

# OUR LADY OF VICTORY SCHOOL LEARNING LADDER PRESCHOOL

## **2016-2017 Parent/Student Handbook**

**426 W Cavour Ave  
Fergus Falls, MN 56537  
Phone: (218)736-6661**

**OLV School Website: [www.ffolvschool.org](http://www.ffolvschool.org)**

**OLV Email Address:  
[contact@ffolvschool.org](mailto:contact@ffolvschool.org)**



### **Our Lady of Victory School Mission Statement (2/15)**

Our Lady of Victory, a Pre-K through Grade 6 Catholic School, fosters spiritual development, academic excellence, responsibility to self, and service to others. We empower students to be lifelong learners, dedicated to living out Catholic values.

### **Our Lady of Victory School Philosophy (2/15)**

Our Lady of Victory School is a family of believers in Jesus Christ. We share the traditions and history of our Catholic faith in word and action with each other, the Fergus Falls community and our broader Catholic Communities.

Our Lady of Victory School provides a safe, caring environment for learning in which the unique talents and gifts of all children are celebrated. We offer instruction and assessment that meets the needs of the individual child. A variety of instructional strategies are implemented to help all students succeed and reach full academic potential. We believe that learning should be engaging, challenging, and a meaningful part of a child's life. We strive to actively involve students in their learning and facilitate the development of critical thinking skills.

We foster responsibility in students for their attitude, behavior and learning.

We promote the dignity of each person through respect of one another and encourage good stewardship of God's earth.

The professionals who staff Our Lady of Victory support and value each other. We are dedicated to helping children become successful lifelong learners. We also believe that a child's faith formation and academic growth is most successful when there is collaboration and communication between the school and family.

### **OLV Home & School Association**

The OLV Home & School Association is an organization which exists to enhance the relationship between the home, school, and community. Home & School also assists with the financial support of the school by coordinating fundraisers such as the marathon and Mardi Gras. All parents and guardians of children attending OLV are members of this association and your participation is needed and greatly appreciated! There is a general meeting in the fall and regular meetings throughout the year.

### **OLV Board of Education**

The Board of Education is an elected body which serves as a consultative body to the principal and pastor in the area of parish education. The Board members serve three year terms and are elected in the spring. Meetings are open and held on the second Thursday of each month.

**Our Lady of Victory School Staff**

Principal.....Tonya Zierden  
Preschool.....Tiffany Hendrickx  
Pre-Kindergarten...Samantha Langlie  
Kindergarten.....Heidi Moen  
Grade 1.....Sue Heidorn  
Grade 2.....Barb Case  
Grade 3.....Kim Jenc  
Grade 4.....Sarah Pawlowski  
Grade 5.....Alyssa Fearing  
Grade 6/Phy Ed.....Jacob Rath  
Music/Phy Ed.....Kathy Dean  
Admin Asst.....Becky Pyle  
Library.....Lori Bredenberg  
Head Cook.....Char Zens  
Para.....Karla Ehlers  
.....Tiffany Hendrickx  
School Nurse.....Wendy Erlandson  
Title 1.....Terri Aho  
Custodian.....Bob Budke  
Kids Club.....Karla Ehlers  
.....Tiffany Hendrickx

**Board of Education Members 2016-17**

Chris Carlson  
Rachel Cox  
John Fischer  
Katie Hajicek  
Lori Mittelstadt  
Mickey Rohde  
Kristi Thoma  
Rachel Tuel

**Home & School Association 2016-17**

Heather Dirkman.....President  
Brent Holland.....Vice President  
Michelle Ehlert.....Secretary  
Christine Markovetz.....Treasurer

**Our Lady of Victory Parish Staff**

Pastor.....Fr. Alan Wielinski  
Pastoral Assoc.....Peggy Rezac  
Faith Form Dir.....Mayme Hofland  
Parish Office Mgr  
Parish Secretary....Mary Jo Baez

## Admission

### Who is Eligible?

Any child whose family desires a Catholic education is eligible for admission. We do not discriminate by race, gender, or nationality. Because we are a Catholic School, Our Lady of Victory exists first to educate students from families who are registered members of Our Lady of Victory Parish. Students from the surrounding Catholic Parishes are eligible with those parishes following the Diocesan policy for inter-parish subsidy. Students from the community at large are eligible without discrimination for admission whenever space is available.

