Star scores, academic achievement, and ability to work cooperatively in a group. Team members are expected to work with their coaches on the respective individual areas of study, and with the team before school and during lunch periods.

MEMORY BOOK

Students in grades six through eight are eligible to participate in the creation of the school's Memory Book by serving as photographers and helping to organize and assemble the final book under the direction of a faculty moderator.

ECOLOGY CLUB

Students in grades six through eight may join the Ecology Club, which meets bi-monthly, to address various environmental issues. Club members coordinate the recycling and composting program and sponsor presentations made by SF Environment.

TALENT SHOW

All students (K-8) are eligible to participate in the annual Student Council sponsored Talent Show held in the spring each year. All performers must attend a try-out, rehearsal and dress rehearsal. Song lyrics must have prior approval before acts are created.

ACADEMIC CHESS CLUB

Students in grades k-8 may join the Academic Chess club which meets 11 times per year. This class is designed to promote: 1. Creativity, 2. Concentration, 3. Logical Reasoning, 4. Critical Thinking, 5. Memory, 6. Problem Solving, 7. Planning Ahead, 8. Complex Decision Making, 9. Pattern Recognition, and 10. Intellectual Maturity.

COMMUNITY SERVICE

Students in the seventh and eighth grades are required to complete a total of thirty (30) hours of community service prior to Confirmation or graduation. A letter of information outlining specific requirements will be given to students in the fall of seventh and eighth grade.

The entire student body participates in community service activities which are designed to serve others outside the NDV community. The eighth grade students serve one day at St. Anthony's Dining Room as part of their Religion class. Students support the Canned Food and Warm Clothing Drives sponsored by CJSF, the Operation Rice Bowl Project at Lent, and the missions and outreach services of the Marists and the Sisters of St. Joseph of Orange through the Mission Carnival. Classes also sing at and visit nursing homes, and collect toiletries for the homeless.

SAFETY PATROL

Students in grades five through eight may serve on the school Safety Patrol. This is a service-oriented program supervised by a faculty moderator. Members assist students as they get into and out of their cars during carpool pick up and drop off each day.

ALTAR SERVERS

The Altar Servers program is open to Catholic students in grades four through eight who wish to serve at school liturgies and parish Masses during the school year. NDV Parish staff provides training for the servers. Students and their parents are required to attend an informational meeting at the beginning of each school year. A thank you picnic is offered at the end of the year for altar servers who qualify.

AWARDS

At the end of the school year, teachers in all grades recognize students for their academic achievement. Graduating eighth grade students are the recipients of the following special awards:

THE MOSCONE AWARD

The Moscone Award was established by the NDV Fathers' Club in 1979, and is given to an eligible eighth grade boy and eighth grade girl to acknowledge outstanding athletic performance within the NDV Sports Program by students whose academic standings reflect the development of the whole person. The Award is given in commemoration of the late Honorable George R.

Moscone, former Mayor of San Francisco and member of the NDV Fathers' Club. The Selection Committee is made up of the Principal, the Pastor, the eighth grade teacher, and the Athletic Director.

Student Eligibility

Any eighth grade student who has achieved an academic standing in the top third of the girls and the top third of the boys in the class at the time of the selection and who has participated in the organized Sports Program sponsored by the NDV Parents' Association is eligible to receive this award. The student athlete's performance in athletic activities not sponsored by the NDV Parents' Association (e.g. competitions with other than NDV teams, Physical Education classes, etc.) shall not be considered by the Selection Committee.

Selection Criteria

From the academically eligible students, the Selection Committee shall measure them consistent with the purpose of the award previously articulated and shall evaluate them according to the criteria listed below:

1. An overall NDV career dedication to the purpose of the NDV Sports Program reflecting the extraordinary qualities of a student athlete who is self-disciplined, dedicated and committed to team play, and who exhibits self-sacrifice, sportsmanship and leadership
2. School spirit
3. Compassion for fellow students and others
4. Personal and social responsibility
5. Leadership
6. Maturity
7. Good citizenship

REVEREND LEONARD A. FERRINGO, S.M. MEMORIAL SCHOLARSHIP

As a memorial to Reverend Ferringo, S.M., former Pastor of Notre Dame des Victoires, family and friends established an annual scholarship in the amount of \$400 that will benefit a graduating eighth grade boy or girl of Notre Dame des Victoires who will continue his or her education at a private or Catholic high school. The recipient of this award must reflect a serious approach to academics, be hard working and actively participate in school activities.

