

## **Our Lady of the Valley Catholic School (OLV)**

*“Where Faith & Knowledge Grow”*

*A school in the Archdiocese of Anchorage-Juneau*

*Supported by: •Our Lady of the Lake Catholic Church, Big Lake AK, •Sacred Heart Catholic Church, Wasilla, AK,  
•St. Michael Catholic Parish, Palmer, AK*

### **Parent/Guardian/Student Handbook**

Monthly Calendar, Sequential List of Events, Yearly Calendar,

### **2023-2024 School Year**

1201 E. Bogard Road, Wasilla, AK 99654

Phone: 907-376-0883

E-mail: [ksmith@valleycatholicschool.org](mailto:ksmith@valleycatholicschool.org)

Website: [www.olvwasilla.com](http://www.olvwasilla.com) Facebook:  [ourladyofthevalley-wasilla](https://www.facebook.com/ourladyofthevalley-wasilla)



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| <b>I. Introduction, Mission &amp; Goals</b>  |
| A. & B. School & Archdioceses of Anchorage<br>C. Goals   |
| <b>II. Statement of Non-Discrimination</b>   |
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| A. Archdioceses & Parishes, B. Executive Board,<br><i>Next Page:</i> C. Principal, D. Advisory Board,<br>E. Parent Volunteer Organization. |

**A. Our Lady of the Valley Catholic School’s Mission**

The mission of Our Lady of the Valley Catholic School is to teach as Jesus did, with love for the law of God and the dignity of each person.

**B. Archdiocesan Shared Vision for Catholic Schools**

Catholic Schools in the Archdiocese of Anchorage-Juneau consistently provide a quality academic, faith-based education; promote social justice; respect the dignity of each child’s spiritual, moral and physical development; and work collaboratively with the family and community to develop discerning minds deeply committed to the Gospel values of Jesus Christ.

**C. Goals**

1. Provide sound religious instruction that enables Students to acquire a knowledge and appreciation of our Catholic faith in beliefs and actions.
2. Provide a strong academic program that emphasizes a classical curriculum and the development of creative thinking skills.
3. Provide an atmosphere that stresses the importance of self-discipline, enabling Students to develop a sense of responsibility towards self and others.
4. Provide Students with opportunities to live out their Catholic faith through action in the local community and universally.
5. To encourage in Students a Christian awareness of our world and our global interdependence.
6. To encourage Students to express, through their actions, concern for all God’s people and to appreciate the marvels of His created world.
7. Provide a safe learning environment for Students and staff.

8. Provide Students with opportunities to practice responsible stewardship of the world and its resources.

**II. Statement of Non-Discrimination-**

Our Lady of the Valley Catholic School follows the Archdiocese of Anchorage Juneau policy of non-discrimination/equal opportunity. This policy is to treat all people without regard to a person's race, religion, color or national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, Parenthood or any other impermissible characteristic as defined by law.

**III. Governance & Support**

|  |
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| <b>A-1, A-2. Archdiocese &amp; Parishes</b>  |
| <b>B. Executive Board</b>                    |
| C. Principal [next page]                     |
| D. Advisory Board [next page]                |
| E. Parent Volunteer Organization [next page] |

**A-1. Archdiocese**

The Archbishop of Anchorage Juneau has ultimate oversight of all diocese supported parishes and schools.

**A-2. Parishes**

OLV School is a ministry of Sacred Heart Parish (Wasilla), St. Michael Parish (Palmer), and Our Lady of the Lake Parish (Big Lake).

**B. The Executive Board** [Note: the Executive Board will be eliminated if the new dioceses handbook for schools is approved.]

The Executive Board consists of the pastors or representatives of the three governing parishes. Among the Executive Board’s responsibilities are the following:

1. Amendment of the Articles and Bylaws of the Corporation
2. Approval of the annual school budget
3. Appoint, remove or accept resignations of Advisory Board members [See page 5 for members]
4. Appointment and evaluation of the Principal [see page 5 for members]



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| <b>III. Governance &amp; Support, cont'd</b> |
| <b>C. Principal</b>                          |
| <b>D. Advisory Board</b>                     |
| <b>E. Parent Volunteer Organization</b>      |

**C. Principal**

The Principal is responsible for the day-to-day operation and management of the school. The Principal has the overall administrative and financial responsibility of the operation of the school including:

1. Personnel affairs including hiring, evaluation, mentoring and termination.
2. Business affairs including finance, budgeting, fundraising and facility management.
3. Student affairs including recruiting, screening, discipline and counseling.
4. Academic affairs including curriculum development.
5. Providing for long-term planning.
6. Faith community affairs.
7. Maintaining board relations.

**D. The Advisory Board**

The Advisory Board is made up of a maximum of 9 voting members all of whom are Parent/Guardians or parishioners of the three governing parishes. The Advisory Board serves in an advisory capacity according to their Bylaws. The Advisory Board's basic responsibilities are to provide for the following:

1. The development of a vision that sets a course for success to ensure that the school thrives.
2. A commitment to helping the Principal succeed by providing mutual support, good communication and cooperation.
3. Preparation of the annual school budget for submission by the Principal to the Executive Board
4. To participate in and manage advisory committees, as requested by the administration and/or Advisory Board

Chairperson, to provide community and professional input for the decision making process. The present committees are: Development & Marketing, Facilities & Maintenance, Financial Planning & Fiscal Management, Strategic Planning

5. Ad-Hoc committees are maintained or formed on an as-needed basis. Existing ones include: bi-laws/Policies & Procedures, and Curriculum & Accreditation, and the Financial Committee. This committee oversees and makes recommendations regarding the finances of OLV. This committee is also working on setting up an endowment fund for the school. One function is to assist in the fundraising activities of the school in order to allow for a significant reduction of Student tuition. Without this assistance, our tuition would be much higher.

**E. Parent/Guardian Volunteer Organization [PVO]**

All Parent/Guardians belong to the Parent/Guardian Volunteer Organization [PVO]. The PVO provides an organized way to support OLV and meets monthly or more as needed. Another function of the PVO is to coordinate the Parent volunteer hours which also contribute greatly to the quality of OLV. See page 23 & 24 of this packet for more information about the PVO and share hours.



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**IV. Personnel, Board Members, Certification, Subs.**

**A. Executive Board, B. Advisory Board, C. OLV Staff  
D. Staff Certification, E. Substitute Teachers**

| <b>A. Present Executive Board</b> |                 |               |
|-----------------------------------|-----------------|---------------|
| <b>Name</b>                       | <b>Position</b> | <b>Parish</b> |
| Fr. Joseph Mc Gilloway            | Chairperson     | Sacred Heart  |
| Fr. Michael Shields               | Member          | St. Michael   |
|                                   |                 |               |

•The Election for new Advisory Board Members is in May•

| <b>B. Advisory Board</b> |                 |                      |
|--------------------------|-----------------|----------------------|
| <b>Name</b>              | <b>Position</b> | <b>Parish/Church</b> |
| Dr. Jessica Jachimiec    | VP              | Sacred Heart         |
| Gabriel Hennemann        | Treasurer       | St. Michael          |
| Margaret Maixner         | Secretary       | Our Lady of the Lake |
| Kathleen Benoit          | Member          | Sacred Heart         |
| Brina Lynch              | Member          | Sacred Heart         |
|                          |                 |                      |

**OLV Staff**

| <b>C. Name</b>    | <b>Position</b>   | <b>E-Mail</b>  |
|-------------------|---|--|
| Joyce Lund        | Principal & Teacher<br>1 <sup>st</sup> /2 <sup>nd</sup> | <a href="mailto:jlund@valleycatholicschool.org">jlund@valleycatholicschool.org</a>     |
| Karen Smith       | Admin. Assistant  | <a href="mailto:ksmith@valleycatholicschool.org">ksmith@valleycatholicschool.org</a>   |
| Simona Benshetler | Preschool-Kg  | <a href="mailto:Italianalaskan@gmail.com">Italianalaskan@gmail.com</a>                 |
| Mary Remer        | Teacher 3 <sup>rd</sup> 4 <sup>th</sup>                 | <a href="mailto:mremmer@valleycatholicschool.org">mremmer@valleycatholicschool.org</a> |
| Cheryl Grogan     | Teacher 5 <sup>th</sup> 6 <sup>th</sup>                 | <a href="mailto:khouser@valleycatholicschool.org">khouser@valleycatholicschool.org</a> |
| James Grogan      | Teacher 7 <sup>th</sup> 8 <sup>th</sup>                 | <a href="mailto:jgrogan@valleycatholicschool.org">jgrogan@valleycatholicschool.org</a> |
| Karl Lund         | Admin.Consultant  | <a href="mailto:klund@valleycatholicschool.org">klund@valleycatholicschool.org</a>     |

OLV considers teaching to be not only a calling but also a profession. In keeping with the desire to provide the best education possible to all of our Students we strive to hire staff members who are or have been state certified. Currently our Administrative Consultant has a State of Alaska Administrative Certification. Our classroom teachers have or have had either a State of Alaska teaching certificate, other state teaching certification, teaching of some capacity or advanced college degrees.

