



*Our Lady  
of the Visitation  
School*

**INFORMATION PACKET**

**FOR PROSPECTIVE NEW STUDENTS  
2021-2022 SCHOOL YEAR**



# *Our Lady of the Visitation School*

785 Sunnysdale Ave. San Francisco, CA 94134

Phone (415) 239-7840 ✉ Fax (415) 239-2559

January 4, 2021

Dear Prospective Families,

Thank you for your interest in enrolling your child at Our Lady of the Visitation School. Enclosed are information about our school that might be useful in making your decision regarding a choice of school for your child.

Please complete the application packet and return it to the school office along with the following:

- \$25 Non-refundable new student testing fee
- Copy of Birth Certificate
- Copy of Immunization Record
- Copy of most recent Report Card
- Proof of Physical Examination (K only) done no earlier than March of the year child enters Kindergarten (if accepted)
- Copy of Standardized Test Scores
- Copy of Baptismal Certificate – if Catholic
- Copy of First Communion Certificate - if Catholic
- Completed Home Language Survey Form

Although OLV School serves students in grades Kindergarten through 8th grade, we only accept new applicants for grades K-6.

Kindergarten applicants must be five years old by September 1, 2021. Once application materials are received, applicants will be given an appointment time for screening. Letters of acceptance will be sent in March. Please include a valid email address so that we can send these acceptance letters electronically.

Applicants in Grades 1 to 6 will complete new student testing upon receipt of the complete application and may be invited to spend a day with the class. The number of students returning for the new school year determines space availability. At this time we cannot tell you exactly how many openings are available. Those who are interested may submit an application. Some applicants may be placed on a waiting list depending on space availability.

Once students are accepted to OLV School, the family will be given instructions on how to apply for financial aid online through TADS. All OLV families are required to complete the online TADS application to receive the published tuition rates and possibly further tuition assistance. Without the TADS application, families are required to pay the full cost of education per child. There is no fee to apply through TADS at OLV School. You may also apply for the BASIC Fund Scholarship. BASIC Fund application is available online at [www.basicfund.org](http://www.basicfund.org) starting on January 15th.

Sincerely,

*Lara de Guzman*

Ms. Lara de Guzman

Principal



## **MISSION STATEMENT**

The mission of Our Lady of the Visitacion School is to provide its diverse student population with a comprehensive academic curriculum fostered within a faith community modeled on Jesus Christ. Our school is inspired by the spirituality and teachings of our Vincentian saints: St. Vincent de Paul, St. Louise de Marillac and St. Elizabeth Ann Seton. We have a special commitment to use the power of education to assist struggling families so they may achieve a better quality of life.

## **PHILOSOPHY**

The philosophy of Our Lady of the Visitacion School has a four-fold purpose: to proclaim the Gospel and teachings of Christ, to help build community, to bear witness to God's teachings and to be of service to the community. The faculty and staff of Our Lady of the Visitacion School work in partnership with the parents, who are the primary educators of their children. Through this partnership students are challenged to become persons gifted with the life and talents who are destined to form God's kingdom on earth. The school community seeks to make a difference in our society - child-by-child, family-by-family – thus cultivating a seedbed of Christian values and service. Our Lady of the Visitacion School students are encouraged to develop their innate talents so they will grow and mature not only physically and intellectually, but also emotionally, socially, and spiritually.

## **RACIALLY NONDISCRIMINATORY POLICY**

Our Lady of the Visitacion School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Our Lady of the Visitacion does not discriminate on the basis of race, color and national and/or ethnic origin in administration of educational policies, admission policies, scholarship, loan programs and athletic and other school administered programs.

Likewise, Our Lady of the Visitacion does not discriminate against any applicant for employment on the basis of sex, age, handicap, race, color and national and/or ethnic origin.

## **IMPORTANT NOTES:**

- Acceptance of your child at Our Lady of the Visitacion School will depend upon his/her performance on the placement test, former report card, Standardized Test Scores and the availability of space in the classroom.
- First choice is also extended to qualifying Catholics and/or siblings of current or former students.
- This is a Catholic school and our faith is an important part of our curriculum. While we do accept non-Catholics, **all** students participate in Religion Class and related functions during the school day.

## **SCHOOL HOURS 2021-2022 School Year**

8:10 a.m. - 3:15 p.m. Tuesday through Friday

On Mondays we dismiss early for faculty meetings and teacher professional and religious in-service sessions. Below are the dismissal times for Mondays.