### Registration

Returning and new students are required to register each school year....pre-registration forms are sent home with students in the spring for the following school year. Registration takes place 2-3 weeks prior to the start of the new school year.

Our annual Kindergarten Tea is held in the spring, for those wishing to send their child to Kindergarten the following school year.....a child entering Kindergarten must be 5 years old by September 1<sup>st</sup>.

### Tuition – School

The following tuition schedule is for the 2016-17 school year for families belonging to Our Lady of Victory Parish or a surrounding Catholic Parish:

First Child..... \$1675.00  
Second Child.....\$1475.00  
Third Child.....\$1475.00  
Fourth Child.....\$1475.00

Non-Catholic Tuition.....\$2175.00

In addition to this, each family is asked to purchase gift cards and generate \$100 in profit from them towards their tuition. If they choose not to participate, they will be asked to pay the \$100. This money is collected up front at August registration. Tuition payments may be made according to a monthly or quarterly installment plan. Automatic withdrawal is required for monthly installments.

Kindergarten families will be asked to pay \$100 deposit at the time of registration in the spring.

### Tuition – Preschool

The following tuition schedule is for the 2016-17 school year.

Session 1	Tuesday/Thursday	8:30 – 11:00	\$85/month
Session 2	Monday/Wednesday	8:30 – 3:05	\$190/month
Session 3	Tuesday/Thursday	8:30 – 3:05	\$190/month
Session 4	Friday (add-on)	8:30 – 3:05	\$95/month

## Dress Code Policy

Children should come to school dressed appropriately. **NO "spaghetti" strap shirts or dresses are allowed without a shirt over or under them.** Shorts of **appropriate length** may be worn between April 15<sup>th</sup> and October 15<sup>th</sup>, weather permitting (short shorts are not appropriate).

On **School Mass Days**, children will be expected to wear their OLV Blue School Shirt. **NO Shorts allowed at Mass**...children may bring shorts and change after mass.

Clothing which advertises or advocates the use of alcohol, tobacco, drugs or any activity contrary to Christian behavior is prohibited.

For the safety of all children, tennis shoes must be worn by all students during Phy Ed classes. Please have your child keep an extra pair at school if necessary. Flip Flops are not appropriate for Phy Ed or recess times.

During the winter months, all students have a minimum of 15 minutes of outdoor recess. It is important to dress children appropriately for winter weather. **Warm coats, hats, mittens, snow pants, and boots** should be sent with your child every day. Children are not allowed to play in the snow unless they have boots and snow pants. **The school does not have extra boots, mittens, or snow pants available, so please make sure your child has these items.**

## Lost & Found

Lost and found items are left on the bench outside the school office. Students are encouraged to look for items they may have lost or misplaced. Items are set out during Parent/Teacher Conferences....anything that is not claimed in a reasonable amount of time will be donated to the Salvation Army.

## Notice of Asbestos

Our Lady of Victory has a management plan documenting the location and condition of all known assumed asbestos containing building materials (ACBM) for our school building. The plan is available for your inspection during regular schools days in the school office.

Every six months, the ACBM is visually inspected for change in condition. In the spring of 2013, an accredited inspector and management planner from Lakes Country Service Cooperative conducted the asbestos re-inspections and the school's maintenance procedures were reassessed.

Asbestos and the old boiler were removed from the boiler room in the spring of 2015.

## Communication

Communication is an important part of school success. To facilitate communication between home and school, each family will have an envelope that will be sent home weekly (usually Thursdays) with the oldest child. Please empty and return the envelope to school the next day. Parents/guardians may use the envelope to send notes, return permission slips, enclose money, etc. To eliminate hurt feelings, we ask that you utilize this system for birthday invitations, rather than handing them out during school.

**Website:** Please log on to our website at [www.ffolvschool.org](http://www.ffolvschool.org)

**Weekly Newsletter:** Each Thursday your child will bring home the weekly newsletter which will describe events of the week and contain general school news.

