

## **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's). 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, a science laboratory, and 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**

Grounded in the Marist Charism, French Tradition, and guided by the example of Mary: the mission of Ecole Notre Dame des Victoires Catholic Community is to nurture the whole child spiritually, academically, socially, emotionally, and physically and to support a diverse group of learners who endeavor to develop an inclusive and compassionate world.

## **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 forming opinions consistent with Christian values
- be sensitive toward others in both words and actions
- exhibit good sportsmanship
- be aware of and involved in inter school 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**

**We believe that we are instruments of God's love; therefore, we are**

- **Responsible Citizens** *who Serve.*
  - Respond with empathy and compassion to all
  - Demonstrate accountability for personal behavior
  - Practice social justice and an awareness of global issues
  - Perform community service

**We believe that God calls each of us by name; therefore, we are**

- **Effective Communicators** *who Respond.*
  - Express ideas in a courteous, concise, and coherent way
  - Use different media to convey knowledge
  - Demonstrates active listening skills
  - Advocate for self and others

**We believe that we are brothers and sisters in Christ; therefore, we are**

- **Active Christians** *who Love.*
  - Show faith for God by participating in the liturgy
  - Show compassion for others by serving them with a commitment to social justice
  - Show respect for themselves by taking care of the whole

- self, body and soul
- o Show love for the Earth by being stewards of God's creation

**We believe that everyone can grow and thrive; therefore, we are**

- **Life-Long Learners** *who Persist.*
  - o Demonstrate curiosity and motivation
  - o Apply knowledge to new situations
  - o Appreciate opportunities for growth
  - o Understand that learning is a process

### **STUDENT OF THE MONTH**

Every month teachers nominate students whom they believe best reflect each Schoolwide 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 Schoolwide 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](http://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 certificate, 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 Transitional Kindergarten (TK) and Kindergarten is as follows:**

- 1) Child must be five years of age by September 1 (five years of age by December 1 for TK)

- 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](http://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.

All applicants for Transitional Kindergarten and Kindergarten are expected to be fully toilet trained throughout the admissions process and during their enrollment at NDV.

Ecole Notre Dame des Victoires, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Ecole Notre Dame des Victoires does not unlawfully discriminate on the basis of race, color and national and/or ethnic origin, age, gender, or disability in administration of the educational policies, admissions policies, scholarship 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, is due in February or at the time of admission.

**All parents must pay tuition through the FACTS Tuition Management Program.** Monthly tuition is automatically debited from your bank account on the fifth (5<sup>th</sup>) or twentieth (20<sup>th</sup>) of the month from August through May, or **tuition can be paid in one or two installments through FACTS.** The full monthly tuition payment is due if a child **is enrolled and/or attends** one or more days of school during that month. There is no prorated refund of a monthly tuition payment if a child withdraws from the school during the month. Families who notify the school after August 1 but before the first day of school that their child will not be attending NDV must pay the monthly tuition for August to cover the cost of textbooks, supplies and other materials purchased in anticipation of the child's attendance.

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 \$25.00 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. Planning, staffing, or otherwise working on school events also counts toward participation hours. Each family is expected to be on campus for yard supervision (11:30 a.m. to 1:00 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. In addition, health department guidelines do not permit young children to be in food service areas, even if they are supervised.

### **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 with 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 supporting the request for the scholarship, including complete tax returns, 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.
- 6) Additional supporting documentation such as evidence of mortgage or rent payments, loans, and/or debts may be requested.

### **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 at the following website: <https://www.basicfund.org/how-to-apply-english>.**

### **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 the child. This ensures the 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, faxes, or emails 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 co-curricular activity, including the eighth grade play practices. If a student is absent more than a half-day of school on a Friday, s/he may not participate in co-curricular activities that following weekend, including, but not limited to, practices, games, 8th grade play practices, or Academic Decathlon.

If your child contracts a communicable disease, including, but not limited to, pink eye or strep throat, notify the office immediately. If your child displays symptoms of serious respiratory illness (including, but not limited to, difficulty breathing, fever, chills, or cough), notify the office immediately. After recovering from any illness, a student must remain home for 24 hours after all symptoms have resolved. Regarding a fever in particular, a student must be fever-free for 24 hours without the use of any fever-reducing medicine.