**E. Substitute Teachers**

OLV will occasionally be in need of substitute teachers. At the beginning of the school year the school advertises this need and asks that interested individuals fill out an application and other required paperwork. Although most of our needs are for full day substitutes, we welcome all applicants even if they can only substitute part of the day.

Teachers leave detailed lesson plans for substitutes, and the staff (administrators and teachers) are available to offer assistance as needed.

If the school knows there will be a need for a substitute in advance, we will contact a substitute ahead of time. This advance notice provides an opportunity for the substitute to meet with the teacher to review the lesson plans ahead of time. However, on some occasions, when the need is unexpected the Principal or another substitute will be asked to come in on short notice.

**D. & E. Staff Certification and Substitute Teachers**

**D. Certification**



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**V. Health & Safety/Emergency procedures**

|   |
|---|
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| <b>B. Immunizations, Illness or Injury at School</b>      |
| <b>C. Communicable/Contagious Diseases</b>                |
| D. Medication, Safety Drills, School Closures [next page] |
| E. Drugs, Alcohol, and Harmful Substances [next page]     |
| F. Weapons [next page]                                    |
| G. Lunch [next page]                                      |
| H. Student Activity Program [next page]                   |

**A. Staff and Volunteers Background Check**

All staff and volunteers at OLV need to have a background check and a Safe Environment: Adult Online Training certificate from the Archdiocese. [See new student enrollment packet, page 15].

**B. Immunizations, Physical Exams & Illness or Injury at School**

**1. Immunizations**

State law requires immunization and health records for all Students. OLV must have all required medical and immunization records before a Student begins the school year. Each Student’s school file must include:

- 1a. A medically certified copy of the Student’s immunization record showing the dose and date of each required vaccine and the date of the tuberculosis test.
- 1b. A copy of the Student’s most recent physical examination. A physical is required for all Kindergarten Students and new Students never having attended a public or private school. Students just arriving from a foreign country are required to have documentation of a recent physical examination and immunizations before being enrolled in OLV.
- 1c. A copy of the Student’s birth certificate.  
All Kindergarten and Seventh Grade Students are required to have tuberculosis test in that year of their schooling. A copy of the test results must be given to the school and kept with their Student records.

**2. Illness or Injury at School**

If a Student becomes ill or is injured at school, school staff will care for him/her temporarily. Parent/Guardians will be notified of the problem as soon as possible. In the case of serious sickness, or injury, Parent/Guardians will be asked to come to the school to personally assess their child’s condition. *An incident report* will be filled out in the event of an injury. Please inform the school of any changes in the emergency contact number you provided at registration.

**C. Communicable/Contagious Diseases**

It is a Parent/Guardian’s responsibility to advise the Principal if their child is infected with any communicable disease.

The school office offers these guidelines in an effort to provide comfort to your child and safeguard the health of all school Students and staff.

Parent/Guardians should not bring their child to school if the child displays any of the following:

- 1. A temperature above 99.9 degrees. (The Student should have a normal temperature for a full 24 hours before returning to school.)
- 2. Skin rash (undiagnosed, or not under treatment).
- 3. Inflamed eyes.
- 4. Severe sore throat and/or coughing and congestion
- 5. Vomiting or diarrhea within the last 24 hours
- 6. Evidence of head lice



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**V. Health & Safety/Emergency Procedures, cont'd**

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|--|
| <b>D. [Medication], Safety Drills, School Closures</b> |
| <b>E. Drugs, Alcohol, and Harmful Substances</b>       |
| <b>F. Weapons</b>                                      |
| <b>G. Lunch</b>  |
| <b>H. Active Student Activity Program</b>              |

**D. Medication. Safety Drills, School Closures**

**1. Medication**

Only the office staff will administer medication to Students and only with consent from Parent/Guardians. Parent/Guardians must provide the name of the medication and specific instructions in writing on the medication form as to when and how much of the medication is to be given to the child. All medication must be brought to the office and left in the original container. *[see enrollment packet, pages 5 & 6]*

Students are not allowed to bring any over the counter medications to school to administer themselves. Any medications brought from home must be kept in the office. If there are any questions, a member of the office staff will contact a Parent/Guardian before administering medications.

**2. Emergency and Safety Drills**

Students are expected to recognize the seriousness of fire, lockdown and earthquake danger and are expected to follow the appropriate procedures as directed by their teachers and/or other adults.

Drills will be conducted on a regular basis.

**3. School Closures**

As a general rule, if this area of the Mat-Su School District closes schools in this school area because of adverse weather conditions, OLV will also close. Mat-Su district closures are reported in our area on the radio, so if there is a possibility of weather closure, please tune in to Q99.7 FM or 100.9. Any OLV closures will be posted on any of the following; Seesaw, our website and Facebook page and on the Mat-Su Borough School District Web site. If you are in doubt as to whether or not school has been canceled please call Mrs. Lund at 373-0842 or call/text Karen Smith at 907-232-6416.

**E. Drugs, Alcohol, and Harmful Substances**

OLV will not tolerate the possession, selling, use of or under the influence of tobacco, alcohol and other illegal and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances) in the schools, on school grounds or during school sponsored activities, field trips, etc.

While drug, alcohol and tobacco or electronic cigarettes use is dangerous in all segments of American society, it poses a special risk to young people by denying the opportunity to develop physically and psychologically. To this end, OLV is committed to drug-free schools and intends to send an absolute and clear message that alcohol, drug, and tobacco use is illegal and will not be allowed in or around OLV.

Appropriate disciplinary sanctions for violation of this drug, alcohol and harmful substances policy will be determined by the Principal, consulting with Staff and Parents/Guardians of the Student(s) involved.

**F. Weapons**

Students may not have firearms, ammunition, explosive devices, knives used as weapons, or any other types of weapons or replicas, which may do harm to others on the school/church campus or other school sponsored activities. Any item used with the intent to do harm or cause fear of harm will be deemed as weapon. Violation of this policy will result in severe disciplinary consequences as determined by the Principal, consulting with Staff and Parents/Guardians of the Student(s) involved.

**G. Lunch**

Students are encouraged to bring healthful lunches for consumption at school. Optional for Students: if enough volunteers are found, hot lunches will be provided by parent volunteers on Tuesdays and Thursdays for \$5.00 each. All other days Students need to bring their own. If a Student forgets his/her lunch the school will provide one at the expense of the Student's family at \$5 each meal or the family will be asked to replace food their Student has consumed.

*[See new student enrollment packet, page 14.]*

**H. Active Student Activity Program.**

After the lunch period, weather permitting, Students are encouraged to engage in physical play activities outside in our playground or recreation area. These activities will be supervised by a staff member.



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## Via. Social Media, Personal Electronics and Homework Policy

### VII. Admission & Promotion/Retention

#### Via. Social Media,

OLV has a social media permission form which asks families to approve or disapprove the use of student/family information on social media. The categories on the form are:

1. OK to use on OLV webpage [no names used]
2. OK to use on OLV Facebook & Youtube. No names used except for first name for birthday wishes and congratulatory purposes.
3. OK to use on OLV newsletter and newspaper articles to promote school [first name only]
4. OK to use on OLV calendars, slideshow, videos for fundraisers [first name only]
5. Decline permission to allow use of video/pictures of child of any kind. [See page 7 of new student enrollment packet.]

## Vib. OLV Personal Electronics Policy

**Computers & Electronic Notebooks** are available for students to use **while at school**. Laptop computers are available to our Students at our school. Kindle Fire notebooks and Chromebooks are also available for students to use throughout the school. They are intended for classroom instructional use only, promoting effective study habits, providing resources for research and supporting our math and language curriculum. Students may bring personal computers/i-pads, etc. to school **only** with the approval of the teacher. The teacher will stipulate which sources of the web are suitable for use at OLV [and those that are not acceptable]. Unauthorized use of web sources and texting on any electronic device before, during or after school on campus will result in web or electronic device use restriction. **While at home**, parents/guardians are strongly encouraged to closely monitor student use of the WEB.

#### Possession of cell phones, MP3 players, or other personally owned electronic devices:

Student electronics which are to be brought to school are to be turned in to their teacher promptly upon arriving to school or school events. Failure to observe this rule will result in the confiscation of the item. The first time an item is confiscated, it will be returned to the student at the end of the day. The second time an item is confiscated, it will not be return until after a conference with parents/guardians. [see page 7 of new student enrollment packet]

## VIIc. OLV Homework Support Policy

Student completion of homework is an important part of successful education at OLV. Parents/Guardians agree to support and help, if necessary, my student[s] in timely completion of all assigned homework. [see page 7 of new student enrollment packet]

### VII. Admission & Promotion/Retention

#### VII. Admission & /Promotion Retention

All Students must be age appropriate for the grade they are entering on or before September 1 of the school year being applied for unless otherwise determined by school staff. There is a non-refundable annual registration fee of \$100 per family and teachers will provide a supply list for classroom supplies which need to be purchased for each student each semester. Families can see their status by logging in to our online school management system: Sycamore.com, school # 2676. This Sycamore program will track the financial status of the preschool, lunch and extended day program.