**Teacher Newsletter:** At least once a month each teacher sends home a newsletter which will keep you informed about what is happening within the classroom.

**Progress Reports:** At the end of the grading period, progress reports are sent home.

**Open House:** Each August before school begins, an open house is held for students and parents to meet the teachers.

**Phone Calls:** All staff and faculty are available to you by phone. If you need to speak to someone, please leave a message with the school office and your call will be returned during teacher prep time, or before or after school.

**Parent Teacher Conferences:** Twice annually parents have an opportunity to review their child's success, set goals, and communicate with the teacher. The conferences are generally held in October and February. However, parents may conference with a teacher at anytime.

**School Visits:** Parents are welcome and encouraged to visit the school throughout the year.

**Homework:** Homework allows you to be a witness to what is being taught. It can be a positive bonding experience between parent and child. A rule of thumb is ten minutes of homework for each grade level (3<sup>rd</sup> Graders may have 30 minutes of homework). There may be a reason why work is not completed during the school day. Homework should never be something new for your child. It should be review, practice, or an unfinished assignment. If you feel your child has an exorbitant amount of homework, please contact his/her teacher. Good communication can prevent homework from being a problem.

**Email:** Email is a quick, easy way to communicate with the School Office or your child's teacher. The school email is [contact@ffolvschool.org](mailto:contact@ffolvschool.org). If you plan to communicate afterschool transportation through email, please notify us no later than 2:45 pm. Discuss with your child's teacher his/her email policy and address.

**Group Text Messaging:** For school and weather related announcements, please sign up for our group text messaging.....to join, text 81010 and in the msg box type **@olvs**

### **Attendance**

**Daily:** The importance of daily attendance is crucial to student success. Our Lady of Victory stresses daily hands-on learning and many learning experiences cannot be made up. We ask that you help us by scheduling routine doctor/dental visits during vacation days or after school. If you know in advance that your child will be absent, please let the school office know. Students may arrive between 8:10-8:25 am. Parents are asked to call by 9:00 am the morning of the absence. The office will call if we have not heard from you by 9:00 am.

**Tardy:** Children are expected to arrive to school on time. If a student is not in class by 8:30 am, they will be marked as tardy. Children who are tardy need to check in with the school office when they arrive. Children arriving after 9:30 am or leaving before 2:00 pm will be marked a half-day absent. Attendance is very important.

**Arriving Late/Leaving Early:** Parents must come into the school and pick their child up from the office. If arriving late, students must check in with the office. For the safety of everyone, we need to know who is in our building at all times. A child will be released to a parent/ guardian or to a person designated by the parent/guardian only.

**Make-Up Work:** Please try to schedule vacations during student vacation time. When this is impossible, it is the obligation of the student to make up work. Children may be given the following items upon request: writing/drawing journal, math facts, reading log, and spelling/vocab words. When your child returns to class, he/she will be given additional assignments that must be completed within seven days. Please keep in mind that when your child is absent, many hours of classroom instruction and monitored practice have been missed. You should expect to spend extra time at home supporting your child in his/her effort to complete missed work as well as current assignments.

## Transportation

### **Bus Service**

Information concerning bus routes may be obtained by calling Ottetail Coaches at 739-3393. If a school bus will not run or will be late, stations 103.3 and 96.5 will announce it.

Riding the bus is a privilege. The primary responsibility of the bus driver is to drive the bus in a safe and efficient manner. Students are expected to follow bus rules. A course in bus safety is taught to every student in September at OLV. Ottetail Coaches have installed cameras in all of their school buses to promote responsible behavior. Failure to comply with the bus rules will mean disciplinary action. The bus driver will issue a written warning for unsatisfactory behavior on the bus. Morning drop off is usually by 8:15 (children would have enough time to still eat breakfast). After school bus riders are dismissed at 3:05 pm, out the main doors on Cavour Ave.