Students who display symptoms indicative of any serious communicable disease (including, but not limited to, Covid-19), will be isolated until a parent or other authorized adult is able to pick them up.

If your child has head lice, notify the office 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. Teachers cannot assign future make-up work in advance of an absence.

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 promptly 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 **office staff** 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 it causes students to start 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 off-campus locations, including, but not limited to, any store, coffee shop, or food establishment, after dismissal 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.

### **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 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 in early to mid October, 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 for all students are sent home to parents at mid-trimester. Students with a grade of C- or below in any subject may receive additional progress reports.

**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
9:50-10:05	TK-K Recess
10:10-10:25	Grades 1-4 Recess
10:30-10:50	Grades 5-8 Recess
11:30-12:10	TK-Grade 2 Lunch/Recess
12:00-12:40	Grades 3-5 Lunch/Recess
12:20-1:00	Grades 6-8 Lunch/Recess
1:45 – 2:00	Grades 1-3 Recess
2:05-2:25	Grades TK-K Recess
2:45	Transitional Kindergarten and Kindergarten Dismissal
3:15	Unaccompanied Walkers are dismissed
3:20	Car Line is Dismissed
3:30	NDVEP and after school programs are dismissed

*Monday Schedule:* Dismissal is at 2:30 p.m. for grades TK-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/parent sidewalk pick-up remain in the classroom until they are called to the car over the intercom system

When the car reaches the carpool lane with activated hazard lights blinking, students riding in that 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 emergency form, the school office MUST be notified in writing. A faxed letter (415-421-1440) or email 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.

Students should not be left on Pine Street at morning drop-off. Parents/guardians must remain with their children until the school doors open at 7:50AM. 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 into the school office to sign out their child.

### **HOMWORK**

Homework is assigned 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. 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 any time for any reason.

Lockers are property of NDV school and are made available to students for the storage of educational and school related materials only. Lockers are property of NDV and are not private places. In order to protect the educational climate and health and safety of persons and property, lockers and materials within lockers may be searched and or accessed by school personnel at any time.

Lockers are assigned to students in Transitional Kindergarten (TK)-8th grades at the beginning of each school year and may be used by the assigned student to store school related materials only. Students are permitted to open/enter their assigned locker during approved times designated by their teachers. Students are prohibited from accessing/entering lockers that are not assigned to them.

Lockers are to be kept clean, neat, and organized. Stickers and other adhesive-backed items may not be applied to the lockers. Magnets may be used to hold appropriate items. The inside and outside of lockers should be kept free of any markings or decorations, including birthday decorations.

Failure to use lockers as storage for school related materials, accessing another student's locker, and or damaging lockers will result in an infraction and may result in further disciplinary action including but not limited to loss of locker storage privileges, financial responsibility for repairs, suspension, or expulsion.

## **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 Main 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 of 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 child's parent/guardian must personally come to the office to pick up the phone. Repeated offenses may

result in the loss of the privilege to possess a cell phone on campus. 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, TABLETS, 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 (iPads, or similar), e-Readers (Kindle, Nook, etc.), laptops, chrome books, 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 (defined as any watch capable of sending or receiving any type of communication), 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. Fitness trackers (such as Fitbits and similar devices) are not permitted except in cases of documented medical necessity. 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. They must be returned directly to the parent/guardian.

Toys are not allowed, including stuffed animals, dolls, tech decks, collectibles, balls, fidget spinners, and trading cards. Skateboards, scooters, roller blades, roller skates, or any shoe/skate combination are not allowed on school property, nor are any items not related to instruction or a class activity. Students may not wear heelys or roller shoes with retractable wheels. These items will be confiscated and returned directly to the parent/guardian.

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. 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. All clothing should fit property – should not be too short, too loose, too tight or oversized.

Students are expected to be in proper uniform for the entire day, from arrival to school until departing from 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. Girls may wear simple barrettes or hair bows/bands (red, white, or blue). 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 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.

All students may wear standard-sized watches (No smartwatches). All students may wear a necklace with a small cross. Bracelets are not allowed. Rings are limited to one ring per hand that is flush with the skin. 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. **Please refer to Dress Code section for non-uniform days for details/exceptions.**

### **UNIFORMS**

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. 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.

