

OUR LADY OF VICTORY SCHOOL LEARNING LADDER PRESCHOOL

2020-2021 ***Parent/Student Handbook***

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

OLV School Website: www.ffolvschool.org

**OLV Email Address:
contact@ffolv.org**



Our Lady of Victory School Staff

Principal.....Tonya Zierden
Preschool.....Danielle Stevens-Jennen
Preschool.....Tiffany Hendrickx
Preschool.....Samantha Hanneman
Kindergarten.....Rachael Larson
Grade 1.....Sue Heidorn
Grade 2.....Barb Case
Grade 3.....Kim Jenc
Grade 4.....Sarah Pawlowski
Grade 5.....Trevor Larson
Grade 6.....Jake Rath
Music.....Nina Clark
Phy Ed.....Jesse Schneeberger
Admin Asst.....Leah Kunde
Development Coordinator.....Rachel Cox
Library.....Lori Bredenberg
Head Cook.....Wendy Montgomery
Para/Spanish.....Karla Ehlers
Kid’s Club (PM).....varies
Kid’s Club (AM).....Karla Ehlers
School Nurse.....Rachel Venberg
Title 1.....Terri Aho
Custodian.....Bob Budke
Asst. Custodian.....Marc Stratton

Board of Education Members

Carl Aschnewitz
Heather Lindgren
Michelle Klinnert
Christine Markovetz (H/S Rep)
Jessica Mohagen
Gwen Nordahl
Richard Smestad
Kristi Thoma

Home & School Association

Stephanie Wolden.....President
Danielle Jensen.....Vice President
Kristina Miley.....Secretary
Christine Markovetz.....Treasurer

Our Lady of Victory Parish Staff

Pastor.....Fr. Alan Wielinski
Parochial Vicar.....Fr. Patrick Hoeft
Parish Office Manager.....Mayme Hofland
Parish Secretary.....Rosemary Griffin
Pastoral AssistantJennifer Dummer
New Evangelization Office....Mammas H. Mammas
Faith Form (Pre-5).....Mayme Hofland
Faith Form (6-12).....Brad and Ashley Aschnewitz

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 the school carnival. 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 consulting 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 third Thursday of each month.

Admissions

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 day 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 or are looking for more information. Children entering Kindergarten must be 5 years old by September 1st.

Tuition – School

The following tuition schedule is for the 2020-21 school year for families belonging to Our Lady of Victory Parish or a surrounding Catholic Parish:

First Child	\$2175.00
Second Child	\$1975.00
Third Child	\$1975.00
Fourth Child	\$1975.00
Non-Catholic Tuition	\$2675.00

Tuition – Preschool

The following tuition schedule is for the 2020-21 school year.

2 half days/week	\$100/month
2 full days/week	\$210/month
Friday full day add-on	\$110/month

Scholarships

Scholarships (full or partial) are available for both Catholic and non-Catholic families for students in K-6 (Scholarships are **not** available for preschool students) and are based on your income. If you would like to apply for a scholarship, please fill out a form and return with proof of income (a copy of your taxes, 1040, or recent paystubs). The scholarship committee will contact you once your forms and documents have been received to schedule a meeting. Families receiving a scholarship are required to complete 15 volunteer hours during the school year. The deadline to apply for Tuition Scholarships is September 15, 2020.

Monthly Statements

Statements reflecting Tuition, Lunch/Bkfst, Kids Club, and Morning Milk charges will be sent home at the beginning of every month. Tuition can be paid all at once at the beginning of the year, in two payments (Sept and Jan) or monthly through ACH. Other payment plans need to be arranged with the principal.

Kids Club balances are due by the 15th of each month, if balance is not paid, other arrangements will need to be made for your child until your account is made current. Balances due for lunch/bkfst are to be paid monthly. Morning Milk can be paid upfront for the whole year or at the beginning of each Trimester.

Fundraising

Throughout the school year, there are opportunities to participate in fundraising for OLV school. These fundraisers support different areas and programs of the school. Please reach out to any Home and School board member or the school office to find out more about any of these events.