The consequences for being issued an unsatisfactory behavior report on the bus are as follows:

- 1<sup>st</sup> Report – letter to parents from Ottetail Coaches
- 2<sup>nd</sup> Report – refer to principal and possible detention
- 3<sup>rd</sup> Report – Five day bus suspension (student days)
- 4<sup>th</sup> Report – Suspension of bus riding for remainder of the school year

### **Bicycles**

If your child rides a bike to school, it must be parked in the bike rack. The school assumes no liability for bikes brought to school. Riding on the school grounds is not permitted. Bikes are to be dismounted upon entering school grounds and must remain in the rack until riders are ready to go home.

### **Safety Patrol**

OLV Safety Patrol is a serious component of our safety program. Students in grades 5 & 6 are trained and serve as school patrols after school. Patrols are provided for walkers at Vine & Cavour and Oak & Cavour – they will leave the building through the main doors. Even though students may be accompanied by an adult, it is necessary to use the crossings where patrols are located.

**Morning Drop Off** – Children may be dropped off between 8:10 and 8:25 at the front doors on Cavour Ave. PLEASE DO NOT park in front of the school – we need to control the flow of traffic on Cavour.

### **After School Pick-Up/Car Riders**

Parents picking up students at the end of the day – Children will be dismissed for car pick-up at 3:10 by way of the playground doors. \*Enter the church parking lot off Vine and exit the parking lot onto Summit. All students not picked up by 3:20 will be sent to Kids Club. Parents will be notified where their child is and will be charged for the amount of time they are there.

**Kids Club:** Available from 7:30 – 8:10 am, and from 3:05 – 5:00 pm. Students must be registered to attend.

### **Winter Weather Closings**

Our Lady of Victory cooperates with Fergus Falls School District concerning early dismissal and closings due to winter weather. The district does its best to transport all students safely, but road conditions vary within the district; therefore it is the parent's final decision as to whether or not children should be sent to school.

OLV follows the same calendar as the public school due to busing. Therefore, we most often make up days for which school has been canceled at the same time as the public school.

Winter weather announcements are made on the radio and we try our best to get them on our school website. Parents may also sign up for weather alert text messages through the public school – go to [www.fergusfalls.k12.mn.us](http://www.fergusfalls.k12.mn.us) and scroll down to “Subscribe to Weather Alerts” link on the left side of the page. \*Children will be sent home according to your weather emergency plan you filled out at registration unless we hear from you otherwise on that day.

**Wednesday Faith Formation:** Please contact the school office if your child will be staying for Faith Formation after school on Wednesdays. We do not assume all students attend, so please keep us informed of your child’s plan.

### **Health Services and Care**

#### **Health Records/Immunizations**

State law requires all schools to keep health records for their students. Please keep your child’s health records updated by calling the school office if a child has had a serious illness or accident, is on regular medication, has a communicable disease, has received an immunization, or with other health information. All students are required to meet immunization guidelines set by the State of Minnesota or have conscientious/medical exemptions on file with the school.

#### **Nursing Services**

Through funds allocated by the state to nonpublic schools, we have a part-time school nurse. It is recognized that each parent/guardian is primarily responsible for their child’s health. The school, through its health program, hopes to assist you in fulfilling this responsibility. Health services include checking height and weight, vision and hearing screening, and screening for scoliosis. Parents/guardians are notified when concerns are thought to be present.

#### **Medication**

The school office will dispense prescribed medication during the school day. There must be an authorized form, with the doctor’s instructions and signature on file before medication will be dispensed. The school will not dispense over the counter medications without a doctor signature....parents/guardians will be expected to come in to the school office to dispense these. Students are not allowed to have medication in their lockers or backpacks to self administer.

#### **Sick at School**

If a child should become ill with a temperature of 100 or more, vomiting, or shows other signs of being sick, parents will be called and student will be sent home. Please **do not** send your child to school if exhibiting any of these symptoms.

### **Volunteer Program**

Volunteers are an important part of the success at Our Lady of Victory School. Our volunteers perform many tasks to assist teachers and staff. Each family is required to do ten (10) hours of volunteer work per school year. Please fill out the volunteer form and return it as soon as possible. Annual Scholarships are dependent on satisfying this requirement.