NDVPA SCHOLARSHIPS

The NDV Parents' Association offers two \$2,500 scholarships usually to a qualified graduating boy and girl who will continue their education at a Catholic or private high school. The recipients of the NDVPA Scholarships must reflect a serious approach to academics and good citizenship, be hard working, and actively participate in school activities. The recipients' parents must also be actively involved in and be supportive of the activities and events sponsored by the Parents' Association.

THE MARIST SOCIETY AWARD

This award is given to an eighth grade boy or girl who has shown sincere and dedicated commitment to his/her Catholic heritage, who has been a faithful Altar Server for many years and who has given generous service to Notre Dame des Victoires School, the clergy, faculty and fellow students. \$400 is awarded to the recipient.

THE SISTERS OF SAINT JOSEPH AWARD

This award is given to an eighth grade girl or boy who has shown sincere and dedicated commitment to his/her Catholic heritage and who has given generous service to Notre Dame des Victoires School, clergy, faculty and fellow students. \$400 is awarded to the recipient.

MARIST-DICIOCCIO SCHOLARSHIP FOR PERFORMING AND VISUAL ARTS

This award is given to an eighth grade girl or boy who has distinguished himself or herself in the area of performing for visual arts. The scholarship in the amount of \$500 is to be applied towards the recipient's tuition at a Catholic or independent high school of his/her choice in supporting his/her continued growth and development in the performing/visual arts.

VALEDICTORIAN

The Valedictorian addresses the graduating class and parent body at the morning school liturgy and the evening Graduation ceremony. The Valedictorian is chosen according to specific criteria. The Valedictorian shall have the highest academic standing of the class, have attended NDV at least since Sixth (6th) Grade, and displayed role model behavior with a cumulative conduct grade in his/her Eighth (8th) Grade year of an A- or better. The Valedictorian must have demonstrated the values and ideals of NDV in class and outside of class.

GENERAL EXCELLENCE

This award is given to eighth grade students at graduation who have a cumulative GPA of 3.8 or higher and who have a cumulative conduct grade of an A- or better in their eighth grade year.

RELIGIOUS EDUCATION

CLASS MASSES

All of our families belong to the one family of God; therefore, we come together to worship God as a believing community. Each class prepares one Sunday Mass a year, and **all students are expected to attend**. The Mass is celebrated at 9:00 a.m. in NDV Church. Non-uniform attire may be worn to the Sunday Class Masses, but should be of a dressy nature.

FAMILY MASSES

Family Masses are on the second Sunday of each month at 9:00 a.m. All NDV families are invited to worship together at these times. A reception prepared by various grades immediately follows in the Church Hall.

FULL SCHOOL MASSES

School day Masses are held twice a month, on Holy Days of Obligation or other feast days. They are celebrated at 8:30 a.m. in NDV Church. Each class prepares two school Masses a year. Full dress uniform is to be worn on school Mass days.

PRAYER SERVICES

Prayer services are scheduled during the Advent and Lenten seasons or in celebration of special feast days throughout the school year. They are usually held in the auditorium at 8:10 a.m. The entire student body attends.

FAITH FAMILIES

Four times a year, students meet in groups that include a student representative from each grade. An eighth grader leads the group in a faith related activity. A staff member is present to help facilitate if needed. Faith families help to develop a closer bond among students in all grades, empowers our eighth grade students as leaders, and builds community. Students sit in their Faith Families at School Masses.

ST. PETER CHANEL CHAPEL

The St. Peter Chanel Chapel is located on the first floor of the school and is utilized by the students through individual class masses, prayer services and private prayer. It is open to all students for quiet prayer at their lunch time during the Advent and Lenten seasons.

SACRAMENTS OF RECONCILIATION AND FIRST EUCHARIST

The second grade devotes much of the school year in preparation for the reception of the Sacraments of Reconciliation and First Eucharist. Parents are REQUIRED to attend the information meetings and the monthly Families Growing in Faith gatherings.

Reconciliation services are planned for grades three through eight during the school year so that students can receive the Sacrament of Reconciliation together as a class, usually during Advent and Lent. Second grade students also receive the Sacrament of Reconciliation at Lent.

SACRAMENT OF CONFIRMATION

The study and preparation for the Sacrament of Confirmation begins in the seventh grade and is completed in the eighth grade year. Periods of prayer, dialogue and reflection, including a retreat experience, are all part of the preparation for the reception of the sacrament. Parents are REQUIRED to attend the information meetings scheduled for them. Confirmation sponsors are expected to attend the Confirmation practice. Seventh and eighth grade confirmation candidates and their parents are required to attend the Families Growing in Faith gatherings held monthly.