Scrip (required, funds tuition costs and then can be applied toward family tuition responsibilities)

Each family is required to pay \$100 at registration in August towards their Scrip fund. Throughout the year, families purchase gift cards that earn a rebate. Each family is asked to earn \$100 in rebates. Any additional rebates can be applied to their family tuition. If a family earns \$100 in rebates, the following school year they do not need to replenish their Scrip fund. If only a portion of the \$100 is earned, the difference is paid at the following years registration. OLV participates in the National Scrip program that offers a wide variety of cards from national retailers, restaurants, airlines, hotels, and many others. Contact the school office with any questions or help in setting up a National Scrip account.

Marathon (strongly encouraged, funds the general school budget)

OLV students participate in the Marathon for NonPublic Schools. This is an opportunity for students to get pledges from family, friends and businesses to support their walking or biking around the block. Pledge sheets are sent home by mid September. The Marathon happens in late September or early October on a Friday. Families are welcome to join students as they travel around the block.

Wreath Sales (optional, funds support Home and School)

Families collect pre-orders and money for wreaths, crosses and garlan during the month of Oct. Orders are usually due towards the end of Oct with delivery before Thanksgiving (typically the week before). These wreaths are great quality, priced competitively and just about sell themselves. Families need to pick up their order and deliver them once they arrive.

American Heart Challenge (optional, funds go to American Heart Association and OLV gets vouchers to purchase PE equipment)

Students collect pledges and learn about ways to keep their heart healthy by making good food choices and exercising. Students can earn prizes based on their pledges. The school receives vouchers to purchase PE equipment to keep students active. This fundraiser typically happens in January.

School Carnival (optional, funds support Home and School)

This is more of an event to bring families together to fellowship than to raise money. The school carnival is held during Catholic Schools Week (CSW) typically at the end of January. There are games, food and raffles for families to enjoy. OLV families are asked to donate raffle items as they can. Volunteering at this event is a great way to meet other families and record volunteer hours.

Spring Gala (strongly encouraged, funds the general school budget and other special projects)

Held the Saturday after Easter, this is our largest fundraiser of the year. This has grown over the past 11 years from a \$20K fundraiser to breaking \$50K in 2019! Families are asked to sell raffle tickets, encourage people to attend the event, donate auction items and most importantly volunteer before, during and after the event. There are silent and live auctions, games, fellowship and a wonderful meal the night of the event.

Volunteer Program

Volunteers are an important part of the success at Our Lady of Victory School. Our volunteers perform many tasks to assist staff and organize/run events. Each family is required to do ten (10) hours of volunteer work per school year; families receiving scholarships are required to do 15 hours. Please fill out the volunteer form and return it as soon as possible.

Dress Code Policy

OLV School Clothing: 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. Gray OLV t-shirts should be worn to class field trips or other special days but these are not School Mass Day shirts.

All new students receive a gray OLV t-shirt as a welcome gift from the Home and School Association. New Blue School Shirts can be ordered through the online school store in August and September. Gently used OLV Blue School Shirts and gray OLV t-shirts are available in the office throughout the year.

Dressed ready to learn: Children should come to school dressed appropriately and ready to learn. **NO "spaghetti" strap shirts or dresses are allowed without a shirt over or under them.** Shorts of **appropriate length** may be worn between April 15th and October 15th, weather permitting (short shorts are not appropriate). Shorts should be worn under dresses so that students can play and sit comfortably.

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 or cowboy boots are not appropriate for Phy Ed or recess times.

Clothing which advertises or advocates the use of alcohol, tobacco, drugs or any activity contrary to Christian behavior is prohibited. Messages conveyed on clothing should support the mission of the school. Students will be given a school shirt to change into if their clothing does not meet these expectations.

Winter Clothing: 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. Please contact the school office if this is a hardship.**

Lost & Found

Lost and found items are left by the school office. **It is helpful to put names in as many items as possible to insure lost items get back to your student.** 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.