2:20 p.m. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> MONDAY of the month

12:35 p.m. 4<sup>th</sup> MONDAY of the month

## **SCHOOL COMMUNICATION**

OLV School utilizes a student data service called SchoolSpeak. This is a web solution for all school communication between administrators, teachers, parents, and students. Through SchoolSpeak we communicate any information that is relevant to our OLV community such as school announcements, weekly communications, classroom information, homework, grades, school handbooks, teacher pages, forms, and family contact data. Only authorized users (teachers, parents, students) with the correct ID and password can access student records. Once families are enrolled in OLV School they will receive a SchoolSpeak username and password. Families are responsible for frequently checking SchoolSpeak for school communications and keeping contact data current in this system.

## **PARENT VOLUNTEER COMMITMENT & PARENT-VOLUNTEER WORK PROGRAM**

The Parent Teacher Group (PTG) at OLV helps to organize the school community to support education through fundraising, family involvement, and parent education. There are 4 general PTG meetings a year at which a representative from EVERY OLV family must attend. Parents are also required to come to Parent Teacher Conferences held during the second week of October. Parents will pay \$25 as penalty for non-compliance with the school policy, however, in case of emergency, parents may send an email or call the Principal if they are unable to attend.

All parents/guardians are required to perform service hours to help the school community. Not only does service enable the school to function more effectively, but also the students are able to see that their parents value education in a very practical way. Single-parent families are required to give **15 hours** of service and two parent families are required to give **30 hours** of service. A family can offer service in many ways such as coaching sports, and helping out with snack bars, chaperoning field trips, helping with school lunch, maintaining the cleanliness of the school yard, hosting receptions, supervising and helping out in school sponsored activities, serving on the PTG Board, participating in the PTG's major fundraising projects, helping with Tuesday folders (if needed), and volunteering for any services which the school may ask for. Donations of school supplies (i.e., reams of papers, dry erase markers, tape, construction paper, snacks for our after care program) are also appreciated and can count toward service hours. Each family has a Parent-Volunteer worksheet on which to record their volunteer work on their child's Tuesday folder. Parents are the key to our school's success!

**FAMILIES ARE ASKED TO PARTICIPATE IN 2 MAJOR FUNDRAISERS OF THE PARENT-TEACHER GROUP** - The parent group is expected to raise at least \$40,000 each year to supplement the tuition so that we may keep our tuition affordable to our families. These funds are raised primarily through our fall candy sale and spring Walk-A-Thon. Other optional fundraisers are held throughout the year to support special projects and student events.

Families who choose not to participate in the major fundraising and volunteer service pay an extra \$300 per child. This fee is added onto tuition.

## FINANCIAL INFORMATION

### REGISTRATION FEE: NON-REFUNDABLE FEE

- New & Returning Students (non 8<sup>th</sup> or Catholic 2<sup>nd</sup> grade) - \$100 per child
- 8<sup>th</sup> Grade Catholic Students (includes class sweater, graduation, and confirmation) - \$300
- 8<sup>th</sup> Grade Non-Catholic Students (includes class sweater and graduation fee) - \$220
- 2<sup>nd</sup> Grade Catholic or any student participating in 1<sup>st</sup> Communion in spring 2021 - \$150

TUITION and FEES for the 2021-2022 school year are as follows:

One child - \$4,900   two children - \$8,800   three children - \$12,200   four children \$15,300

These tuition rates are for those who submit a TADS Financial Aid Application. For those who do not submit at TADS application, tuition will be the full cost of \$9,800 per child.

There are two options offered for payment of tuition.

- Option 1—full payment through TADS automatic bank withdrawal, cash, or check payable to OLV. Families who have no additional financial aid beyond base tuition rate (\$4,900; \$8,800; \$12,200; \$15,300) and who pay in full on or before August 1, 2021 will receive a \$100 discount on tuition.
- Option 2—ten monthly automatic withdrawal from bank account through TADS. Regular monthly payment starts in August and ends in May.

No other payment option can be made without the Principal's approval.

## FINANCIAL AID

All OLV students benefit from the subsidy provided by the Daughters of Charity Foundation. This subsidy not only provides specific student scholarships but also helps the school to set a tuition rate that is well below the actual cost of education. Because of this, **all OLV families are required to be enrolled in the TADS financial aid program**. This year there will be no additional processing fees for setting up TADS. You are required to sign up for TADS after you have been accepted to OLV School. Once you are accepted, you may complete the online TADS application by going to the TADS link on our school website [www.olvsf.org](http://www.olvsf.org). You will need your most recent tax documents in order to complete this application. Families may also apply for other Archdiocese of San Francisco scholarships through the same TADS application. Families in need are also encouraged to apply for an additional source of financial aid through the BASIC Fund (see application attached at the end of this packet). You will be informed of financial aid awards through your tuition contract sent in the spring after registration is received.