RITE OF CHRISTIAN INTITATION FOR CHILDREN (RCIC)

Children in third through eighth grades who have not been baptized or have not received the Sacraments of Reconciliation and First Eucharist are invited to participate in the RCIC program. Children who wish to be Catholic, and whose parents support this effort, or are baptized Catholic but have not yet celebrated the Sacraments mentioned above, are invited to contact the Pastor of NDV Church or the Vice Principal to register for the RCIC program.

RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

Notre Dame des Victoires offers an opportunity to adults who are interested in learning about Catholicism, who are considering becoming Catholics, or who are baptized Catholics but have not received catechesis (instruction) or the Sacraments of Confirmation and Eucharist. Those who wish to begin a faith journey are welcome to participate in a process, the RCIA (Rite of Christian Initiation of Adults). The process begins in the fall of each year.

NON-CATHOLIC STUDENTS

Students from other faith traditions provide a wonderful diversity to the school. The presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such, all students

- are expected to participate in the religious formation and educational programs of the school.
- are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic faith tradition that will be taught.
- must participate in liturgies, retreats, other religious functions and religion classes for credit.

OTHER PROGRAMS

LIBRARY

Notre Dame des Victories has two libraries for students, the Elementary Library is used by fourth through eighth grades and the Primary Library is used by students in kindergarten through third grade.

Students whose library account is in good standing (no overdue books) may borrow books from the NDV libraries. Students are responsible for any books checked out in their name. Lost or damaged books must be paid for at the current replacement cost. The librarian may revoke the borrowing privileges of any student with excessive overdue or missing books or whose behavior is not appropriate for library use.

Students are expected to return library books on time. Students in kindergarten through grade three visit the library once a week, and books are checked out for a one-week period. Students must return the books previously checked out in order to select new ones. Students in grades

four through eight visit the library once a week and books checked out are due two weeks from the date checked out. Students with overdue or missing books will not receive their Memory Book or report cards until books are returned or replaced.

The use of the library is considered a privilege which may be suspended or revoked because of lack of respect for library materials or inappropriate behavior. Students who do not observe library rules are subject to the disciplinary policy outlined in his handbook.

Students enjoy book talks and presentations by various authors throughout the school year.

BIRTHDAY BOOK PROGRAM

Students can help the library collection grow by supporting NDV's Birthday Book Program. A birthday card will be sent to each child near his/her birthday. If the family would like to donate a book, a check made payable to "NDV" should be sent to the school office in an envelope labeled "Birthday Book Program". The child may then choose a book from a selection of brand new books, and a plaque with his/her name and birth date will be placed in the book.

COUNSELING PROGRAM

The role of the counselor is to provide services that will enrich and enhance the students' experience at NDV. These services include assisting with the evaluation of student behavior, small and large group discussions dealing with peer relationships, academic and social concerns. The counselor meets with students to talk through issues and concerns of the student. Teachers, staff or family may refer students to the counselor regarding concerns about the students and their needs. The counselor may also serve as a source of referrals in case of need. The counselor oversees the Recess Buddies, RISE, Drug Education and San Francisco Archdiocesan Safe Environment programs, as well as the Life-Skills Program.

RECESS BUDDIES

Recess Buddies is a program for students who are in need of peer group support. This program is coordinated by the school's counselor. Students are offered an environment where they can talk about, get comfort for, and brainstorm solutions for challenges in their lives.

STUDENT SUCCESS TEAM (SST)

The Student Success Team (SST) is comprised of the students' teachers, counselor, vice principal, principal and parents. The vice principal acts as the facilitator and note taker. The purpose of the SST is to support our students' academic, spiritual, social, and emotional well-being. Having the student's teachers and his/her parents together provides us with a more complete picture of the student.

When a parent or teacher feels a student would benefit from an SST meeting, a Student Referral Form is initiated by the student's teacher to begin the process. The form indicates areas of strength, areas of concern and interventions which have been used with the student. The parents also complete a Parent Preparation Form indicating the student's strengths, the parents' concerns, what motivates the student, and the parents' goals and expectations for the student.

At the SST meeting, we develop an Action Plan to help the student become more successful at NDV. The Action Plan might include interventions such as, working with teachers after school, working with a tutor, monitoring of the student's planner, and/or a request for a psycho-educational assessment to see how the student learns. The vice principal will summarize the SST meeting articulating the agreed upon interventions intended to assist the child in becoming a successful learner. Each participant will receive a written copy of the Action Plan.