All returning Students must have all of their previous school bills paid in full in order to be allowed to re-enroll in Our Lady of the Valley School.

All new applicants will be screened by the staff and assessed for academic ability by the Principal and/or current admissions staff. Based on the application form, previous school records, Student screening, and interview, the Student will be classified into one of three groups.

#### New Students.

##### Admission:

**Admitted [with no special requirements]**

##### Conditional Admission [probational enrollment]

**Conditions will be set which will have to be met by a specific deadline or the Student will be withdrawn from school and not be allowed to be re-admitted.**

##### Non Admission

**Based on screening and background information, it is determined that OLV does not have the resources to successfully meet the needs of this Student.**

**Returning Students will be grouped into 3 main categories based on their behavior/performance during the previous school year[s]:**

#### Returning Students.

##### Admission:

**Admitted and welcomed back with no special requirements**

##### Conditional Admission: [probational enrollment]

**Conditions will be set which will have to be met by a specific deadline or the Student will be withdrawn from school and not be allowed to be re-admitted.**

##### Non Admission

**Based on academic and behavioral Student performance, lack of family financial commitment, or lack of paying the previous year's bills, it is determined that OLV cannot successfully meet the needs of this Student.**

### B. Promotion/Retention

Promotions are made annually. All phases of growth are considered in deciding a Student's grade placement; age, social development, emotional maturity, academic ability and achievement, and relationships with other children.





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**VIII. Bullying and Harassment Policy**

**IX. Tuition**

**VIII. Bullying and Harassment Policy**

Harassment is a behavior, which is intended to trouble or annoy someone. It is the exertion of power by one person over another; it may be based on misunderstanding or a deliberate act, and often contains a subjective perspective. Discrimination and harassment may be based on culture, ability, physical appearance, size sexuality or religion among other things.

•Bullying is defined as an aggressive behavior that is intentional and that involves an imbalance of power or strength.

•Harassment, bullying, and discrimination can take many forms such as hitting, tripping, kicking, punching, unwanted touching, name calling, swearing, threatening, spreading rumors, ignoring, staring, gesturing, “standing over,” preventing someone from joining in an activity, hiding, sending mean notes, e-mails or posts, or damaging someone else’s property.

•Harassment and Bullying are considered un-Christian and are serious

If there is a possibility that a child will be considered for retention at the end of the current school year, you will be consulted, and a formal meeting will be held at the beginning of the fourth quarter.

Harassment, bullying and discrimination are prohibited. Abusive language, sexual harassment, cyber bullying, inappropriate physical contact, racial or ethnic slurs, hazing, and other provocative actions are included in these categories of prohibited contact.

**IX. Tuition**

**2023-2024 Tuition**

Financial aid, payment plans, discounts and scholarships are available.

The yearly family tuition for enrolling Students is as follows:

|  |  |  |
|--|--|--|
| <p><b>Tuition</b></p> <p><b>1 Student \$5,300</b></p> <p><b>2 Students \$10,380</b></p> <p><b>3 Students \$15,250</b></p> <p><b>4 or More \$19,500</b></p> <p><b>Families <u>must fund raise</u> an additional * or **</b></p> | <p><b>Monthly Tuition Payments</b></p> <p>We require that all K-8 families participate in the TADS Tuition Payment Plan. For a one time fee paid directly to TADS you can set up this yearly payment plan. There is a 15 % tuition discount if the total bill is paid by September 15, 2023.</p> | <p><b>“Tuition Plus”, [No Fund Raising Required]</b></p> <p><b>1 Child \$7,560**</b></p> <p><b>2 Children \$12,650**</b></p> <p><b>3 Children \$17,520**</b></p> <p><b>4 Children \$22,180**</b></p> <p>No additional fund raising or share hours is required.</p> <p><b>** 2 Parent/Guardian family</b></p> |
|--|--|--|

\*Single Parent/Guardian--fund raise at least \$600 and do 20 share hours/year or pay an additional \$500. for a total of \$1,100

\*\*Two Parent/Guardian--fund raise at least \$1,200. and do 40 share hours/year or pay an additional \$1,000 for a total of \$2,200

“Tuition Plus” only covers: • fund raising and •share hour activities. It **does not pay** for registration fees, TAD fees, meal expenses, uniforms, and extended day or fieldtrip costs. Each teacher will have a list of needed classroom supplies which need to be purchased at the start of each semester.

Written quarterly report cards will not be given to those who are delinquent in paying their tuition. Accounts that are more than 30 days delinquent place Student[s] at risk of being dropped from Our Lady of the Valley School. Students who are not up to date with tuition payments at the end of the first semester will be dismissed.

The cost to educate one child at OLV for the current school year is over \$9,500. This means that the school must raise an additional \$4,440. per Student in order to operate. A multi-student discount rate for each immediate family is: 2% for 2 students, 4% for 3 students, and 6% for 4 or more students. A 5% reduction in overall tuition is available for total payment before September 15, 2023. The discounted one-time payment must be made with check or cash. Full tuition may also be made with credit card, prior to the first day of school; however credit card payments will not receive a discount.

OLV has partnered with Tuition Aid Data Services (TADS) for tuition collection and Financial Tuition Assistance. TADS is a user friendly service that we ask all families to sign up through for tuition collection and financial aid needs. Setting up an account is easy. You will receive a Tuition Payment Agreement directly from TADS, via email during, on or about, the month of July, where you can select your payment options.



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|                                    |  |
|------------------------------------|--|
| <b>IX. Tuition</b>                 |  |
| <b>X. Financial Assistance</b>     |  |
| <b>XI. Cost Summaries, Overall</b> |  |

|                    |  |
|--------------------|--|
| <b>IX. Tuition</b> |  |
|--------------------|--|

To track preschool, lunch and extended day expenses, families are expected to sign up for the Sycamore school management program during registration.

Discounted payments may be made directly to the school. **Written quarterly report cards will not be given to those who are delinquent in paying their tuition. Accounts that are more than 30 calendar days delinquent place Student[s] at risk of being dropped from Our Lady of the Valley School.**

**X. Financial Assistance**

OLV has a limited amount set aside for financial tuition assistance. Those families who are active members of Sacred Heart Parish, St Michael Parish or Our Lady of the Lake are given first preference of receiving tuition assistance followed by currently enrolled families and then all other families. The maximum tuition assistance awarded is 33% percent of the family rate. Please send a letter of financial need to the office directly, stating why you are in need of financial aid and what amount you are able to apply towards tuition. Depending on funding, there may be some other special scholarships available. There is also a possibility of reducing some tuition obligations after volunteer hours/donations have been completed *through our tuition reduction program. The maximum tuition reduction allowed will be 33% of the total family tuition.* Families who are delinquent in paying their school bills will lose financial assistance.

Please feel free to contact OLV if you have any questions regarding tuition or financial tuition assistance. **Inconsistent unexcused absences or tardiness may result in revocation of financial assistance and/or conditional enrollment.**

Tuition Aid Data Services (TADS) is the tuition management program adopted by Our Lady of the Valley Catholic School (OLV). To be eligible for financial assistance, scholarships, and tuition reduction, families must be registered and be actively using their TADS share hours register.

**Scholarships**

OLV receives donations earmarked for the scholarship fund.

Donations to the Scholarship Fund must be given without restrictions in order to meet the IRS code for tax purposes. Pastors who receive a donation directly may recommend a family from his parish for this aid.

Write a letter to our office if you are interested in scholarships. Include an amount you can afford to pay for tuition.

There is also a possibility of reducing some tuition obligations after volunteer hours have been completed. Contact our office for details.

Tuition assistance must be applied for each year. It is not automatically renewed.

**Unfortunately, there is no Student bus service to OLV.** Parents/Guardians can reduce daily transportation costs by engaging in carpooling.

Breakdown of tuition and fees.

In order to have enough funds to operate a quality school, extra funds and volunteers are necessary.

Necessary funds are raised by Parent/Guardians by selling:

- Raffle tickets [at the start of the year]
- Dinner/performance tickets [three times during the year]
- Admission tickets to the Dinner/Auction event in April.
- Other fundraising activities as determined your PVO.

Volunteer opportunities are many.

*For details about share hours and volunteer fund raising activities see new student enrollment packet, pages 10 and 11.*



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**XI. School Visitors & Volunteers**

**A. Visitors**

**B. Volunteers**

**XII. Attendance & Absences & Release of Records**

**A. Short term unplanned absences**

**B. Long term planned absences**

C. Leaving and/or Returning During the School Day [next page]

D. Tardiness [next page]

E. Release of OLV Student Records to Other Schools [next page]

**A. Visitors**

Upon arriving at school all visitors must sign in at the school office (*located at the top of the stairs and to the right in the St. Jude Center*). Visitors also need to inform the office staff of their purpose for visiting the school. They are also asked to sign out when they have completed their business.

Parent/Guardians wishing to visit (observe) classes are to make arrangements with the teacher prior to the visitation.