### **Electronic Devices**

Personal electronic devices (cell phones, Ipads, Ipods, cameras, etc.) are not allowed to be used during school hours or on the playground. Personal Ipads, Ipods or other hand held games may be used at Kids Club, but only during a limited time. If a student is caught using one of these, it will be taken and kept in the school office. A parent/guardian will need to pick it up from the office.



## OLV Breakfast & Lunch Programs

Our Lady of Victory School participates in the National Lunch Program. Because the program is a non-profit enterprise, we are unable to effectively operate without your support. We encourage all students to participate. A monthly lunch menu is posted on our website and a weekly menu is printed in the family newsletter. To qualify for free/reduced meals, please fill out the confidential form and return to the school office as soon as possible.

**Lunch Price:   \$2.10 per student lunch  
                  \$4.20 per adult lunch**

- **Students who qualify for reduced-price meals will receive free lunches and breakfasts**
- **All Kindergarten students qualify for free breakfasts**

Our Lady of Victory School offers breakfast each morning from 8:10 – 8:25.

**Breakfast Price:       \$1.00 per student breakfast  
                              \$2.50 per adult breakfast**

**Milk Purchase: \$0.30 per ½ pint carton**

Morning milk is available for children in grades K-6.

**Milk Price (Gr 1-6):    \$17.00 per trimester  
Milk Price (K):        Free (provided by MN Child Nutrition Program)**

If your child has a diagnosed food allergy, please inform your child's teacher and the school cook. Students may bring lunch from home if they wish, but please keep in mind that **soda pop and candy are not allowed.**

**Parent Lunches:** Once a month we have a scheduled parent lunch for Preschool – 6<sup>th</sup> Grade. We strongly encourage all parents to come to as many as possible. However, parents are welcome to eat breakfast or lunch with their children anytime. Please do not bring purchased food into the lunch room (McDonald's, Taco Johns) to eat with your child. Adults are welcome to eat school lunch or bring a lunch from home. It is very distracting to the other students and pop is not allowed in the lunchroom.

Lunch bills are sent home in the Thursday Family Envelope once a month and prompt payment is expected. If you have any questions regarding your lunch bill, please contact the office at 736-6661.

## Academics

### **Performance Based Learning**

Our Lady of Victory joined all Catholic Schools in the St. Cloud Diocese in training to use the Performance Based Learning model (PBL). After completing two years of training, we continue the process with OLV School with the alignment of our school standards and the development of performance assessments and rubrics. In this process we determine what the students will learn, how they will learn it, and how they will be evaluated.

Each school in the diocese determines what standards are best for their school and students. Teachers are responsible for clearly defining those expectations for their students and designing multiple approaches in the delivery of instruction. Students are allowed to demonstrate proficiency using a variety of learning styles.

Accountability is a key component in the philosophy of PBL. When teachers and students know and understand what is expected of them, learning and growth is inevitable.

## **Religion**

The heart of every Catholic School is its religion program. Our religious program uses the We Believe Series (Sadlier); it has a definite scope and sequence of specific Catholic doctrine which is taught in each grade. It combines daily classroom instruction, liturgical celebrations, and opportunities for Christian service. Appropriate memorization of prayers and Catholic doctrine is included in our religious curriculum.

An essential part of our religion program is preparing and participating in liturgy. All students celebrate the Mass once a week on Thursday mornings at 9:00 am (day and time may change periodically according to the Pastor's schedule). Reconciliation is provided during Lent and Advent. A decade of the rosary is led by students each morning during October and May. We are also blessed and very fortunate to have visits by our priest, whether it's on the playground, in the classroom, or at lunchtime.

Formal formation for the sacraments of First Reconciliation and First Eucharist is provided through the Faith Formation Department of our parish, more information will be coming out to registered families from the Faith Formation Department.

## **Standardized Testing**

In 2015 we switched from Iowa Basic Skills Test to NWEA MAP testing for our students in grades K-6. This test is given three times throughout the school year and results are shared with parents.

## **Reading/Language/Spelling**

The Scott Foresman Reading Street series is used in grades K-2 along with the guided reading program from Scholastic. Language and spelling are taught in conjunction with the reading.