Response to Intervention (RTI) forms will be part of the student's report card. The RTI will list the interventions and the student's progress using each intervention. Follow up meetings will be held if deemed necessary.

If it is determined that NDV cannot provide the educational supports needed for a student to be a successful learner, an SST meeting will be held to determine next steps in assisting families with a transition plan.

RESOURCE TEACHER

The Resource Teacher's main focus is to support students who experience difficulty with the learning process by working with children on a one-to-one basis or in small groups. The Resource Teacher also acts as a resource to teachers and parents in the areas of assessment procedures, remedial methods, and learning strategies.

FIELD TRIPS

Teachers plan field trips that are of educational value and directly related to the curriculum. Each trip will be carefully planned to include the following:

1. preparation, follow-up and specific goals for students
2. adequate transportation and supervision
3. controlled expenditures

An Archdiocesan permission slip is required by the school for each adult volunteer and student participating in each field trip. No child may attend a field trip if a signed permission slip is not submitted to the teacher prior to the trip.

The Parents' Association generously assists with transportation needs for field trips during the year. Chartered buses, public transportation or private automobiles may be used for field trip transportation. When private automobiles are the mode of transportation, drivers must be at least 25 years of age and are expected to provide a seat belt for every person in the vehicle, and may not seat a child in front of an airbag. Each year drivers must provide a copy of their valid, unrestricted driver's license with a "clean" driving record for the past 3 years (no tickets for speeding, no fault accidents or restrictions), and driver's insurance information (\$300,000 liability insurance is the expected norm).

Field trips begin and end at school. **Drivers are to go directly (no stops or side trips) to and from the field trip venue.** Each driver must have the permission forms for the students in his/her possession in the event of an emergency.

NDV AFTER SCHOOL PROGRAMS

The **Notre Dame des Victoires Extension Program (NDVEP)** provides supervision for students on school days from dismissal time until 6:00 p.m. Under the direction of a Program Director, NDVEP provides a snack and a variety of activities, including study hall, outdoor play, cooking, music, drama, art, etc. A separate contract and fee are required for participation which is on a full-time basis. NDVEP is open to students in grades K-5.

Students in grades 6-8 may elect to participate in the Junior High After School Program (**JHAS**). A separate contract and fee also are required for participation in this program and is on a full-time basis.

STUDY HALL

Study Hall is available to students in grades 6-8 from dismissal to 4:00 p.m. Tuesday through Thursday each week, which is hosted by a teacher. This allows students to complete part of their homework before leaving school for the day. Study Hall is not offered on 12:40 dismissal days.

ARCHDIOCESAN IN-SERVICE MEETINGS

The Archdiocese has developed a program of in-service meetings for teachers in parochial schools. Speakers and special programs are arranged so that teachers can maintain and improve their expertise in a variety of curricular areas. These meetings are usually held on the fourth Monday of the month. All teachers in Catholic schools in San Francisco are expected to attend the afternoon meetings. Dismissal for all students on the fourth Monday of the month is at 12:40 p.m. to enable teachers to attend these In-Services.

NDV SCHOOL BOARD

The NDV School Board serves in an advisory capacity to the Principal and Pastor. The Board meets a minimum of five times during the school year. Ad hoc sub-committees meet, as required, to complete assigned work. Its role is to provide assistance and advice in the areas of long-range planning, mission effectiveness, finance, plant improvement, buildings and grounds, technology, and development.

NDV PARENTS' ASSOCIATION

All school parents are members of the Parents' Association (NDVPA). Active participation is encouraged but is flexible, depending on time constraints of the individual. This organization provides countless services to the school, including fund raising activities, arrangements for cultural events for the students and the purchase of instructional materials. The Parents' Association is also responsible for the support of the Catholic Charities Catholic Youth Organization (CCCYO) athletic program, upkeep of the gymnasium, sports teams' uniforms, school facilities, and sponsorship of several events including the annual Father-Daughter Dinner Dance, the Family Picnic, Halloween Carnival, Book Faire, Jog-A-Thon, and Children's Christmas Boutique.

DRAGON'S LAIR

The Parents' Association operates the Dragon's Lair where school sweatshirts, P.E. shorts, T-shirts, etc. with the NDV logo may be purchased on a mail order basis. Order forms for Dragon's Lair items are sent home periodically in the weekly newsletter packet for the convenience of parents wishing to order, or they may be obtained online or from the school lobby pamphlet rack.