In order to optimize the children’s learning experience, we ask that teachers and Students not be interrupted during class time. If there is a problem or a need, please contact the office for assistance and direction.

- Examples:
1. If a Student forgets his/her lunch, please bring in the lunch to the office, not the classroom. The office staff will be sure to get the lunch to the Student at the appropriate time.
  2. If a Student has a doctor’s appointment and has to leave class during the school day, stop by the office and we will be happy to assist with getting your child from class.

**B. Volunteers in the Classroom**

Parent/Guardians have many opportunities to volunteer in the classroom. Parent/Guardians are asked to discuss volunteering opportunities with the classroom teacher. Siblings should not accompany Parent/Guardians when they are working on a project in the classroom-especially if the work is

being done during the school day. As with visitors, volunteers need to sign in and out at the school office. It is at the discretion of the teacher if he/she would like volunteers in their classroom.

Volunteers are expected to have completed the “safe and sacred” program provided by the dioceses and have an uneventful background check. [See *this packet, page 23, and enrollment packet, page 16.*]

**XIII. Attendance and Absences & Release of Records**

Students are expected to attend full days each day school is in session. Students must be in regular attendance to be considered for promotion to the next grade. Parent/Guardians are encouraged to make medical and other appointments for their child outside the school day, or on days when school is not in session.

**A. Short term unplanned absences**

If a Student is going to be absence because of illness, emergency or other reason, Parents/Guardians are requested to inform the school before 8:15 AM in the morning by either e-mail or phone. If the Student is absent from school and the Parent/Guardian has notified the school by 8:15 AM the school will call the contact number[s] listed on the Student’s registration materials to verify the absence. **If the Student has an illness for more than 3 days, a physician’s note is needed.**

Students are expected to make up missed classroom work and assignments. Upon returning to school, the Student must get the assignments and will have one day to make up the assignments for each day missed. If a Parent/Guardian wishes to pick up missed work on the day of the absence, please inform the office. Make up work will be available after school.

**B. Long term planned absences**

It is extremely difficult for Students to “make up” class work and homework assignments when absent for an extended period of time. There is no substitute for class participation, and it is difficult to complete long-term assignments or projects. Therefore, the school asks that Parents not take their children out of school for extended periods of time when school is in session.



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**XIV. Attendance**

|   |
|---|
| <b>B. Long term planned absences [cont'd]</b>             |
| <b>C. Leaving and/or returning during the school day</b>  |
| <b>D. Tardiness</b>                                       |
| <b>E. Release of OLV Student records to other schools</b> |

**B. Long term unplanned absences [cont'd]**

However, in the event that **you do take your child out** for an extended period, please be aware of the following.

1. Teachers should be notified of the departure date and the length of the **absence at least 10 school days prior to the Student's absence**. Teachers need this time in order to provide quality work that will adequately substitute for missed class time and assignments. The teacher will provide the work by the last day of the Student's attendance. It is recommended that the Student and Parent/Guardian meet with the teacher to clarify the requirements.
2. Students will be responsible for completing work that will substitute for the missed class time and assignments.
3. All assigned work is to be turned in immediately upon the Student's return to school. Any work submitted later will be considered a "0."
4. If the leave is of an emergency nature, and the work was not requested/provided prior to departure, upon the Student's return, the teacher will determine what work is to be made up and will determine the appropriate amount of time for the assignments to be turned in for grading.

**C. Leaving and/or returning during the school day**

Please notify the school ahead of time if your child is going to leave school early and will be returning that day. A Parent/Guardian or designated/approved adult must report to the office and sign the child out and then back into the building on the Sycamore management system computer before the Student returns to the classroom.

**D. Tardiness**

A Student is considered tardy if he or she is not in Morning Chapel by 8:20 AM. Tardiness should be avoided at all times. Students who are late for school or class not only interfere with their own educational process but also with that of other Students.

Tardiness is cumulative on a quarterly basis and will be reported on the report card. Tardiness will also affect the Student's attendance record.

Regular patterns of unexcused absences and/or tardiness indicate a lack of commitment to educational opportunities and may result in loss of financial support, conditional enrollment, and if not remedied, dismissal from our school.

**E. Release of OLV Student Records to Other Schools**

When a Student withdraws from OLV, all bills due to OLV must be paid in full before records are released to other schools.



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## XV. Student Appearance & Dress Code

Uniforms are checked every day by the classroom teacher. If your child is not in uniform including proper haircut, shoes, length of jumper/skirt, etc., the child's Parent/Guardian may be called to bring such items to school and/or to pick up your child. No logos other than OLV allowed. Generally speaking, purchasing uniforms for our private school is cheaper than purchasing clothing for public schools. You may purchase items locally or use the following: [www.Landsend.com](http://www.Landsend.com), school code 900124652 or *Hilfiger* at [www.globalschoolwear.com](http://www.globalschoolwear.com). Our school code is **OURL07**. Create a new account. There are some "outgrown" uniforms available at no cost. Contact our office. We encourage parents/guardians to donate their child's outgrown uniforms for others to use, when possible.

| Attire:  | Male Student:   | Female Student:   |
|--|---|---|
| <b>ALL DAYS</b>  | <ul style="list-style-type: none"> <li>•Neat and clean appearance – conservative hairstyles, no long hair, colors or dyes.</li> <li>•Hair with no Mohawks or cut-in designs</li> <li>•No stud earrings, tattoos or stick-ons.</li> <li>•No hats, caps, or hoods worn in the classroom.</li> <li>•Deodorant required for grades 5 through 8.</li> <li>•All pants and shirts to be ironed</li> <li>•No manufactured slits or holes in pants</li> </ul>  | <ul style="list-style-type: none"> <li>•Neat and clean appearance – conservative hairstyles, no hair colors or dyes. Hair must be brushed.</li> <li>•Headbands, barrettes or hair ties to match uniform.</li> <li>•Clear nail polish &amp; chap stick permitted. No makeup.</li> <li>•No large earrings or necklaces.</li> <li>•No tattoos or stick-ons.</li> <li>•No hats, caps, or hoods worn in the classroom.</li> <li>•No manufactured slits or holes in pants.</li> <li>•Deodorant required for grades 5 through 8.</li> <li>•All pants, skirts, jumpers and shirts to be ironed.</li> <li>•Skirts/Jumpers no shorter than 2" above the middle of the knee</li> </ul>   |
| <b>Monday, Tuesday and Thursday</b>  | <ul style="list-style-type: none"> <li>•Pants – navy or khaki/beige-ironed, NO cargo, joggers</li> <li>•Shirts –all ironed, short or long sleeved. Cotton polo: navy, white or light blue OR dress shirt-white or light blue</li> <li>•Sweaters colors navy, button cardigan or V neck cardigan, no hoodie cardigans allowed except Wednesday</li> <li>•Socks – white or dark colored</li> <li>•Shoes – black/dark colored or sneakers, no fluorescent shoes or bright laces or treads</li> <li>•OLV sweatshirts are permitted on cold days.</li> </ul> | <ul style="list-style-type: none"> <li>•Pants – navy or khaki/beige-ironed, NO cargo/jogger pants</li> <li>•Shirts –all ironed, short or long sleeved , cotton polo: navy, white or light blue OR dress shirt, white, Peter Pan Collar PK-5, Oxford dress shirt 6<sup>th</sup>-8<sup>th</sup> grade</li> <li>•Blouse: white or light blue</li> <li>•Sweaters – navy, white , button or V neck cardigan, no hoodie cardigans allowed except on Wednesday.</li> <li>•Socks or tights – white,</li> <li>•Shoes – black/dark colored or sneakers, no fluorescent shoes or bright laces or treads</li> <li>•Dresses/skirts/jumpers – Navy blue, blue plaid-with white tights or knee high socks. NO Khaki jumpers or skirts.</li> <li>•Navy button cardigan sweater-no hoods</li> <li>•OLV sweatshirts are permitted on cold days</li> </ul> |
| <b>Wednesday</b>   | [All above and OLV spirit shirts. No jeans.] Uniform pants with OLV logo/team t-shirt, hoodie or sweatshirt or white, navy or light blue polo shirt.  | [All above and OLV spirit shirts. No jeans.] Uniform pants with OLV logo/team t-shirt, hoodie or sweatshirt or white, navy or light blue polo shirt.  |
| <b>Friday &amp; Special Occasions</b><br><br><b>[Sunday Masses &amp; Special Performances]</b> | <ul style="list-style-type: none"> <li>•Pants – navy or khaki/beige –ironed, no jeans</li> <li>•Belt- black or dark brown</li> <li>•Shirt – dress: Long sleeve oxford, white or light blue-ironed</li> <li>•Tie - navy</li> <li>•Sweater– navy</li> <li>•Blazer-navy, ONLY to be worn by 6<sup>th</sup> – 8<sup>th</sup> graders</li> <li>•Socks – dark colored</li> <li>•Dress shoes – black</li> </ul>  | <ul style="list-style-type: none"> <li>•PK-5 grade, Jumper-blue plaid –ironed</li> <li>•6<sup>th</sup>-8<sup>th</sup> grade: Skirt-blue plaid</li> <li>•Blouse – Color white, Style: Peter Pan collar for PK- 5<sup>th</sup> grade, Oxford 6<sup>th</sup> – 8<sup>th</sup> grade</li> <li>•Tie - navy or plaid girls tie</li> <li>•Blazer-Navy. ONLY to be worn by 6<sup>th</sup> -8<sup>th</sup> graders</li> <li>•Sweater– navy or white</li> <li>•White tights or white knee high socks not to be rolled down</li> <li>•Dress Shoes – black or navy (no heels)</li> <li>•No jeans</li> </ul>   |