Beginning in grade 2, the children use the Accelerated Reading Program for reading comprehension, which is checked and progress is tracked using computers. Reading, language, writing and spelling skills are taught to our 3-6 graders using the Scott Foresman series. Guided reading continues to be a part of our curriculum.

## **Mathematics**

The Everyday Math Series 3<sup>rd</sup> Edition is used for our math instruction in grades K-6. Everyday math uses a constructivist approach. Concepts are taught several times each year to assure mastery. This math series is hands-on and emphasizes problem solving and critical thinking.

## **Social Studies**

Our Social Studies curriculum is Scott Foresman Platinum Edition. Reading, writing, and vocabulary skills are combined within the lessons and hands on experiences. The children learn critical thinking and citizenship skills.

## **Music**

Music theory, skills, and appreciation are emphasized in the World of Music series by Silver Burdett. Graded music appreciation records provide enrichment. We offer a sequential music program where children have the opportunity to learn to play the song flute, hand chimes, and hand bells. A Christmas program featuring musical pieces performed by students is presented each year. Choir opportunities are available to all students in grades 3-6. In the spring, Prairie Fire Children's Theatre directs our 4-6 graders in fun-filled musical.

## **Physical Education**

Phy Ed is a regular part of our weekly curriculum for all grades. Tennis shoes are required and we ask parents to send an extra pair to be left in their child's locker.

## **Computers/Technology**

Computers and iPads are used to reinforce and accentuate our school curriculum. There are 60 lap top computers in carts for grades 3-6 that are used in the classrooms. Each classroom has 3-4 iPads in the room for student use at all times. In addition, there are 2 iPad carts that can be taken to the classrooms for whole group instruction and reinforcement.

## **Media Center/Library**

Our media center/library supports the curriculum and provides an extension to the classroom. Children are taught library skills and they are encouraged to read for recreation, information, and inspiration. An Enriched Reading Program is coordinated by our librarian and volunteers.

Our annual Book Fair is held in the fall.

## **Special Areas of Instruction**

### **Special Needs**

Public school districts are required to provide services to non-public school students who need help in certain areas. Students who are suspected of having learning disabilities or emotional and/or behavioral disabilities may be referred for evaluation and service. Parents request this help for their child, in consultation with the child's classroom teacher. After referral from the parent, the special education team will conduct a complete assessment to determine if the child has a learning disability and what steps need to be taken to accommodate said disability. The classroom teacher, parents, principal and public school Special Ed personnel will meet to determine the course of action. Parents are involved throughout the procedure and have to give written consent to carry through any procedures determined to be necessary. Services in the area of special needs are delivered at the public school site.

### **Speech/Language**

Speech and language development is another shared time service provided to us through District #544. A parent referral begins the process. The speech clinician will test each referred student to determine if the child meets criteria for services. The team will meet and decide what services are appropriate depending on the results of the evaluation. Parents need to give written consent to carry through on any procedure. Services for speech/language are at the public school site.

### **Title I**

Under federal funding, students who need additional help in reading or math are referred for Title I services. The classroom teacher and parents work together on the referral and parents must give written permission for the child to participate in the program. The amount of funding OLV receives is determined by the number of free and reduced meals we provide. Services are provided within our building.

## **Dyslexia Tutoring**

Barton Reading & Spelling System is used to instruct students that match the profile of a dyslexic reader. This is an Orton-Gillingham based multi-sensory approach to teaching reading and spelling. Instruction is one-on-one with a trained tutor. Follow the link on our website to [BrightSolutions.org](http://BrightSolutions.org) to find out more about the signs and symptoms of dyslexia. Contact your child's teacher or school principal if you suspect your child might be gifted with dyslexia.

## **Band and Orchestra**

Our Lady of Victory students participate in the band and orchestra program through the public school, District #544. Our fifth and sixth grade students may participate in the band program and orchestra is open to fourth – sixth grade students. Our students are bused to the Middle School for lessons and have the opportunity to participate in the annual concerts.

## **Field Trips**

Our Lady of Victory recognizes the importance of field trips as an educational or service experience and provides various opportunities to its students. A permission slip is mandatory for a child to participate with his/her class field trip. Your \$15.00 activity fee and our Guardian Angel program pay for the trips throughout the year.