HEALTH AND SAFETY

Parents are asked to keep the school informed of any serious health problems a child might have. For the best protection of the child, teachers need to be alerted to such diseases as heart conditions, epilepsy, diabetes, allergies, hearing or visual impairment, etc. Any contagious conditions or diseases such as head lice, strep throat, measles, chicken pox, conjunctivitis (pink eye), etc. must be reported to the child's teacher and the school office. Parents, in turn, will be notified by the school when their child has been exposed to a contagious condition or disease.

NEW STUDENT PHYSICAL AND IMMUNIZATION

All new students are required to have a complete physical examination prior to entering NDV. The health examination form is available in the school office and will be retained in the student's cumulative file. All students, kindergarten through eighth grade, must have up-to-date immunization records on file in the school office **before** they will be permitted to begin classes.

The following immunizations are required of all students upon entry:

1. Polio immunizations
2. Diphtheria- Tetanus-Pertussis immunizations (DTP)
3. Rubeola immunization (measles)**
4. Rubella immunization (German measles)
5. Mumps immunization

** It is recommended that students beginning the Junior High years have an additional measles immunization. Parents should check with their family pediatrician.

All new students must show proof of a negative Tuberculin (TB) test.

GRADE 7 HEPATITIS B VACCINE

All students entering grade 7 must have completed a series of three (3) doses of the Hepatitis B vaccine. The immunization form is available in the school office and will be retained in each child's file until graduation.

GRADE 7 TDAP VACCINE

All students entering grade 7 must provide NDV with documentation that they have received the Tdap (tetanus, diphtheria, and pertussis) vaccine before they will be permitted to begin classes.

MEDICATIONS

No student will be given medication at school without the written permission of the parent/guardian. If a child needs to take medication during the school day, the prescription in the container received from the pharmacy with written instructions and parental permission must be sent to the SCHOOL OFFICE. In addition, the “Physician’s Statement Regarding Administration of Medicine by School Personnel” must be completed and be on file in the school office. A note should also be sent to the classroom teacher advising of the necessity for taking medications during school hours. Over-the-counter medications, including cough drops, are included in this policy.

Asthma Medication – Immediate access to reliever inhalers is vital. Children are encouraged to have possession of their inhaler as soon as the parent/guardian, doctor and school agree that they are mature enough to do so. Parents are expected to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child’s name by the parent/guardian.

FIRST AID

First aid treatment at school is restricted to minor conditions such as small cuts and bruises. Disinfectant, salve to ward off infection, bandages, cold packs, etc. are the only treatments used at school. Parents or guardians are notified immediately of serious illness or injury. Parents are also notified when a child develops a fever so that the student may be taken home as soon as possible. School personnel do not give aspirin to students at any time, unless it has been sent to the school office with written instructions and parental permission.

A portion of the Archdiocesan enrollment fee covers the charges for Student Accident Insurance. Claim forms are available in the school office. This insurance is supplemental in nature. Parents should contact the school office for specific information on this coverage.

FIRE DRILLS

Fire drills will be held at least once each month by the San Francisco Fire Department. Drills will be called for by a continuous horn signal. Students are to exit the building quietly and quickly. All doors and windows in the classroom should be closed and lights turned off. Fire Drill assembly areas on Pine Street and the playground are assigned to each faculty member. Students in their charge will exit to the faculty member's assigned area during a drill. Each teacher will take attendance as soon as the class is assembled in the specified area. Students and staff are to remain in their assigned assembly area until notified it is clear to reenter the building.

EARTHQUAKE DRILLS

School wide earthquake drills are held two times per year, and individual classes conduct monthly drills in their respective classrooms. In the event of an actual emergency, school personnel are responsible for the supervision of students until such time as they may be safely released to parents or those designated on the child’s emergency form to care for them. We strongly advise NDV families to discuss an earthquake preparedness plan they would use as a family in the event an earthquake occurs during non-school hours.

EARTHQUAKE PREPAREDNESS PLAN

The California Department of Conservation, Division of Mines and Geology, presented the findings and recommendations of their two year study in 1982 to the Governor's Emergency Task Force on Earthquake Preparedness. From this the City of San Francisco developed an Emergency Plan.

The report of the Task Force was reviewed by the school administration and a school plan for NDV was prepared in accordance with that developed by the City. The NDV school plan is reviewed and up-dated regularly.