All students may wear coats, jackets, etc. to school on cold or rainy days. All non-uniform outerwear must be placed in lockers for the duration of the school day. Students may retrieve non-uniform outerwear from their locker for recess only. Only uniform sweaters or sweatshirts are to be worn to school. 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.

Full dress uniform is required on Mass/Liturgy days and other days as announced by the Principal. If there is Mass/Liturgy on a P.E. day, students must still be in full dress uniform. On full dress uniform days:

- Free dress passes may not be used.
- No sweatshirts and polo shirts.
- Boys must wear the school sweater with the school emblem, white dress shirt, and "Redi-knot" navy blue tie (grades three through eight).
- Girls must wear the school sweater with the school emblem and white knee socks.

*Students in grades 6-8 not in full dress uniform on Mass/Liturgy Days will be given a detention.*

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

## ***GIRLS***

TK-2 Navy blue dress and white pinafore

3-5 Navy blue dress

6-8 Navy blue middie and skirt

TK-8 Navy blue cardigan or V-neck pullover sweater with school emblem. Red, navy or white knee socks. (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.

Shorts **must** be worn under the uniform dress or skirt, 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 middie. Girls' skirts must be no shorter than **two inches** above the knee.

## ***GIRLS' SHOES***

TK-2 White and navy (or white and black) lace-up Keds saddle shoes are the regulation shoes for these grade levels.

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 these grade levels. Soles should not mark the gym floor. No high tops or lug soles.

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

### ***BOYS***

TK-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.

TK-8 Navy blue cardigan or V-neck pullover sweater with school emblem. White undershirt (no colored shirts or shirts with logos).

Pants may not sag, ride low on the hips or be oversized.

### ***BOYS' SHOES***

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

### ***PHYSICAL EDUCATION UNIFORM***

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-shirt, and tennis shoes. THE 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 (i.e. 10 total), he/she will receive a detention and lose one theme or free-dress day. 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, except in the schoolyard on cold days **provided they comply with other aspects of the dresscode.**
- No tank tops, halter tops, tops with spaghetti straps.
- No t-shirts with sports, or musical groups, words or phrases of any kind
  - **Please note that NDV shirts are allowed.**
  - **A small, brand logo is acceptable provided it is not distracting in nature, an unavoidable aspect of the garment, and 1 inch or smaller. Examples include: a nike swoosh, polo embroidery, or the like.**
  - **On themed free dress days students may wear clothing with designs reflective of that theme (e.g. hearts on Valentine's Day)**
- No pants/jeans with holes, frayed cuffs, or slits.
- Only knee-length Bermuda shorts are permitted.
- No tight-fitting or form fitting pants/shorts, including, but not limited to, skinny jeans, skinny pants, jeggings, biker shorts, tight fitting Spandex, knit pants, or shorts
- When wearing tights or leggings, tops or dresses must be no shorter than just above the kneecap. **Leggings may not be worn as pants.**
- No short skirts or dresses or skirts or dresses with slits – length must be no shorter than **two inches** 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 backless 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 including smart watches

All of the aforementioned attire is also not allowed on field trips. Should a student be dressed inappropriately for a field trip, and the dress code infraction cannot be easily and quickly remedied, he/she will not be permitted to participate in the field trip.

Good Rule: If you have a question about whether you should wear it, you should not!  
Please consider purchasing one or two pair of relaxed-fit khakis or jeans for non-uniform days.