**I accept and will support the uniform and appearance requirements:**

|                        |  |  |  |  |  |
|------------------------|--|--|--|--|--|
| Student First Name[s]: |  |  |  |  |  |
|------------------------|--|--|--|--|--|



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**XVI. School Day**

**XVII. Daily Schedule**

|   |
|---|
| <b>A. 8:00 -8:15 AM Drop-Off—All Days</b>                     |
| <b>B. 8:15-8:45 AM Mon.-Thur. Chapel</b>                      |
| <b>C. 9:00 -9:45 AM Friday-Mass</b>                           |
| <b>D. 8:50-12 Noon Mon-Thur., 9:50 AM –Noon Fri-Academics</b> |
| <b>E. 12:00-12:30 Lunch</b>                                   |
| <b>F. 12:30-1:00 PM Noon Recess</b>                           |
| G. Afternoon Academics [next page]                            |
| H. Music [next page]  |
| I. Pick-up [next page]  |

**Daily Schedule - 8:15-3:15pm (May be subject to change)**

**A. 8:00-8:15 AM Drop-Off—All Days**

Students should be dropped off at 8:15 AM. PK-KG and their older siblings are to be dropped off at the PK-KG Entrance and are to enter from the 2<sup>nd</sup> gate, back of church gate, and exit the same. 1-8<sup>th</sup> Grade are to be dropped off at the Main office Bldg. parking lot and are to enter from Peck St. at the first gate and exit the same. After 8:20 AM Student will be marked tardy. Students will be checked in on the Sycamore management system.

**B. 8:15-8:45 AM Mon.-Fri. -Chapel**

Chapel is in each students classroom followed by the Pledge of Allegiance.

**C. 9:00-9:45 AM Friday Mass—other days as scheduled**

All families and friends are invited to attend Mass. Students are actively involved. Students will go to class for academics immediately after Mass. Sometimes there are special Masses on different days of the week.

**D. 8:45AM-12 Noon Mon-Thur. Academics**

Students start their academics. 5-8<sup>th</sup> grade have rotational classes. Mrs. Grogan Language Arts, Mr. Grogan Science & History and Mrs. Varys 5-8<sup>th</sup> grade Math.

**E. 12:00-12:30 Lunch [times may vary by teacher]**

Students have a 30-minute lunch period. Students normally bring their own lunch. On Tuesdays and Thursdays, if enough volunteers are found, school lunches will be available for purchase. Menus will be posted on our sycamore

site. Students will be charged \$6 per meal. Students are not required to purchase lunch; they may bring their own. The Students will eat their own lunch in their classrooms every day except on Tuesdays & Thursdays. Microwaves are available for heating lunches. Our Tuesday and Thursday lunches may be served in the Sacred Heart Parish Social Hall (unless otherwise noted). Please involve your child in the amount and content of the lunch in order to avoid waste. Students are responsible for putting trash in wastebaskets and to clean up their area when finished with lunch. No carbonated beverages are allowed and sweets are discouraged. Please make sure the lunches that the Students bring from home are adequate and nutritional.

**F. 12:30-1:00 PM Noon Recess [times may vary by teacher]**

Students have recess after lunch for 30 minutes each day. Recess will be held outdoors unless the temperatures and/or the chill factor fall below -10 degrees. All children are expected to participate in recess and need to come to school with proper outdoor clothing. Recess will normally take place either in the playground north-east of the school building or at the large recreation area north-west of the church.

During extreme weather conditions (-10 degrees or colder, high winds, rain, etc.) Students will walk over to the All Saints Activity Center if it is available (also referred to as the Old Church) for indoor recess. The school will provide games, activities and adult supervision. Otherwise indoor recess will take place in classrooms.

We do not have staff available to monitor Students staying indoors during recess, so please consider that if a child is too sick to go outdoors for recess, he or she is too sick to be in school. OLV will honor a letter from a medical doctor stating that the child is well enough to be in school, but should not be outside during recess.

Students are not to bring personal items such as soccer balls, basketballs, baseball equipment, skateboards, inline skates, CD players, etc., to school.

**School Day [cont'd]**

**G. Afternoon Academics 1:00-3:10 PM Tue, Thur., & Fri.**

**H. Afternoon Academics 1:00-2:30 PM Mon., Wed.**



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**I. Music, M., W., 2:35-3:10 PM**

**J. Pick-up 3:15 PM M-F**

**XVI. Extended Day Program & Lost & Found**

**A. After School 3:30 PM – 5:30 PM**

**B. Before School 7:00 AM – 8:15 AM**

**C. Lost & Found**

**XVII. Student Custody**

**G. Afternoon Academics 1:00-3:10 PM Tue., Thur., & Fri.**

At 3:10 PM, all Students will gather their belongings before being dismissed. Subject to change per teacher

**H. Afternoon Academics 1:00-2:30 PM Mon., Wed.**

At 2:30 PM, all Students will gather their belongings before being dismissed. Subject to change per teacher

**I. Music 2:35-3:10 PM Mon., Wed. Subject to change per teacher**

**J. Pick-up 3:15 PM M-F**

School is dismissed for the day at 3:15pm. All students should be picked up by 3:25pm, unless participating in extended day care, piano lessons, or after school classes. On certain days, there may be specially scheduled activities.

**XVI. Extended Day Program**

**A. After School 3:30 PM – 5:30 PM**

\$6.00 per hour per child, \$10 for 2 children, \$12 for 3 children, \$14 for 4 children. Late fee after 5:30PM = \$1.00 per minute. Part of the time will be spent completing homework & reading. There will be some outside exercise program, weather permitting. Then there may be other activities. Parents/Guardians may “pay as you go” or will be billed at the end of each month for the extended day program. Location will be announced. Bill information is found on Sycamore.

**B. Before School 7:00 AM – 8:15 AM**

Early fee before 7:00AM = \$7.00 per Student, \$12 family. 24-hour notice must be given if extra Before School Care is needed. Location to be determined. \$6.00 per hour per child, \$10 for 2 children, \$12 for 3 children, \$14 for 4 children.

**C. Lost & Found**

Lost items will be placed in a “Lost and Found” bin in the downstairs in the St. Jude Center by the front entrance door. Students and/or Parent/Guardians may retrieve items at the end of the school day. Unclaimed items will be donated to Bishops Attic at the end of each quarter.

**XVII. Student Custody**

Issues involving Student custody, especially as related to Student pick-up need to be supported by legal documentation. School staff shall always abide by the most recent court order on the matter. It is the responsibility of the Parent/Guardian to provide the most current legal document regarding custody to the OLV office.



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**XVIII. Academics, Academic Achievement, and Curriculum**

|  |
|--|
| A. Grading Procedures                  |
| B. Homework                            |
| C. Report Cards                        |
| D. Parent/Guardian/Teacher Conferences |
| E. Status Report                       |
| F. Classic Curriculum Introduction     |

**A. Grading Procedures**

Although each teacher has the discretion to structure their grading system to include consideration of such things as class participation, homework, tests, effort, attendance and behavior, the following are the grading guidelines *for grades 5-8*:

**A (90-100%) Outstanding Achievement:** This mark indicates that the Student has done work of a quality and quantity far in excess of the standards set forth for a satisfactory grade in the course.

**B (80-89%) Above Average Achievement:** This mark indicates that the Student is doing work of a quality and quantity above standards set forth for a passing grade in the course.

**C (70-79%) Average Achievement:** This mark is a satisfactory passing grade. It indicates that the Student is acquiring the necessary information to proceed in the subject, meeting standards set forth for a passing grade.

**D (60-69%) Below Average Achievement:** This mark indicates the Student is not mastering work assigned but may have sufficient understanding of the subject to justify the opinion that more growth will result from advancement than from repetition of the course.

**F (0-59%) Little or no Achievement:** Insufficient progress has been made in the subject.

**K-4 grades**

Kindergarten – 2<sup>nd</sup> grades have a numerical marking system:

4=advanced level of performance,

3=proficient level of performance,

2=below proficient but progressing,

1=needs further intervention-not progressing.

**B. Homework**

**Homework** is intended to help Students develop independent work habits and a sense of personal responsibility for his/her own education. Homework also reinforces and gives practice to the lessons taught each day. The amount of time required for homework varies according to grade level and each Student’s abilities and effort.

Please contact your child’s teacher if you have questions or concerns about homework content, time involved, or difficulties, etc.