Every other year the fifth and sixth grade classes go to Long Lake Conservation Center where they have an environmental camp experience, staying for three days and two nights. The other years the students travel to St. Paul for a trip to the Capital and the Science Museum.

## **Behavior**

Our Lady of Victory believes that every child is a child of God worthy of dignity and respect. All rules governing behavior begin with this premise. For the health and welfare of the school community, behavior standards are established and enforced.

***Our Lady of Victory School Discipline Philosophy:*** We believe that each student is a beloved child of God and is to be given the dignity afforded to him/her through the life of the Resurrected Christ. We believe that a Christian education environment must have, at its core, the elements of respect and courtesy as the keys to discipline. We believe that love is expressed through justice and consistent fairness to all students. We believe each student must exist within rules which promote self-worth and are understood as reasonable and necessary.

Please be assured that the teachers of OLV School strive to maintain the student's dignity and respect when working with them on their behaviors. They also work to be as fair with all students as possible. However, please remember, that not all students respond to behavior interventions in the same manner. What works for some, may not work for others. In situations such as these, the child's teacher will be working very closely with the principal and the child's parents to develop a behavior program unique to that student's needs. Some students may be classified as special needs students who have a specific discipline/educational plan developed by their entire education team. Often classmates may not understand why a student is treated differently. It is helpful for all of the members of the school community to approach these situations with trust in the professionals involved. Please assure your child that this student's behavior is being addressed.

The faculty and staff of OLV School are committed to a partnership with parents in the discipline of each child. Our plan calls for open communication with parents. If you have questions, concerns, or comments, please feel free to express those to your child's teacher or the principal. Working together we will address behavior issues and promote the values of respect and responsibility.

### **Characteristics of Respect**

- We treat others with kindness
- We use reasonable voices in the cafeteria and hallways
- We walk/do not run in the hallways
- We use appropriate language at all times
- We do not wear hats in school (unless it's a designated hat day)
- We do not tolerate the behavior of a bully

### **Characteristics of Responsibility**

- We come prepared for class
- We turn in completed assignments on time
- We keep our desks, classrooms, and locker area neat
- We work to the best of our ability
- We follow classroom expectations
- We notify an adult when we see or hear something that is not safe

### **Consequences**

If a student fails to respond with respect and responsibility they will receive a warning. Each time after that there will be consequences determined by the classroom teacher. If a solution is not found with the student and teacher, the principal may be called upon to assist in the process. Anytime any rule is broken consistently, a parent will be notified by phone, and together the parent and teacher will address the problem.

### **Harassment**

Harassment in any form by students, school personnel, volunteers and parents will not be tolerated. Any person who feels they are a victim of harassment may file a report with the principal or the pastor.

### **Suspension & Expulsion Policy**

Grounds for out of school suspension and expulsion:

1. Evidence of possession and/or use of narcotics, alcohol, tobacco or weapons on school property.
2. Willful destruction of school property.
3. Serious misconduct that interferes with the legal and personal rights of others (including harassment), or which presents danger to the health, safety, welfare, and morals of any person. This includes *intent* or the cause of physical harm to another child or adult.
4. Theft of personal or school property.
5. Continual use of abusive language to student(s) and/or school personnel.
6. Any other good and sufficient grounds rendering the attendance of the student contrary to the educational process, and/or Christian values of Our Lady of Victory School.

**Suspension:** Short term removal from school

**Expulsion:** Permanent removal from school

1. Suspension for one or more, but less than six days
  - The student shall be informed of the accusation against him/her by the principal
  - The principal shall attempt to reach the student's parents/guardians to inform them of the school's action and request that they come to school and take custody of their child. If the parents cannot be reached, the student will remain in the principal's office until the close of the school day (only on the first day of suspension)
  - A conference with the parents is required prior to re-admittance

## 2. Expulsion

- If the principal decides that a penalty more severe than a short term suspension is warranted, he/she must discuss this with the pastor
- A meeting of the pastor, board member, principal, and other personnel deemed necessary will be held to decide whether expulsion is the only solution