**PLAYGROUND/PLAY STRUCTURE/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 beverage 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) No teasing, put-downs, foul language, or harassment.
- c) Students in TK-3 use the play structure on a rotational schedule posted on the yard. Students in grades 4-8 may not use the play structure. Students in grades 4-8 who sit near the structure are responsible for properly disposing of (i.e. recycling or composting) any trash they generate. **There should be no eating underneath the structure.**
- d) Students are not to bring balls of any size to school. Students are to use only equipment provided by the school.
- e) School rules for wall ball, four square, etc. are to be followed by all participants.
- f) Rough games of basketball, dodgeball, football, knock-out, etc. are not allowed.
- g) Balls may not be kicked except in a kickball game when only one class is on the yard.
- h) Kicking, hitting, spitting, pinching, and pushing are not allowed.
- i) Lying down on the playground, slide, or benches is not allowed.
- j) Due to the limited space and size of the playground, running is not allowed.
- k) Students are not allowed on the concrete slant near the play structure.
- l) Food is allowed on the playground **ONLY** at morning recess time. Students must sit and eat their snack before playing. All food should be packed away and waste properly disposed of (i.e., compost, recycling, and/or garbage) before a student begins playing.
- m) Students must put their snacks or lunch boxes on the benches or along the wall. They cannot be left near the play areas. No lunch boxes can block any stairs or doorway. This must be done after they are done eating their snack.**
- n) Open beverage containers are not to be brought into the school building.
- o) Soda is not allowed on campus.
- p) **Glass beverage containers are not permitted anywhere on the school grounds.**
- q) Playing in the bathrooms is not allowed.
- r) Using the bathroom and getting drinks of water are to be done at recess **before** the bell rings.
- s) TK-5 students are to freeze immediately following the bell or whistle, listen to instructions, and walk to the line when the whistle blows.

- t) When the bell or whistle sounds, students in grades 6-8 are to stop playing immediately. **No playing after the bell or whistle is blown. 6-8 must listen to instruction from yard supervisor before walking 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 the slide. Wait until the person before you is out of sight before you go. Get off the slide immediately at the bottom.
- f) Students may not sit on the upper cover of the slide.
- g) Climbing up or walking on any part of the slide is not allowed.
- h) Students may not block others attempting to get on the structure.
- i) Going down the climbing wall or hanging out over the climbing wall is not allowed.
- j) 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.
- k) Students in TK-2 may not skip bars on the monkey bars.
- l) There is absolutely no hanging upside down from the chin-up or monkey bars.
- m) Side-swinging on the monkey bars is not permitted.
- n) Walking, sitting or standing on top of any of the bars is not allowed.
- o) Sitting under, standing under or running through the monkey bars is not allowed.
- p) Ropes, balls or objects of any kind are not allowed on the structure while playing.
- q) **Playing tag on and around the structure is not allowed.**
- r) 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) **No eating food in the gym during recess. All snacks must be eaten on the yard before going to play in the gym.**
- e) Students are to use only equipment provided by the school.
- f) Return equipment to the proper place at the end of recess.
- g) Rough games of basketball, dodgeball, soccer, kickball, tag, etc. are not allowed.
- h) The gym will be divided in sections to allow more than one game to be played at a time. Respect other's space.
- i) Kicking, hitting, spitting, pinching, and pushing are not allowed.
- j) Food or drinks are not allowed in the gym.
- k) Students are not to walk on the bleachers.
- l) Teasing, name-calling and/or bad language is not allowed. Always show respect.
- m) **When the bell or whistle blows, stop and listen to the supervisor in the gym. No one is dismissed upstairs until after everything is put away.**
- n) Running is allowed on the upper level track and the perimeter of the gym floor.

- o) Students may not play on the stairs, which includes running or games of chase up and down the staircases.
- p) Students must put everything they used in the gym during recess away properly.

### ***Cafeteria Rules:***

- a) Students may not run in the cafeteria.
- b) Yelling is not allowed.
- c) Students must sit while eating: feet under the table and bottom on the bench. 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) 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.
- f) Throwing food or any other objects at someone or into the trash from a distance is not allowed at any time.
- g) Students must use their indoor voices while in the cafeteria. If a table is very noisy, students will be warned to lower their voices. Persistent noisiness may result in the entire table having to remain in silence for the remainder of the lunch period.
- h) Students **should ask permission** to clear their trash, recycle and compost when they have finished eating.
- i) Students are to wipe the tables and sweep the floor under the table.
- j) Students will be excused by the cafeteria monitor when tables are cleaned, and students raise their hands to be excused.
- k) 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 **disciplinarian or principal** which will result in communication by them 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 or 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 the 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 at any time, which includes the time going to and from school and after 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.

### **COMMUNICATION LISTS AND CONTACT INFORMATION**

Communication and contact lists including, but not limited to, phone and email, provided by and or associated with NDV are for the sole purposes of communicating about and supporting NDV business, initiatives, and events. Parent, teacher, student, and/or community contact information and/or group lists are considered privileged information and may not be shared, distributed, or used as a means of communicating personal and/or political opinions, soliciting, and/or communicating information that is not directly related to school business.

