

INFORMATION FOR PARENTS

HOME-SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, Our Lady of Victory School uses a Wednesday Family Envelope system. This envelope should be emptied at home and returned to school the next day, along with any forms that need to be returned. There is a \$.50 replacement charge for envelopes that are lost.

DESCRIPTION OF NOTIFICATION OF PARENTS

- Parents notify school for absence and/or tardiness
- School calls parents if parent has not called.
- Students who are tardy must report to the office.
- A written excuse must be completed by the parent/guardian giving specific reason for absence/tardiness within 3 days.
- If an excuse is not received within the 3 days, the absence is recorded as unexcused/
- Unexcused absences/tardiness are recorded in the school register of attendance.
- A note should be submitted to the school office when a student is going to be released early. A parent or guardian must come to the school office and sign out the student to be released.

PARENTS AS PARTNERS

As partners in the educational process at Our Lady of Victory School, we ask parents:

- To set rules, times and limits so that your child gets to bed early on school nights, arrives at school on time and is picked up on time at the end of the day, is dressed according to the school dress code, completes assignments on time and has lunch money or a nutritious sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.

SCHOOL HOURS

Regular school hours are from 8:00 a.m. to 2:30 p.m., dismissing every first Monday at 1:00 p.m. Parents will be notified of any changes in dismissal times. Children are not permitted in the building before 7:30 a.m. unless prior arrangements have been made.

SCHOOL CLOSINGS

In the event of weather-related closings, radio stations WGR and WKBW will announce closings at approximately 7:00 a.m. If the Lackawanna School System is closed, OLV School will be closed.

EMERGENCY DRILLS

The school is required by law to conduct fire drills and other types of emergency drills, lock downs and lock outs, within the course of the school year. Exit routes are posted in each room.

WEATHER/OTHER EMERGENCIES

If it should be necessary to close the school because of weather conditions or other emergencies, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone and/or email account listed on a student's file via the School Reach Instant Parent Contact System.

RELIGIOUS EDUCATION

The major objective of the religion course at each level is to have the children realize that "living" their faith is of more essence than merely learning the facts of religion. Besides factual instruction of Religion, the Teacher attempts to foster a praying community within the classroom. Students help prepare readings, responses and songs for Masses and Prayer Services. The cooperation of the Parents, Teachers and Students is essential especially for the Sacramental Program.

LOCKERS/CUBBIES

Each student is assigned a locker or cubby in which to store clothing, lunches and textbooks. In order to maintain a quiet atmosphere for classes, students are allowed to go to lockers only at specific times. The school reserves the right to inspect lockers/cubbies at any time. Lockers may not be decorated on the outside.

ADMISSION INFORMATION

Our Lady of Victory School admits students of any race, color and national or ethnic origin to all the rights, privileges. Programs and activities generally accorded or made available to students of the school.

HEALTH SERVICES AND PRACTICES

A school nurse will be available. The City of Lackawanna provides this service. Parents must be alert to the New York State Immunization laws for school children. A school aged child may be refused admission if the health department uncovers his/her incomplete health record. Consult your physician so your child's health profile is kept up to date. Medicine to be dispensed to a child must be accompanied by an Authorization Form, available in the office. Parents must sign a request for school personnel to administer medicine. All medicine must be kept in the nurse's office or school office.

If your child is ill, please keep him/her home. If he/she becomes ill at school you will be notified to pick him/her up as soon as possible. It is imperative that we have an emergency phone number of someone who will accept this responsibility for you if you cannot be reached. We do not have adequate health personnel to care for sick children. Be aware that all children are susceptible to pick up illness.

Every child participating in the sports program must have an athletic physical. This must be updated every year.

RELEASING OF PUPILS

In general, pupils are not permitted to leave the school building during school hours. A child may be released from school only to parents/guardians or persons authorized by parents/guardians. Under NO circumstances shall a child be released from school to an unidentified person. Parents/guardians and authorized persons only are to report to the School Office to pick up children to be released. If a child is leaving school early or not returning home in his/her usual fashion a written note explaining the situation must be sent with the student on that day. Please be advised that children being picked up after school must be called by the office staff. NO parent should go to the classroom to pick up their child/children. Dismissal of picked up children is 2:30/2:35 p.m. Those picking up children are to remain outside and the children will be sent out. This is important to observe so an orderly dismissal takes place.

Students not picked up on time will be sent to the After School Care Program and parents will be charged the daily rate for using this program.

MISCELLANEOUS

Absolutely NO radios, CD players, headsets, iPods, MP3s, Game Systems, cameras or personal electronic devices of any kind are allowed in the school without permission of the Principal. NO skateboards or roller blades allowed.

If cell phones are to be brought to school, they must be turned off and placed in a receptacle in the office where they can be picked up after school. NO cell phones are to be left in backpacks or taken to the classroom.