**C. Report Cards**

Report Cards are issued on a quarterly basis for all grades. The content of the Report Card varies by grade level. Teachers are available to discuss your child’s progress at scheduled conferences and/or by appointment.

**D. Parent/Guardian/Teacher Conferences**

Conferences may be scheduled anytime during the school year at the request of the Parent/Guardian or teacher. Frequent conferences and/or communications are encouraged between Parent/Guardians and teachers

Formal Parent/Guardian/Teachers Conferences are scheduled at the end of the first and third quarters of the school year. These dates are noted on the academic calendar.

**E. Status Report**

During 4<sup>th</sup> quarter, the staff will have a status report for some Students

. This report will determine the Student status for next year, based on the performance this year. The three options are:

- Admission,
- Conditional Admission, and
- Non-Admission.

**F. Classic Curriculum Introduction**

A Catholic education seeks both to incorporate Students into the wisdom of the Catholic tradition and to form certain habits and dispositions in the souls of Students. OLV uses a comprehensive classic curriculum for all subjects at all grade levels.





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**What is the Classical Curriculum at OLV**  
**Religious Education & Faith Formation**  
**Music**

**What is the classical curriculum at OLV?**

Classical curriculum is developmentally appropriate, where learning is tailored to a child’s understanding and level of development. Grades K-5 (**Grammar Stage**) focuses on building knowledge through learning math facts and operations, grammar, phonics, reading comprehension, handwriting, Latin, organizing thoughts in writing and faith formation.

Grades 6-8 (**Logic Stage**) focuses on applying the knowledge gained in Grammar stage to formulate logical arguments, deepening faith formation, providing evidence for problem solving and articulating organized thoughts through speech and writing.

Classical curriculum uses classical literature, art, music, philosophy, Latin, and history to trace history from the Ancients to the present making connections to math, science, faith and language. Students trace the history of the world from the Ancients to the present in grades K-5 and again at a deeper level in grades 6-8.

The heart of any good Catholic education is the way in which the Catholic Faith is imparted to children. Vocal music and Latin are incorporated into our curriculum. Faith formation is integrated into various subjects. Students are active participants at Mass serving as: altar servers, lectors, gift bearers, musicians, choir members, and sacristans. Each week Students participate in chapel Monday – Thursday and Mass on Friday. Jesus calls us to serve others and OLV Students answer His call.

Online coursework is used to supplement our curriculum. Latin and science are enhanced by using online resources. IXL, *Compass Odyssey and Latin* software are also used to supplement math and reading/language arts instruction. This software can also be accessed from home for additional Student use.

**Religious Education & Faith Formation**

**Religious Education**

**Morning Chapel:** The Student body and staff gather in the chapel and begin each day with prayer. The Archdiocese of Anchorage Juneau Catholic School’s Religion Curriculum guides our daily prayer list (see below). Additionally, the Students recite the Seven Sacraments, Corporal Works of Mercy, Spiritual Works of Mercy, The Ten Commandments, The Great Commandment, and pray the

rosary. Students are also encouraged to offer prayers of thanksgiving and intercession.

Our daily prayers include:

- Apostles’ Creed
- Prayer to the Holy Spirit
- The Beatitudes
- Prayer of Saint Francis
- Glory Be
- The Lord’s Prayer
- Hail Mary
- Hail Holy Queen
- Act of Contrition
- Act of Faith
- Act of Hope
- Act of Love
- Angel of God

**Liturgies:** Students and staff attend Mass once a week, usually on Fridays at 9:00AM unless there is a special feast day or church celebration. Students will occasionally have a communion service with liturgy of the word if a priest is unavailable to say Mass. Students at varying levels participate in the mass as altar servers, lectors, cantors, greeters, and gift bearers. All Students are expected to participate in the mass. Families are always invited to attend mass.

The **Faith formation** curriculum can be a separate subject or be infused into the daily academic and music curriculums.

**Music**

The music program is an integral part of the OLV curriculum. It supports both faith formation and academic development. It allows for Students to showcase their abilities and inspire others during mass and other presentations including community outreach. Music activities for the whole school will take place on Monday and Wednesday from 2:40-3:10 in the Sacred Heart Church Sanctuary. The whole school is the Mass choir.



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**Extended Activities & Field-Trips**

**Communications**

|   |  |
|---|--|
| <p><b>A. School Communication,</b><br/> <b>B. Telephone,</b><br/> <b>C. Computer /Electronic Notebook Usage,</b><br/> <b>D. Newsletter,</b><br/> <b>E. E-mail</b><br/> <b>F. Website/Facebook</b></p> | <p><i>[Found on Next page ]</i><br/> <b>G. Cell Phones</b><br/> <b>H. Electronics brought from home</b><br/> <b>I. Quarterly Progress Reports</b><br/> <b>J. Incident Reports</b><br/> <b>K. Status Report</b><br/> <b>L. School Directory</b><br/> <b>M. School Closure</b></p> |
|---|--|

**XXI. Extended Activities & Field-Trips**

Teachers may plan field trips during the school year to acquaint Students with community resources and to provide educational experiences that enhance classroom learning. An Extended Activities Form will be sent home before each field trip. This must be filled out, signed and returned to the school before the Student is allowed to go on the extended activity.

Most field trips rely on volunteers to transport Students to and from the activity and to help supervise. Vehicles used for transporting Students must have a seat belt or car seat if applicable for each Student assigned to ride in the vehicle. Each vehicle used must have a first aid kit and fire extinguisher, which is provided by OLV and shall be returned at the end of the field trip. Booster seats must be provided for smaller children. Volunteer drivers must provide the office with a copy of both valid driver’s license and proof of adequate automobile insurance.

Volunteer drivers and chaperones are not allowed to bring younger siblings or other children with them. Drivers are to drive directly to and from the field trip destination. All chaperones must have a Background Check, Safe and Sacred certificate and a signed Code of Conduct on file.

Parent/Guardians of Students who wish to participate in extended activities/fieldtrips need to fill out a participation form which must be signed and submitted to the office **before** the activity/field trip. A Safe and Sacred certificate and background check must be on file before extended fieldtrips/activities.

**Communications**

**A. School Communications**

The school administration actively promotes frequent and quality communications between the school staff and Parent/Guardians. OLV has several ways to communicate with families. They are:

**B. Telephone/ Classroom Communication:**

The school’s office phone number is 376-0883. Please feel free to call anytime with questions. Students may use the school phone to communicate with Parents/Guardians.

OLV has a phone system, which has the following features:

1. Classroom phones or walkie-talkies are not directly set up to ring.
2. Students are not authorized to use the office phone unless the teacher, or a staff member, gives them permission.
3. When necessary, a Student may use the office phone to contact Parent/Guardians.
4. Students are not allowed to use personal cell phones during the school day.

**C. Computer/Electronic Notebook Usage**

Computers are available for Students to use while at school. Laptop computers are available to our Students in the St. Christopher Building of the school. Kindle Fire notebooks are also available for Students to use. They are intended for classroom instructional use, promoting effective study habits, providing resources for research and supporting our math and language curriculum. Students may bring personal computers/i-pads, etc. to school only with the approval of the teacher.

**D. Weekly Newsletter:**

Each Monday OLV shares pertinent information with families through the newsletter, which will be sent by email unless otherwise noted. The Principal approves all of the information included in the document.

**E. Email:** The email addresses for all teachers and staff are noted in Section I under School Staff of this handbook. Please feel free to email with any questions. Please do not send any solicitation emails.

**F. Website/Facebook:** OLV has a website [www.olvwasilla.com](http://www.olvwasilla.com) and Facebook page: ([ourladyofthevalleyschool-wasilla](https://www.facebook.com/Ourladyofthevalleyschool-wasilla)) (link is also on the webpage) which is frequently updated with information regarding OLV and its functions. To access our **Sycamore management system**, go to our web site, scroll down on the [Links] tab to **OLV Sycamore**.



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**Communications [cont'd]**

- |                                  |
|----------------------------------|
| G. Cell Phones                   |
| H. Electronics brought from home |
| I. Quarterly Progress Reports    |
| J. Incident Reports              |
| K. Status Report                 |
| L. School Directory              |
| M. School Closure                |

**Discipline & Conduct**

- |                                   |
|-----------------------------------|
| Student Rights & Responsibilities |
| Student Conduct                   |

**Communications [cont'd]**

- G. Cell Phone Policy:** Cell phones [smart phones] may be brought to school only by Student’s grades 4 and above. *They must be checked in with the classroom teacher and will be returned at the end of the school. In special situation they may be used for communication purposes only with Parents/Guardians and with the permission of the teacher.*
- H. Electronics brought from home:** Other electronic devices [Computers & I-pads, I-pods etc.] may only be brought to school ONLY with the written permission of the teacher. *They must be checked in with the classroom teacher and will be returned at the end of the school unless special permission is given for use.*
- I. Quarterly Progress Reports:** Student progress is reported to the Parents by quarterly report cards.
- J. Incident Reports:** When Students act inappropriately at school, Parent/Guardians will receive and have to sign & return an incident report to the school.
- K. Status Reports:** Status Reports will be issued during the fourth quarter of the school year for at risk students indicating the status of Students for the next year: admitted, conditionally admitted, not admitted.
- L. School Directory and Other Media:** OLV will publish a school directory. Student names will appear in the directory if permission is granted on the Picture/Social Media Form. OLV provides a “School Directory” to

each family. This directory lists each Student’s Parent/Guardians’ names and contact phone number. These lists are *not* to be used or distributed for solicitation purposes. Parent/Guardians have the option of requesting that certain information not be included in the published listing.