### **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 may result in a temporary or permanent 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 and will result in disciplinary action.
- \* 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**. Plagiarism will result in academic and/or behavioral (disciplinary) consequences.

- \* 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 Google accounts (including all digital data, storage, documents, and email) 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.
- \* Students in grades 4-8 have NDV email accounts. If a student chooses to associate a personal photo with this email account, the photo must be of the student only and be appropriate for the business of school. **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 in grades 4-8 may use email in the classroom only with the teacher's permission. Students in grades TK-3 may not email teachers from personal email accounts; any correspondence from or regarding these students must come from parents/guardians.
- \* Students are expected to use proper etiquette when emailing teachers. This includes, but is not limited to:
  - Addressing the teacher by name
  - Including a subject line indicating the grade level, course, and/or assignment about which the student has a question
  - Saying "please" and "thank you"
  - Signing the email with the student's full first and last name and grade level
- \* 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. Students must exercise extreme caution when posting photographs in which a student is wearing a school uniform, sweatshirt, sweater or jacket, as it reveals personal information about the wearer.
- \* Students with an online presence on one or more social networking sites may not post NDV photos (examples include, but are not limited to, photos of themselves and/or classmates in NDV-branded attire) unless such photos have been taken at a school event. Such photos must also reflect NDV's mission and philosophy as outlined in this and other school handbooks and must be consistent with all NDV behavior guidelines and uniform policies.
- \* Students who post on social networking sites such as, but not limited to, Twitter<sup>®</sup>, Instagram<sup>®</sup>, Snapchat<sup>®</sup>, Facebook<sup>®</sup>, etc. may incur 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 and/or social networking site without that person's permission.



- \* A student should not use the NDV 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!**

### **1:1 iPad PROGRAM**

Students in grades 4-8 receive a school iPad that is designated for their use only. It may not be shared with other students and may not be taken home. It must be used for schoolwork only. Students are responsible for ensuring that the iPad is properly put away and charging at the end of each school day. Devices are given to students in new and or good working condition. In the case of a damaged device, families may be asked to pay for the damage or pay to replace it.

### **SOCIAL NETWORKING**

Students with an online presence on one or more social networking sites may not post NDV photos (examples include, but are not limited to, photos of themselves and/or classmates in NDV-branded attire) unless such photos have been taken at a school event. Such photos must also reflect NDV's mission and philosophy as outlined in this and other school handbooks and must be consistent with all NDV behavior guidelines and uniform policies.

Students who create and/or maintain social media accounts using the school name in full or in part, the school mascot name in full or in part, or any variation of these names that can reasonably be interpreted to refer to the school will face disciplinary action which may include suspension or expulsion.

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®, chat, forums, blogs, texting, or any other personal communication tools. These boundaries are maintained under the school's safe environment policy. Students should not 'friend' or otherwise seek to connect with the school's faculty, staff, or administration via social networking sites.

### **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, social networking sites, admissions and marketing materials, and 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 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.

### **LOCKERS**

Lockers are property of NDV school and are made available to students for the storage of educational and school related materials only. Lockers are property of NDV and are not private places. In order to protect the educational climate and health and safety of persons and property, lockers and materials within lockers may be searched and or accessed by school personnel at any time.

Lockers are assigned to students in Transitional Kindergarten (TK)-8th grades at the beginning of each school year and may be used by the assigned student to store school related materials only. Students are permitted to open/enter their assigned locker during approved times designated by their teachers. Students are prohibited from accessing/entering lockers that are not assigned to them.

Lockers are to be kept clean, neat, and organized. Stickers and other adhesive-backed items may not be applied to the lockers. Magnets may be used to hold appropriate items. The inside and outside of lockers should be kept free of any markings or decorations, including birthday decorations.

Failure to use lockers as storage for school related materials, accessing another student's locker, and or damaging lockers will result in an infraction and may result in further disciplinary action including but not limited to loss of locker storage privileges, financial responsibility for repairs, suspension, or expulsion.