## EXTENDED CARE

We provide before school care for OLV students from 7:00-8:00 a.m. each school day. Children are supervised in a classroom for the hour and then allowed to go out into the yard for ten minutes before the morning bell. The program provides the children with play, study and activity time.

We provide After School Care for OLV students from DISMISSAL UNTIL 6:00 p.m. The program includes time for homework and time to participate in various games with their friends, classmates and after care staff members. The extended care program's goal is to provide a rich environment where your

child can relate to other children and caring adults so that your child will enjoy his/her after school experience while you are at work.

**REGISTRATION FEES FOR EXTENDED CARE ARE AS FOLLOWS: \$50/family or \$25/family if enrolling in morning care only.**

Before School Care	\$7.00 per day per child or \$35 per week per child
After School Care	\$200 per month for one child
	\$150 per month for each additional child in the family
Drop-In Care	\$15 per day for each child

LATE CHARGE FOR EACH 15 MINUTES AFTER 6:00 P.M. = \$10.00

### **PARISH SPORTS PROGRAM PARTICIPATION FEE - \$100 PER SPORT**

Our Lady of the Visitacion School participates in the CYO Sports Program under the supervision of our Parish Athletic Director. Students may participate in basketball, baseball, volleyball, softball and soccer. Our coaches are volunteers - parents, relatives, and alumni.

### **CODE OF CHRISTIAN CONDUCT**

Students receive a quality, morals-based education when parents and school officials work together. It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in the student/parent handbook of the school.

For example:

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

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.). In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

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

### **STUDENT CONDUCT**

Students enrolled at Our Lady of the Visitacion School assume personal responsibility for their conduct. As members of the school, the students are obliged to be considerate of other students and respectful to

their teachers. Each student is asked to accept this opportunity and obligation to become an integral part of the school community.

Since there are times when an individual student finds it difficult to take personal responsibility for good conduct, it becomes necessary for the school to indicate specific acts for which discipline will be administered. The following are considered inappropriate behavior for a student at Our Lady of the Visitacion School and are grounds for suspension and/or possible dismissal:

1. Fighting, provoking a fight between other individuals, or participating in activities which result in physical violence
2. Theft of or damage to property of the school or of another student, visitors or school personnel
3. Use, possession, or distribution of smoking materials, narcotics, alcohol or drugs
4. Indecent or obscene conduct, language or clothing while at school or at a school sponsored event
5. Leaving the campus (e.g., before morning bell, recess, lunch, any part of the school day) without permission
6. Continual classroom disruption
7. Inappropriate use of technology in or out of school

### **TOTAL SCHOOL DISCIPLINE POLICY - DISCIPLINE WITH PURPOSE**

Starting in 2002, Our Lady of the Visitacion School, with the support of the Daughters of Charity Foundation, joined other parochial schools staffed by the Daughters of Charity in implementing a program called Discipline with Purpose. This program emphasizes self-discipline among the students in order to facilitate a more efficient use of learning time and to further establish an environment of accountability and responsibility on the part of the students. This program has the following principles:

- The aims of education and classroom discipline are the same- to help children and youth become self-directing people.
- Discipline is inseparable from teaching.
- Discipline should change with the person's stage of development and help them move to the next stage.
- Appropriate behavior is determined by the rational demands of specific situations.
- Ways of dealing with misbehavior should agree with developmental goals.
- A hierarchy of skills can be identified and coordinated with a person's growth and development to provide an objective standard to define self- disciplined behavior.

### **The Discipline with Purpose Framework**

There are fifteen self-discipline skills, therefore, fifteen opportunities to "wait".

#### **BASIC SKILLS**

1. Listening
2. Following instructions
3. Questioning
4. Sharing: Time, Space, People and Things
5. Basic social skills

#### **CONSTRUCTIVE**

6. Cooperating with others

## SKILLS

7. Understanding rules
8. Figuring out how to accomplish tasks on your own
9. Exhibiting leadership
10. Communicating effectively

## GENERATIVE SKILLS

11. Organizing: time, space, people, and things
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving others

It is the goal of the program to help the students of Our Lady of the Visitation School learn the skills that will allow them to develop self-discipline. School rules and cycle of discipline are developed based on the DWP (Discipline with Purpose) framework.