Immediately after a large earthquake, several things will happen. Streets leading to NDV will be closed because of fallen debris. This condition is especially true in the pie-shaped area bound by Van Ness Avenue, Market Street and the Embarcadero. If parents intend to pick up their children, they will need to walk or bike to the school; there will be no driving. Telephone communications will be down for at least seventy-two hours following the earthquake, so parents will not be able to call the school. Electricity will be out at least twenty-four hours, as will water and waste disposal.

Please note that in the event of an emergency and your inability to pick up your child, students will **not** be released to anyone **not** on the emergency form. Please carefully reflect upon the individuals you grant NDV permission to release your child to in the event of an emergency.

Hopefully, within twenty-four to thirty-six hours potable water will be distributed and portable toilets will be set up on street corners. Notre Dame des Victoires has enough water stored in the school in plastic containers to serve the needs of more than three hundred children for several hours. In addition, each child and adult in the school community has an emergency kit with food and water to last 3 days.

The two hour period following the earthquake is important. The longest time it would take ninety percent of all parents to walk to the school from any part of San Francisco is probably two hours. Assuming there is no post-earthquake fire or structural collapse, the children should stay at school until picked up by a parent.

St. Mary's Cathedral, located at Geary and Gough Streets, west of Van Ness Avenue, is the school's designated mass-care facility, and it is possible that students might be evacuated to that site at the direction of authorities or at the discretion of the school administration. Students will be transported by bus or will travel on foot to St. Mary's Cathedral.

The school has minimum medical supplies. An emergency backpack is in each classroom. It contains a first aid kit, student emergency information, a battery operated radio, name tags, a flashlight, games, etc. In addition, emergency food kits for each student and staff member in the school are stored in each classroom.

At the discretion of the Principal, injured children may be carried, if possible, by adults on the premises, to Saint Francis Hospital at Pine and Hyde Streets. After the two hours have expired, late arriving parents can learn the whereabouts of their children from lists that will be posted at

the school entrance and in classrooms, if possible, or otherwise as prominently as possible elsewhere.

If there is structural collapse, children surviving without injury will be taken to the St. Mary's Cathedral; injured children should be taken to Saint Francis Hospital. Also, if there is a post-earthquake fire, all uninjured children will be taken to St. Mary's Cathedral.

Families should review these procedures at home; teachers will review them regularly in class.

Should the school close for a period of time due to an earthquake or other emergency, the date for resumption of classes will be broadcast by AM radio 740, KCBS. Schools of the San Francisco Archdiocese, including NDV, will follow the San Francisco Unified School District directives. The telephone trees set up by the Parents' Association Room Parents for each class will also be used to notify families when to return to school.

LOCKDOWN DRILL

A lockdown drill will be held twice a year to prepare the students and staff to respond in the event of an intruder emergency. A prearranged signal will be given over the intercom system. Teachers will lock the classroom doors from inside. Students will sit on the floor against the walls out of the sight of windows and doors. Doors will remain locked until a prearranged all clear signal is given over the intercom system.

In the case of a real emergency (e.g. intruder on campus), NDV will go into lockdown and the administration will call 911.

VISITORS TO THE SCHOOL

In accordance with State Law and for the safety of the children and staff, all visitors, including parents, shall report to the school office upon arrival and sign in. All visitors, including parents, will be issued a "VISITOR" nametag to wear during the period of their stay.

In order to insure and maintain a safe and orderly learning environment for all, the only doors accessible to the public will be the main entrance. At no time is a student to open an outside door for visitors, parents or other students even if known to the student.

PARENT VISITS

All parents entering the school during regular hours to assist with activities, yard duty or the lunch program must also sign in and obtain a "VISITOR" nametag. No one is permitted in the classrooms during instruction or at teacher breaks without the explicit permission of the Principal. **Conferences with teachers must be prearranged, and are to be held during non-instructional time or when staff members are not on duty.**

POSTING OF NOTICES AND SIGNS

The posting of notices and signs is permitted only with the approval of the principal. Please only use blue painter's tape. Do not use any other type of tape, as it is difficult to remove and

damages the paint. Any artwork or posters displayed or in use in the school must reflect the Catholic identity of NDV and first be approved by the principal.