## **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, cyberbullying 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 interactions on social media; harmful pranks; or undue pressure to engage in behavior with 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 Cyberbullying:*** 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. Cyberbullying 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 **Athletic Director** 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. substitute teachers, 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. See the "uniform" section above for further information regarding the uniform.

## **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
16. Any other inappropriate or unacceptable behavior as determined by a member of the faculty, staff, or administration

## **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, as determined by the faculty and/or administration
- Cheating on tests/class work, plagiarism
- Any other inappropriate or unacceptable behavior as determined by a member of the faculty, staff, or administration
- Students in grades 3-8 with five uniform slips in one **trimester earn** a detention.
- Middle School students with four infractions in one trimester receive a detention.
- Middle School students not in full uniform on Mass/Liturgy 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 three detentions in one grading trimester, s/he will meet with the **disciplinarian and principal** to review behavior. At this time a warning will be given to the student and parents that the next detention may result in Behavioral 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 in grades 3-8 will be placed on Qualifying Status for academic and/or conduct reasons. A grade point average (GPA) 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.

While on Qualifying Status, the student may not participate in any extra-curricular activities, including the Catholic Charities CYO sports program. His/her eligibility to participate in class parties will be determined on a case-by-case basis. An eighth-grade student on Qualifying Status at any point 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 trimesters, at which time a student may be placed on Probationary Status, 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 one 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 Probationary Status 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.

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:

- 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/or 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) Habitual disrespect toward faculty and staff
- i) Making racially charged remarks
- j) Theft
- k) Defacing and/or *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) Chronically disruptive behavior
- q) Bringing pirated computer software to school
- r) Smoking or possession of cigarettes, smokeless tobacco products, or e-cigarettes.
- s) Use or possession of hazardous and/or illegal 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 minimum Grade Point Average (GPA) of 3.5 or better for First Honors and a minimum GPA of 3.3 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.

### **STUDENT COUNCIL**

Students in grades four through eight, in good standing and who evidence a commitment to live out the Schoolwide Learning Expectations, may run for the office of Class Representative to the NDV Student Council. 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 the Student Council moderator are held **approximately every two weeks** before regular school hours. Activities include fundraising and participation as student body representatives in school decision making processes, as well as involvement in school publications, activities, and events.

To qualify to run 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. All potential candidates must have the approval of the **student council moderator, principal**, and their parents to run. If, while a member of the Student Council, a student's GPA falls below a B average or the conduct grade falls below an A-, he/she will be removed from office for the remainder of the school year. At the sole discretion of the Principal and Student Council moderator, students may also be removed from office due to one or more serious violations of school rules. 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 transitional kindergarten through grade eight may participate in co-curricular activities. Officially sponsored teams include boys' basketball and soccer and 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/or 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 co-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 TK-7. Subject matter includes music appreciation, movement, singing and the basics of music theory. The music teacher prepares all students for 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 three 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 after school 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.

### **CODING CLUB**

The computer teacher facilitates an after school hands-on Coding Club to students in grades 3-5 several times a year. Students learn to code on a variety of devices including computers, tablets, robots and other electronics in our computer lab.

### **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.

### **SOCIAL JUSTICE GROUP**

The Social Justice Group utilizes the Elements of Social Justice Education in order to create a safe space for student members in grades 6-8 to engage in discourse around conversations regarding issues of social injustice and how to respond appropriately as young people.

### **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 (TK-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 from the Principal before acts are created.

### **ACADEMIC CHESS CLUB**

Students in grades TK-8 may join the Academic Chess Club which meets 11 times per year. This club is designed to promote: Creativity, Concentration, Logical Reasoning, Critical Thinking, Memory, Problem Solving, Planning Ahead, Complex Decision Making, Pattern Recognition and 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 and graduation. A letter of information outlining specific requirements will be given to students in the fall of seventh and eighth grades.

The entire student body participates in community service activities which are designed to serve others outside the NDV community. Students support the Canned Food and Warm Clothing Drives sponsored by CJSE, 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 people who are 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 3<sup>rd</sup> through 8<sup>th</sup> grades who wish to serve at school liturgies and parish Masses during the school year. NDV Parish staff provides training for the servers. All altar servers, both new and returning, must attend a 3-part training program each fall. A thank you picnic is offered at the end of the year for altar servers who qualify.