**M. School Closure:** Our Lady of the Valley School will close on the same days that Mat-Su School District Schools close for weather conditions in our school area.

**Discipline & Conduct**

- |                                      |
|--------------------------------------|
| A. Student Rights & Responsibilities |
| B. Student Conduct                   |
| C. Discipline Process                |

**A. Student Rights & Responsibilities**

It is the policy of OLV to provide an atmosphere in which the rights of individuals are respected and to assure that each Student:

- Is secure and safe in his/her person and property.
- Is treated with mutual respect, courtesy, and consideration by every Student, teacher, administrator and adult in the school.
- Is aware of the rules of Student behavior expected at school and when representing the school in public.
- Understands that when they neglect their responsibilities, they may be denying rights and privileges to themselves and others.

**B. Student Conduct**

The administration, school staff and school boards expect each Student to obey all school and classroom rules and regulations. Children are expected to be polite and respectful to each other, teachers, staff, Parent/Guardians and visitors to our school facility.

Parent/Guardians are expected to support the schools mission and goals in word and in action. If a Student needs to be disciplined, Parent/Guardians are expected to support the school in the disciplinary action and work with the school personnel to effect positive change in the Student’s behavior.



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|   |
|---|
| <b>Discipline &amp; Conduct [cont'd]</b>                |
| A. Student Rights & Responsibilities [on previous page] |
| <b>B. Student Conduct [cont'd]</b>                      |
| <b>C. Discipline Process</b>                            |

**B. Student conduct [cont'd]**

OLV seeks to have high standards for our Students and finds that the following basic guidelines are necessary for consistent operation and good testimony before the community:

**Student Responsibilities**

- Arrive to school on time.
- Be prepared for class.
- Demonstrate a positive and responsible attitude.
- Carefully complete homework and turn it in on time.

**1. Settling Differences**

- Respect other people’s property and personal space.
- Refrain from physical or verbal altercations. No cussing!

**2. Following Directions**

- Carry out directions given.
- Always speak clearly and directly
- Actively participate in class, programs, chapel and Mass

**3. Exercising Sensitivity to Others**

- Use appropriate language at all times.
- Do not bully or tease anyone. This includes “cyber bullying”.
- Do not physically harm self, others or school property.

**4. School Safety**

- Do not loiter between classes or in the restrooms.
- Do not run in inside buildings.
- Do not engage in rough play.

**C. Discipline Process**

The use of corporal punishment as a disciplinary measure is prohibited. However, the use of reasonable and necessary restraint on a Student may be necessary to protect the Student or other people from physical injury, to

obtain possession of a dangerous object, or to protect property from serious harm.

The discipline process is meant to be a natural, logical process, which recognizes that the Student, exercising his/her God given gift of free will, can choose to act and to accept the consequences of the action.

The disciplinary process is meant to teach Students that consequences flow logically from actions and to encourage the responsible choice of considerate, positive action.

Each classroom teacher will have a set of classroom expectations and a list of appropriate consequences for violating these expectations. The rules and consequences will be clearly communicated to Students.

Teachers have the discretion to impose such consequences as:

- Change the Student’s seat assignment.
- Communicate with Parent/Guardians
- Have a Student complete their work in the office
- Restrict Student’s activity during recess.
- Revoke Student’s recess privilege.
- Send Student to the Principal’s Office.
- Issue a behavior contract involving Student, Parent/Guardian and Teacher.
- Exclude Student from participating in a special school activity.

When a Student is sent to the Principal’s Office for inappropriate behavior in the classroom or on school grounds, the consequences for inappropriate behavior become more severe and can include such things as:

- The Student will call his/her Parent/Guardians.
- The Student will spend a set amount of time in the office.
- The Student may be required to write a letter of apology for misbehavior and this letter will be sent home to be signed & returned to OLV. The Priest may be involved in this process.
- Student may be required to have a conference with the Principal & Priest in an effort to improve Student behavior. Parents/Guardians may be involved.
- The Student may receive an In-School Suspension.
- The Student may receive and Out-Of-School Suspension.
- The Student may be expelled from the school.



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|  |
|--|
| <b>Discipline &amp; Conduct</b>          |
| <b>C. Discipline Process [continued]</b> |
| <b>Grievance Procedure</b>               |

**Grievance Procedure**

The following steps clearly outline the procedure for resolving a grievance by Parent/Guardian/Student:

**XXIII. Discipline & Conduct**

**C. Discipline Process [continued]**

When a Student is sent to the office, an incident report is filed and the following procedures are as follows:

- (1) Parent/Guardians are contacted
- (2) The Student demonstrates an understanding of the infraction and the consequences.
- (3) Student is asked to complete an apology letter
- (4) A plan of behavioral improvement
- (5) Consequences if behavior does not improve
- (6) A Student/Parent/Guardian conference with priest is set up
- (7) Parents, staff and priest must sign incident report.

The Student may be placed on conditional enrollment [probation].

**Parents/Guardians of Students** who consistently (maximum 3 times) and/or seriously ignore or behave contrary to the mission and goals of the school will be asked to withdraw their child from school.

A family status report will be issued and a family status interview will be conducted on each Student during 4<sup>th</sup> quarter. Based on the Student’s performance and Parent contractual agreement adherence during the current school year and for the best welfare of the Student, it will be determined if a Student will be: readmitted, conditionally readmitted, or not admitted for the next school year.

- Parent/Guardian will go directly to the Staff Member involved and discuss the grievance openly.
- If a grievance with a Staff Member is not settled satisfactorily within a reasonable time (2 days) the Principal will be notified.
- The Parent/Guardian or Student presents the grievance in writing or in person to the school Principal.
- Principal will request a full report from the appropriate Staff member before meeting with the Parent/Guardian or Student who has registered the grievance.
- Incident Reports and related Student documentation will be provided. When necessary, the Principal will arrange a meeting with both parties involved.
- If the grievance is not settled within 5 days, the next step is to refer it to the Executive Board.
- The chairperson of the Executive Board should be notified in writing by the Principal and arrangements be made for a hearing with the parties involved.
- If the grievance is not settled at this level, the Principal will provide the Parent/Guardian or Student with a copy of the Archdiocese of Anchorage Juneau Grievance Procedure to be followed in order to attempt resolution.

The OLV Advisory Board, due to its advisory status, has no involvement in the settlement of grievances by staff, Students or Parent/Guardians.



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**Visitors and Volunteers**

**A. Visitors-Sign in at Office**

**B. Volunteers-Background Check**

**Parent Volunteer Organization [PVO] Fundraising**

**A. Visitors-sign in at office**

Visitors are required to sign in and out at the school office on the Sycamore management system computer.

**B. Volunteers-Background Check**

Volunteers are required to have a [background check] on file in the OLV office before volunteering at our school. Contact the office for more information. [See new student enrollment packet, page 12]

In addition, the Dioceses of Anchorage Juneau requires all staff and volunteers to take their on line course “Safe & Sacred.” There is no cost [it can take from 2-4 hours] and requires at least a 90% score on a 10 question final quiz. Upon successful completion of the course and quiz, a completion certificate can be printed up. A copy of this certificate is required to be on file in the OLV office. [See new student enrollment packet, page 15]

**XXVI. Parent Volunteer Organization [PVO] Fundraising**

**Parent Volunteer Organization (PVO)**

*See Fundraising- [new student enrollment packet pages 10, 11]*

Tuition alone does not cover all of the necessary resources needed to operate OLV. The actual cost to educate one child at OLV for a year is about \$9,400. This means that the school must raise an additional \$4,510. per Student. The success of OLV depends on the faithful involvement of the school community. We rely on the Parents of our Students to provide resources which are not covered by tuition. It is important for Parents to be involved in the educational process and to provide educational assistance, fundraising and leadership help.