BIRTHDAY TREATS AND CLASS PARTIES

NDV is addressing nutrition concerns in an effort to live out the “Healthy Individual” School wide Learning Expectation. Due to the fact that there is a broad interpretation of what “healthy treats” actually are, students may not bring in to school or have parents drop off treats to eat or goodie bags in celebration of their birthdays. The Student Council recognizes all of the students who have birthdays each day during the school year, including summer months birthdays, by giving every student a Uniform Dress Pass, and teachers honor the students in the classroom in various ways.

There are only four occasions when parties may be held: Halloween, Christmas, Valentine’s Day, and end of the year celebrations. They are planned for the last half hour of the day. The room parents will work with classroom teachers to provide healthy snacks, such as fruit, vegetables and dip, or bagels. Other class celebrations that support the curriculum will be determined by the teachers.



THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF THE ARCHBISHOP

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 (415) 614-5500

My dear friends,

I am pleased to announce the continuation of the programs listed below for training our children in both parishes and schools on ways to help keep themselves safe.

"*Talking about Touching*", used for pre-K through third grade, is a program written and marketed by Committee on Children. We believe it is the leading experience based program of its kind and have used it successfully since 2008. It is a general safety program, taught in the classroom by our teachers and catechists.

In grades four through twelve, thanks to our friends at ShieldtheVulnerable, a service of LawRoom, Inc., we now offer a different course for each grade level. We ask that these courses be overviewed by the teacher/catechist with the class, then the student takes the course on-line on their own, preferably with the help of their parents. When all have completed the course, the teacher/catechist is asked to provide a closure session, summarizing the major points, and offering an opportunity for questions and comment.

<i>Course</i>	<i>Grade</i>
Safety Smarts for Kids	4
Block the Bully	5
Be Safe, Stay Safe	6
Bullying, Not Cool	7
Digital Citizenship	8
Teen Safety	9
Dating Abuse	10
CyberSafety	11
You're Legal, What Now?	12

We continue to affirm parents as the first educators of their children. All of the programs listed above offer opportunities for parental involvement. Questions or comments about the programs should be forwarded to Deacon John Norris by email at norrisj@sfarchdiocese.org.

Thank you for all that you do to implement these programs and to keep our children safe.

Sincerely yours in our Lord,

Most Reverend Salvatore J. Cordileone
Archbishop of San Francisco

SAFE ENVIRONMENT PROGRAMS
Archdiocese of San Francisco
May 19, 2008

- **“Recognize, Report, and Prevent Child Abuse”**
 This is an individualized, interactive on-line training course that educates Archdiocesan employees and volunteers who have on-going, unsupervised contact with minors on how to recognize signs of abuse and neglect and to be able to protect our children. This is found on Law Room’s website, www.shieldthevulnerable.org.
- **Talking About Touching**
 This is a personal safety curriculum for Preschool – Third Grade children. Teachers and parents learn to provide rules for children and skill practice in common safety rules. They also teach the children how to ask for help when feeling unsafe or uncomfortable.
- **“Kids Safety”**
 This is an individual, interactive online course for Fourth Grade – Eighth Grade students. Children will learn how to identify different types of harm and how to get help, grow in understanding personal boundaries, and how to practice safe internet use.
- **Teen Safety**
 This is an individual, interactive on-line course for Grades 9-12 and is available now. Youth in our school/parish programs will learn to identify different types of harm, deal with physical and sexual violence, enforce personal boundaries, practice safe internet use, understand relationships with adults, reject negative media influences and know the importance of respecting the dignity of self and others.

CHILD SAFETY EDUCATION PROGRAMS

Type Of Participant	Current Program <i>(2007 / 2008)</i>	Planned Standard <i>(2008 / 2009 and beyond)</i>
CLERGY (Priests and Deacons)	Recognize, Report & Prevent Child Abuse WWW.SHIELDTHEVULNERABLE.ORG	Recognize, Report & Prevent Child Abuse WWW.SHIELDTHEVULNERABLE.ORG
STAFF (Paid Employees)	Recognize, Report & Prevent Child Abuse WWW.SHIELDTHEVULNERABLE.ORG	Recognize, Report & Prevent Child Abuse WWW.SHIELDTHEVULNERABLE.ORG
VOLUNTEERS	Recognize, Report & Prevent Child Abuse WWW.SHIELDTHEVULNERABLE.ORG	Recognize, Report & Prevent Child Abuse WWW.SHIELDTHEVULNERABLE.ORG
STUDENTS (Preschool – Third Grade)	Smart Kids; Safe Kids	Talking about Touching Program has Parent Component for use at Home
STUDENTS (Fourth thru Eighth Grades)	Smart Kids; Safe Kids	Kids Safety (Available Winter / Spring 2009) Course Automatically varies by Grade Level Fee for Child allows Parent to Take the Course as well. WWW.SHIELDTHEVULNERABLE.ORG
STUDENTS (Ninth thru Twelfth Grades)	Creating Safe and Sacred Places	Teen Safety Fee for Child allows Parent to Take the Course as well. WWW.SHIELDTHEVULNERABLE.ORG
PARENTS	Out of Harm’s Way Parents Train with Their Child	DISCONTINUED (Parents now Train as Indicated Above)