### **NEW CLUBS AND ORGANIZATIONS**

At NDV student- led clubs and organizations of many kinds are encouraged. Students wishing to initiate a new club must first seek the approval of the principal. Written proposals must include: a mission statement; group goals; leadership structure; an explanation of how the organization/club will live out NDV's SLEs, root beliefs, and values; relevant dates (i.e. meeting schedule); initiatives; budget; and a faculty or staff moderator.

### **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, established by the NDV Fathers' Club in 1979, 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.

### **JUDITH SHILSTONE SCHOLARSHIP FOR CREATIVE WRITING**

This scholarship is given to an eighth grade boy or girl who has shown sincere dedication and commitment to academic integrity in all areas of study and who has shown particular promise in the area of creative writing. The scholarship amount of \$500 is to be applied towards the recipient's tuition at any high school of his/her choice in supporting his/her continued growth and development in writing.

### **VALEDICTORIAN**

The Valedictorian addresses the graduating class and parent body at the evening Graduation ceremony. The Valedictorian is chosen according to specific criteria. S/he must have:

- The highest academic standing of the class
- Attended NDV at least since Sixth (6<sup>th</sup>) Grade
- Consistently displayed role model behavior with a cumulative conduct grade in his/her Eighth (8<sup>th</sup>) Grade year of an A- or better



- 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 in their grade year and who have a cumulative conduct grade of an A- or better in their eighth grade year.

### **RELIGIOUS EDUCATION/RELIGIOUS FORMATION**

#### **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. Unless otherwise specified, non-uniform attire may be worn to the Sunday Class Masses but should be of a dressy nature.

#### **FAMILY MASSES**

Family Masses are typically once/month at 9:00 a.m on Sundays. All NDV families are invited to worship together at these times. A reception prepared by various grades immediately follows the liturgy.

#### **SCHOOL MASSES**

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

#### **LITURGIES OF THE WORD (PRAYER SERVICES)**

Liturgies of the Word 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**

Approximately once/month, 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, empower our eighth-grade students as leaders, and build 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 FIRST RECONCILIATION AND FIRST EUCHARIST**

The second grade devotes much of the school year in preparation for the reception of the Sacraments of First 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. Periods of prayer, dialogue and reflection, including a retreat experience, are all part of the preparation for the celebration of the sacrament. Parents and confirmation candidates (both 7th and 8th graders) are REQUIRED to attend the information meetings and the monthly Families Growing in Faith gatherings. Confirmation sponsors are expected to attend the Confirmation rehearsal.

### **RITE OF CHRISTIAN INITIATION 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 **Director of Faith Formation** 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 Eucharist and/or Confirmation. Those who wish to continue their faith journey in this way are welcome to participate in a process, the RCIA (Rite of Christian Initiation of Adults). The process begins in the fall of each year.

### **STUDENTS OF OTHER FAITHS AND RELIGIONS**

Students from other faith traditions provide a wonderful diversity to the school. The presence of students of other faiths and religions in the school shall not alter the primacy of Catholic religious formation as

an integral component of the school's educational program. 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 Victoires has two libraries for students. The Elementary Library is used by third through eighth grades and the Primary Library is used by students in transitional kindergarten through second 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 an excessive number of overdue or missing books or who fails to demonstrate appropriately respectful behavior while using the library.

Students are expected to return library books on time. All K-8 students visit the library once/week. Students in kindergarten through grade two check out books for a one-week period. Students must return the books previously checked out in order to select new ones. Students in grades three through eight check out books for a two-week period. Students with overdue or missing books will not receive their Memory Book or report card 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 this 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 and facilitating small and large group discussions dealing with peer relationships and academic and social concerns. The counselor meets with students to talk through their issues and concerns. 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 to outside providers, as needed. The counselor oversees the Social Emotional Learning Curriculum, Recess Buddies, Drug Education and San Francisco Archdiocesan Safe Environment programs, as well as the Life-Skills Program.

### **RECESS BUDDIES**

Recess Buddies offers students an opportunity to enjoy recess in a smaller group of their peers than is typically possible on the school yard. Students may play, draw, and/or engage in informal conversation with the school counselor. Parents must enroll their child/ren in Recess Buddies each year.