### **Grievance Procedures**

Any parent/guardian of a student has the right to grieve any decision, action, or procedure through the following process:

1. Grievances must be made in writing and presented to the school administrator within 30 days of the occurrence.
2. Grievances will be addressed by the school administrator within 10 days of the receipt of the written notice of grievance by the parent/guardian.
  - a. A meeting will be scheduled with all persons involved in the grievance
  - b. Testimony will be taken from all persons involved in the grievance
  - c. A decision as to the validity of the grievance will be rendered by the school administrator
  - d. The above action described shall be completed within 30 work days from the time the grievance is filed.
3. An appeal of any action taken may be made to OLV Board of Education with 30 days of the decision rendered by the school administrator.
  - a. Appeals will be made in writing by the person filing the grievance
  - b. Testimony will be taken from all persons involved in the grievance
  - c. A decision on the appeal will be made by the Board of Education by a majority vote of elected members
  - d. The above actions for appeal shall be completed within 60 work days from the time the appeal is filed

### **Bullying Prevention Policy**

Created in the image and likeness of God, each child shares a fundamental human dignity. Our Lady of Victory Catholic School (OVL) provides an environment dedicated to protecting and fostering the development of that dignity. OLV helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

#### **Definitions.**

For the purpose of this Policy, the following definitions shall apply:

"Aggressor" means a person who engages in Bullying and Retaliation.

"Bullying" is the repeated use by one or more people of written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at the Target and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm;
- causes damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school, including defamation and invasion of privacy;
- or
- materially and substantially disrupts the education process or the orderly operation of a school.

*\*For the purpose of this Policy, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying.*

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence or any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone or other electronic device.

“Hostile Environment” means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student’s education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, school nurse, cafeteria workers, custodians, bus drivers, support staff and paraprofessionals.

“Target” is a student against whom Bullying or Retaliation has been perpetrated.

#### **Prohibition Against Bullying and Retaliation.**

Our Lady of Victory School expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

- on School Grounds owned, leased or used by the school;
- at any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or
- Through the use of technology or an electronic device owned, leased or used by the school.

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by OLV to commit an act or acts of bullying that materially or substantially disrupt the education process or the orderly operation of a school is also prohibited.

#### **Reporting.**

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal. Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made directly to the Principal or to the student’s teacher, who must report it to the Principal. Anyone with general questions or concerns about bullying or the school’s policy should address those questions or concerns to the Principal. Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report. False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school’s discipline policy.

#### **Retaliation.**

Retaliation against a Target, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying is prohibited.

**Response and Investigation.**

OLV takes seriously all reports of bullying. Upon receipt of a report of bullying the Principal will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. OLV reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the Principal.

**Violations.**

A person who violates this policy shall be subject to discipline in accordance with OLV's disciplinary policy. OLV retains the sole discretion to determine whether Bullying has occurred and what the response should be. Depending on the circumstances, OLV's response could include:

- Taking appropriate disciplinary and remedial action;
- Notifying the parents or guardians of the Target, the Aggressor and any other affected persons of the determination;
- Notifying the parents or guardians of the Target, the Aggressor and any other affected persons about available community resources.

**Training and Education.**

Training on this Policy shall be provided for Staff at least once every two years and, at the discretion of the Principal, for volunteers who have significant contact with students.

Students will receive instruction on the dynamics of Bullying, what to do when a witness to Bullying and Online Safety and Cyber-Bullying education. Parents or guardians will receive written or electronic notice of the Bullying prevention curriculum prior to it being presented in the classroom.

**Publication and Notice.**

The Principal shall provide written or electronic notice of this Policy to the Staff. Written or electronic notice of the Policy shall be provided to students and their parents or guardians in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

**Disciplinary Policy**

Students that are in violation of the Bullying Prevention Policy will receive disciplinary action based on

- developmental ages and maturity level of the person's involved
- level of harm, surrounding circumstances and nature of the behavior
- past incidences or patterns of behavior
- relationship between the persons involved and
- the context in which the alleged incidents occurred

Disciplinary action may include but is not limited to warning, remedial steps, restorative actions, suspension or expulsion.



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