COMMUNICATION OF SERIOUS CONCERNS

When news of a particularly serious matter arises, whether it be student, parent or school employee related, the parent body will be informed as soon as possible, with as much information as we can release consistent with the confidentiality required in many cases. The pastor and principal will investigate the incident with all parties involved, the Archdiocese will be consulted, and a decision reached. The parent body will be provided with appropriate information while honoring the privacy of the individuals involved. In certain situations, as the investigation is being conducted, an employee may be put on administrative leave, or in the case of a student, he or she may be suspended. In such situations, it is essential that parents understand that they may not be receiving full and comprehensive information from third parties and avoid unnecessary gossip or premature judgments.

PROCEDURES FOR COMPLAINTS

Discussion of student progress or behavior must be done privately. If a parent has a complaint, he or she must first make an appointment with the teacher to present the concern. In the event that a teacher and parent cannot arrive at a mutually agreeable solution to a student related problem, the Principal will be notified and a joint meeting will be arranged. According to Archdiocesan policy, the normal channel for complaints concerning school personnel shall be from complainant to employee to Principal to Pastor. Every effort shall be made to give the complainant a hearing at the earliest possible date.

If a parent has a complaint or concern about school policies, programs or procedures, he or she may submit, in writing, a brief summary outlining the complaint or concern. The statement will be reviewed by the Principal and Pastor and a meeting may be scheduled, if necessary, with the parent, Principal and Pastor to discuss the facts and hopefully reach a resolution.

RIGHT TO AMEND

Ecole Notre Dame des Victoires reserves the right to amend this handbook. A notice of amendment will be sent to all parents/guardians.

SCHOOL AND PARISH TELEPHONE NUMBERS

SCHOOL OFFICE	(415) 421-0069
SCHOOL FAX	(415) 421-1440
NDVEP/JHAS	(415) 421-0112
RECTORY/CHURCH	(415) 397-0113

VISIT OUR WEB SITE AT: www.ndvsf.org

Personal telephone numbers of school employees will not be released.

APPENDIX
NDV CONFLICT MANAGEMENT POLICY

Ecole Notre Dame des Victoires Elementary School's Conflict Management Policy guides everyone through a process that helps anyone who spends time in the school building to use his/her minds and words to relate to each other as we solve our problems. This conflict management policy is an effective model of nonviolent communication for us that allows us to stay focused on real issues and transcend personal conflict.

Conflict Management Policy

Our community has committed itself to using conflict management through the RISE (Respect, Include, Safety, Effective Communication) Program to settle arguments and to prevent violence. We believe that effective conflict management can help us learn to disagree respectfully, to understand each other better, and to respect the minds, hearts and bodies of everyone in our community. In order to live, learn and grow together, we need to build trusting, positive relationships.

We expect all members of our community – young and old, teachers, parents, students, and staff – to practice this method and ask for help when needed. We encourage families to reinforce this method at home and also to adapt it to meet your family needs.

How and When to Use the Conflict Management Policy:

We use our conflict management policy for major disagreements as well as for minor misunderstandings. We encourage everyone to talk directly to each other when conflicts first arise. People can follow the steps on their own (without a conflict manager) or ask someone to help guide them through the steps.

The Process:

- Cool off (sit in a quiet place, take a walk, talk to an adult or student mediator)
- Agree on the ground rules (no interrupting, no put downs, no name calling, no blaming, no yelling)
- Each person tells what happened and how he/she felt (use I-statements)
- Each person says what he/she needs to happen next
- Brainstorm solutions
- Choose one solution (write down the agreement, plan to check if it is working)
- Use the solution

If the above process does not result in a solution:

For Students:

- A conflict manager or RISE leader will repeat the process
- A teacher, counselor, Vice Principal, or Principal will help mediate
- Parents are encouraged to use this process at home to reach solutions

For Adults:

- A teacher, counselor, Vice Principal, or Principal will help mediate
- The involved parties will participate