### **STUDENT SUCCESS TEAM (SST)**

The Student Success Team (SST) is comprised of the students' teachers, counselor, **resource teacher**, principal and parents. The **resource teacher** 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, the student's parent(s) and/or teacher may initiate the SST process by contacting the **lead resource teacher**. The student's areas of strength, areas of concern, motivation, goals, and expectations are all considered, as well as learning interventions which have been used with the student.

The SST meeting focuses on developing 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 **teacher** 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 within one week.

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 necessary.

### **RESOURCE TEACHER**

The Resource Teacher's main focus is to support students who experience difficulty with the learning process by working with them 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, 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.

All adults attending, chaperoning, providing transportation, or otherwise participating in a field trip must complete the Virtus Online Training, a program and service of the National Catholic Risk Retention Group. They must also be fingerprinted using Live Scan and clear a background check. The school does not reimburse for the expenses associated with these requirements.

### **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 TK-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 which 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. This allows students to complete part of their homework before leaving school for the day. Students are encouraged to meet with specific teachers for additional help during the study hall period. 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 and co-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 upon the 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.

## **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 including, but not limited to, 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 may have 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, transitional 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. Rubella immunization (measles)\*\*
4. Rubella immunization (German measles)
5. Mumps immunization

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, 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 if you are unable to pick up your child in the event of an emergency, 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 minimal 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 or until the principal or a member of law enforcement arrive to unlock the door.

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.

For security reasons, only parents/guardians or other adults listed on the student's emergency form may deliver any materials to students, including lunches. Deliveries from Doordash, Uber Eats, or similar delivery services, or from individual restaurants, are not permitted.

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 promote students' physical health and overall well-being. 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 Free Dress Pass, and teachers honor the students in the classroom in various ways.

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

### **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. In the case of an outbreak of infectious disease (including, but not limited to, Covid-19), these amendments may be substantial.

### **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:	<a href="http://www.ndvsf.org">www.ndvsf.org</a>

Personal telephone numbers of school employees will not be released.

### **APPENDIX**

#### **DISTANCE LEARNING PROTOCOLS**

The following procedures and protocols are in place during distance learning.

#### **For parents:**

- Complete the online archdiocesan-mandated attendance daily, between 6:00am and 10:00am. Students whose attendance is submitted after 10am may be marked tardy for the day. Students may not complete their own attendance.
- When requested, complete an end-of-day or end-of-week checklist or checkout form.
- Assist their children (especially younger students) with logging on, uploading assignments, completing hands-on activities, and navigating lessons.
- When requested, be present for parent meetings and/or 1:1 teacher/student meetings.
- Regularly review the family distance learning website. Parents of students in grades 5-8 must also regularly review PowerSchool.

#### **For students:**

- Students whose parent has marked them “present” for the day are expected to be present for the entire school day unless the parent has notified the office.
- Students must use a computer or other device with microphone and webcam capabilities. Teachers may require the use of webcams during some or all class sessions. Students whose webcam is not functioning may be required to submit a signed note from a parent verifying this situation.
- Students must be dressed in attire that is appropriate for the business of school.

- Students must log into the online learning platform (i.e. Adobe Connect or similar) using their first and last names spelled correctly, or their NDV-issued user name, in order to be admitted to class.
- Students are required to be ontime to class. Any student late to class should have a parent email the teacher. Teachers understand that exceptions will need to be made, however, points may be deducted from participation grades for unexcused tardiness to class.
- Note that all classes are recorded and will become part of our school record. Students must respect their teachers and classmates by remaining on task. All handbook rules apply in virtual classrooms.
- Chat, video, and other features may only be used for class-related purposes: i.e. to Communicate Effectively and to add constructively to the lesson.
- Students in grades 4-8 are expected to check their NDV email at least twice/day: once in the morning (at or before the start of school) and once in afternoon (near the end of the school day).
- As directed by their teachers, students are expected to check various websites and apps specific to their grade level. These may include, but are not limited to, Google classroom, Lexia, Aleks, Kahoot, etc.
- Breaks
  - If a student needs to take a break he/she should use the ‘step away’ feature so that the teacher knows not to call on them.
  - Students should go to the chat and notify their teacher when they are leaving for a music lesson or other appointment.



## 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](mailto: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