Opportunities to teach the 15 self-discipline skills abound within a school day. Teachers welcome opportunities to help children help themselves. School faculty and staff promptly address disruptive behavior. The following rules are adopted to affect the daily living together of all members of the school community.

1. Respect yourself, others and things.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

Each classroom teacher has adopted some version of these rules. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to help them follow rules. Children are tested orally and in writing to ensure that they know and understand how rules safeguard each person's rights.

In addition, each classroom teacher has an established Discipline Cycle that lists consequences for not following rules. Most teachers work with the students to determine acceptable consequences. Be sure to ask your child's teacher about the discipline cycle being used this year. The system should help your child grow in the self-discipline skill of understanding rules and the reasons for rules.

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger
2. Is irrational or unreasonable
3. Pushes beyond the limits of respect in speech or actions, or
4. If repeated correction from an adult does not help the student gain self-control

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office.

NOTE: The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her/his discretion.



## **DISCIPLINE**

Catholic school discipline is considered as an aspect of moral guidance and not a form of punishment. The purposes are:

1. To promote genuine pupil development;
2. To provide a classroom situation conducive to learning;
3. To learn respect for the rights of others;
4. To promote character training.

Therefore, students who copy homework, class work or cheat on tests will receive a zero as a grade. Students who plagiarize work on a report will also receive a zero for that assignment. Any zeros given for assignments will be averaged into a student's grade for that particular subject.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

The process of creating our Schoolwide Learning Expectations involved everyone – parents, teachers and students. The goal is focused on the idea, “What is it that we want our graduates to be able to do, know, understand, value and practice in order to be successful in the real world?” The teachers listed the traits and areas of strength that they hoped the students of Our Lady of the Visitation School would have learned by the time they graduate. They tried to align these Schoolwide Learning Expectations or SLEs with the Discipline With Purpose Program. The five areas of focus for the SLEs are: people of (FAITH), Follow Jesus as our Vincentian Founders did, Are Effective Communicators, are Individuals who are Self-Disciplined, are Trustworthy Citizens of God's earth and people, Have qualities necessary to live as lifelong learners.



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## KINDERGARTEN - 4<sup>TH</sup> GRADE FAITH

### Students at Our Lady of the Visitation School...

#### **F**ollow Jesus as our Vincentian Founders did by:

- ❖ praying daily in class and at Mass
- ❖ using actions to show respect for others

#### **A**re Effective Communicators who:

- ❖ use their *Discipline With Purpose* skills to be good listeners and ask good questions
- ❖ respect others needs and feelings
- ❖ learn to read, write, and speak correctly and effectively

#### **I**ndividuals who are self-disciplined who:

- ❖ identify their *Discipline With Purpose* skills
- ❖ self-correct
- ❖ can complete the *Discipline With Purpose* Lower Hall action plan when needed

#### **T**rustworthy citizens of God's earth and people who:

- ❖ appreciate all of creation
- ❖ recognize all people are special
- ❖ respect and care for the environment

#### **H**ave qualities necessary to live a life of learning who:

- ❖ can solve problems using their critical thinking skills
- ❖ take pride in their efforts to accomplish goals
- ❖ practice using their time wisely with resources and technology

# 5<sup>th</sup> - 8<sup>TH</sup> GRADE

## FAITH

Students at Our Lady of the Visitation School are people of FAITH who...

Follow Jesus as our Vincentian Founders did by:

- ❖ demonstrating Gospel values in our everyday life
- ❖ modeling service, compassion, and social justice
- ❖ knowing Catholic teachings
- ❖ expressing joy, confidence, hope, and optimism

Are Effective Communicators who:

- ❖ read, write, and speak clearly and concisely
- ❖ recognize that tone of voice, gestures, facial expressions, and words convey meaning
- ❖ listen critically and objectively
- ❖ work effectively with others to solve problems

Individuals who are self-disciplined who:

- ❖ apply the skills of *Discipline With Purpose* to our daily lives
- ❖ strive to balance social, emotional, and physical well-being
- ❖ face challenges and persevering to attain goals

Trustworthy citizens of God's earth and people who:

- ❖ share our knowledge and appreciation of diverse cultures with others
- ❖ respect and care for the environment as stewards of the Earth
- ❖ actively respond to the various needs of our neighbors near and far

Have qualities necessary to live a life of learning who:

- ❖ demonstrate a strong foundation in core subjects and skills
- ❖ use technology responsibly and effectively
- ❖ actively pursue the development of personal skills and talents
- ❖ continue to share our gifts and talents with others
- ❖ demonstrate initiative and curiosity for learning