There are several major fundraising events that require participation from every family in order for the school to meet its annual fundraising goal, which is needed to support the daily operations of the school and to keep tuition costs down. Fundraising activities may include: annual cash raffle tickets, steak-dinner-shows, spaghetti dinner-talent shows, annual dinner auction tickets & donations, and special fund raising drawings or raffles, etc.

| <b>TWO PARENT/GUARDIAN FAMILY<br/>[TPGF]</b>   | <b>SINGLE PARENT/GUARDIAN<br/>FAMILY [SPGF]</b>  |
|--|--|
| <p>The <b>fund raising events may be different but your family is responsible for raising at least a <u>total of \$1,200</u> including:</b></p> <ul style="list-style-type: none"> <li>• Selling <b>raffle tickets for our Annual Cash Raffle in the fall.</b></li> <li>• Selling <b>tickets for our Fundraising Activities</b> including the <b>Annual Dinner Auction</b> [individual ticket prices may vary] or donate to the events.</li> <li>• <b>Annual Auction Obligation:</b> Provide/procure at least \$400. And/or donate a themed basket or basket items. For the \$400, you may: sell tickets, procure items, solicit sponsorships or sell tables to businesses. Parents/Guardians are asked to volunteer at least 5 hours the day before and/or the day of the auction.</li> <li>• Attend PVO Meetings and procure auction items.</li> </ul> | <p>The <b>fund raising events may be different but your family is responsible for raising at least a <u>total of \$600</u> including:</b></p> <ul style="list-style-type: none"> <li>• Sell <b>raffle tickets for our Annual Cash Raffle in the fall.</b></li> <li>• Sell <b>tickets for our Fundraising Activities</b> including the <b>Annual Dinner Auction.</b> [individual ticket prices may vary] or donate to the events.</li> <li>• <b>Annual Auction Obligation:</b> Provide /procure at least \$200. And/or donate a themed basket or basket items. For the \$200, you may: sell tickets, procure items, solicit sponsorships or sell tables to businesses. Parents/Guardians are asked to volunteer at least 5 hours the day before and/or the day of the auction.</li> <li>• Attend PVO Meetings and procure auction items.</li> </ul> |
| <b>Δ initial</b>   | <b>Δ initial</b>   |

Families have the option of either selling their allotted number of tickets or paying for the tickets themselves. All ticket stubs and monies must be accounted for on the due dates set for each fundraiser. Parents will be billed for unsold tickets. The school will secure selling locations for each fundraiser so that all Parents have an opportunity to sell their tickets. Families not completing their auction obligations of procurement and hours will be billed.]

**A TWO PARENT/GUARDIAN FAMILY should raise \$ 1,200,  
A SINGLE PARENT/GUARDIAN FAMILY should raise \$ 600.**



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### XXVI. [PVO] Share Hours Agreement & Auction Needs

### Share Hours Agreement

Each family at OLV is required to perform 50 hours (25 for single Parent) of service to the school, in addition to the 5 hours required at the auction. Hours spent performing the following types of activities qualify as meeting the mandatory “Share Hours” requirement. It is recommended that families participate in several different activities. Being active in the school is a great way to meet other families and establish lifelong friendships.

- Serve as PVO or Fundraising Chair / Co-Chair
- Shop for school supplies, needs, etc.
- Help with building and grounds maintenance
- Uniform maintenance / Recess Duty/Box Tops
- Driving for Extended Activities [Field Trips]
- Assisting a teacher in the classroom
- Assist at Dinners and Auction
- Assist with the Hot Lunch Program

A “Share Hours Register” is found in the Sycamore school management system Web site [Sycamoreeducation.com](http://Sycamoreeducation.com). for logging your hours. Keeping track of share hours beyond the expected 40 hours (20 for single Parent. ***Please log all your share hours*** in order for the Share Hour Chairperson to enter your hours into the volunteer data base. A Share Hour Data Bank, with access through our Sycamore school management system for the Parents/Guardians, is in process.

If you are unable to fulfill your obligation of 40 Share Hours (20 for single Parent), you will be required to pay for the remaining hours at the rate of \$25 per hour: If there has been no progress in meeting your share hours commitment, at the end of the first semester, you will be billed. \*Exception may apply.

Families have the option of paying the Tuition Plus amount. This exempts the family from any fund raising and share hours work.


**AUCTION NEEDS:** The following is provided to give Parents as an idea of what is needed for the success of our annual auction and school. [Number in Parenthesis is how many approximate people are needed per line item.] All subject to change.

- Silent Auction: Set up & organization of silent auction items (6)
- Live Auction: Display items, sit by stage & take bid #'s info, run bid sheets (3)

- Baskets: Gather, sort, compile, fill, seal & label baskets, deliver list of labels with items & value to input chair. (4)
- Set Up: Load trucks night before, unload truck at event, set up tables, chairs, linens & silverware. (all hands needed)
- Break down: After event; clean up, break down, load and unload vehicles to take back to OLV. (all hands needed)
- Advertisement: Solicit business for advertising, promotion of the auction. (3)
- Table Workers: Fill water pitchers, clear plates off tables, empty trash, etc. (6)
- Entertainment: Assist chairperson with getting entertainment (music) for event. (1)
- Special Items: Assist in Heads and Tails, 1 in 100, mystery wine, quick draw, etc. (7)
- Main Food: Assist food chair in kitchen, including prep work and clean-up (5)
- Appetizers: Acquire food, plates, napkins and forks, creating, displaying, and replenishing appetizers.(4)
- Desserts: Acquire food, plates, napkins and forks, creating and displaying desserts. (2)
- Beverages: Serve beverages and bartending, set up, breakdown. (2)
- Decorations: Assist in getting linens on tables and decorating the main room.(4)
- Spotters: Assist with live auction by making sure that no bids are missed. (6)
- Audio/Video: Assist with acquisition, set-up, and running of sound system and slide show. (2)
- Runners: Many needed throughout the event to organize and deliver bid sheets to input. (6)
- Equipment & Supplies: Acquire all necessary items for auction event, i.e., power cords, etc. (1)
- Technology support: Networking of auction computers etc., (2)



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## Circle of Grace, Safe Environment Program for Children

Out of concern for all God's people and in response to the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*, we have a program for the safe environment education of children and young people supported and mandated by the Archbishop of our Anchorage Juneau Diocese.

*Diocese/eparchies will establish 'safe environment' programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.*  
*Article 12 – Charter for the Protection of Children and Young People*

This program is called *Circle of Grace*. It is meant to supplement and be integrated into the excellent programs and curricula for the formation of children and young people in our schools and religious education programs. *Circle of Grace* aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This program helps children and young people to understand their own (and other's) dignity in mind, body, and spirit.

### *What is a Circle of Grace?*

The Catholic Church teaches that God has created each of us as unique and special. Genesis 1:27 tells us that we are created "male and female in God's image" and that God saw this as "very good." In that goodness, we are meant to respect ourselves and everyone else as persons created and loved by God.

Adults assist children and young people to recognize God's love by helping them to understand that each of us lives and moves in a circle of grace. You can imagine your own circle of grace by putting your arms above your head then circle down in front of your body including side to side. This circle, front to back, holds who you are in your body and through your senses. It holds your very essence in mind, heart, soul, and sexuality.


Why is it important to help our children understand the Circle of Grace? God intends our relationships in life to be experiences of divine love. Respectful, nurturing, loving relationships increase our understanding of our own value and help us to love others. It is never too early to help children and young people understand how very special they are and how relationships in life are called to be sacred. Understanding this can help them to protect the special person they are and to be respectful of others.

Adults, especially parents, as they strive to provide a safe and protective environment, hold the responsibility to help children and young people understand and respect their own dignity and that of others. A truly safe and protective environment is one where children and young people recognize when they are safe or unsafe and know how to bring their concerns, fears, and uncertainties to the trusted adults in their lives. How is the Circle of Grace Program different from other protection programs? According to research, one in four girls and one in seven boys will be sexually abused by age eighteen. Many protection programs focus on "stranger danger"; however, up to ninety percent (90%) of the time the perpetrator of abuse is known to the child or young person such as a relative or family friend. Circle of Grace goes beyond just protection by helping children and young people understand the sacredness of who they are and how to seek help through their relationships with trusted adults.





## Our Lady of the Valley Catholic School 2023-2024 Enrollment Packet

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School Year at a Glance Yearly Summary Calendar, 2023-2024 School Year  
Please Place this Calendar on Your Refrigerator This calendar may be up-dated but is valid as of the date in the bottom footer.

### Co-enrollment Information

When enrolling in OLV it is highly recommended that your child[ren] also be enrolled at Mat-Su Central, Twindly Bridge Charter School, Pace etc.

The Mat-Su School District provides an allotment for electives, academics, remedial and enrichment (approximately \$2,600 per Student) for Students co-enrolled. This allotment can be used for your child's extended learning needs such as: extra tutoring, electronics, robotics, computers, Ipads, Kindles, etc. Additional Instruction can include: speech, physical education, hockey, swimming, ice skating, gymnastics, music, art, theatre, etc. Other available options include: educational materials - books, supplies, on line supplementary courses, etc. (this list is not all-inclusive).

You will have to enroll in four courses from one of these two schools and fill out an I. L. P. [Individual Learning Plan]. Student progress will be monitored by a Mat-Su School District staff member. Your Student will be asked to show academic growth by performance on certain tests depending of the age of the Student.

Please feel free to contact one of these two schools and an advisor for your child to see the extensive variety of courses that are available for your child.

To receive this allotment, you must enroll on line using I-Parent at one of these schools by September 30 of the current school year. Enrollment starts at the beginning of July.

Retain your receipts of educational materials or services and turn them in for reimbursement (up to the allotted amount). This allotment may NOT be used to pay for OLV tuition or any fees towards OLV.