Communication

Communication is an important part of school success. Please keep your child's teacher updated on stresses or challenges going on outside of school with your child. These events often impact the students mood, motivation , attention and effort.

Family Envelope: To facilitate communication between home and school, each family will have an envelope that will be sent home weekly (typically Wednesdays) 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. Any money sent to school should be in an envelope with an explanation of what the money is for.

Website: Please log on to our website at www.ffolvschool.org There is a lot of information you can find about the school on the website.

Podcast: Morning announcements and other recordings can be listened to on our podcast channel. Go to Anchor.FM/OLV to listen.

Weekly Newsletter: Each Wednesday (in the family envelope) your child will bring home the weekly newsletter which will describe the 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. Teachers are your first contact for questions and information regarding your student.

Progress Reports: At the end of each trimester 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 and bring in school supplies.

Phone Calls: All staff and faculty are available to you by phone but please keep in mind that staff are with students the majority of the school day. 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/after school. Any message you need to get to a student should be given to the school office and will be delivered to the student at an appropriate time.

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. Parent Lunches are scheduled monthly from Oct to May to encourage families to join their students in their school environment. *At this time, Due to Covid 19, we will not be holding parent lunches. Visitors to the building are also limited to essential visits only.*

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 (3rd 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 excessive amount of homework, please contact his/her teacher. Good communication can prevent homework from being a problem. **DO NOT complete homework for your child. If they do not know how to do it put a note for the teacher on the assignment so the teacher is aware further instruction is needed. If it comes back completed and correct, the teacher will assume the student is secure in the work.**

Email: Email is a quick, easy way to communicate with the School Office or your child's teacher. The school email is contact@ffolv.org. If you plan to communicate after school transportation through email, please notify us no later than 2:45 pm. Discuss with your child's teacher his/her email policy and address. Staff emails follow the format of first name initial last name @ffolv.org. For example, Barb Case's email is bcase@ffolv.org

OLV School has implemented a new student information system, JMC. This is how parents will register students, access important information like tuition statements and lunch balances, and find resources like the parent/student handbook. You can find the JMC parent portal by following <https://ffolvschool.onlinejmc.com/>. The school will communicate with parents through JMC as well as using text messages and emails. You can reply to email messages but not texts. It is more important than ever that the school office has a current email address and phone number. This is the best way to ensure that you receive important information from the school.

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 8:10-8:20 am. Parents are asked to call by 8:45 am the morning of the absence. The office will call if we have not heard from you by 9:00 am. OLV follows the Otter Tail County Truancy Flowchart for referral on truancy matters. This flow chart can be reviewed on our website under *Resources* > *School Policies* > *Truancy Flow Chart*. Excessive absences (excused or unexcused) will result in a letter to parents and possibly to OTC Truancy office as well.

Tardy: Children are expected to arrive to school on time. If a student is not in class by 8:20am (3rd-6th) or 8:25am (Pre/K-2nd) 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 and being tardy on a regular basis adds up to many missed learning opportunities. .

Arriving Late/Leaving Early: Parents must come into the school and pick their child up from the office. *Due to Covid 19, parents may wait outside the building to pick up a student. 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 in a timely manner as directed by the teacher. **Assignments are not given out before the missed days as the pace of instruction depends on the class' performance.** 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.

Distance Learning: Daily school day communication with the classroom teacher is required to count as present. This communication can be by Zoom class participation, email or phone call.

Transportation/Weather Closings

Bus Service: Information concerning bus routes or behavior concerns may be obtained by calling Ottertail Coaches at 739-3393. Announcements regarding bus delays or cancellations will be aired on local radio stations 103.3 and 96.5. The bus will unload and load at OLV by door A on Cavour Ave.

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 on bus safety is taught to every student in September at OLV. Ottertail 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 around 8:15 (children would have enough time to eat breakfast). After school bus riders are dismissed at 3:07.

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

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

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 often make up cancelled (snow) days 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. A phone call and/or text will be sent to parents. Parents may also sign up for weather alert text messages through the public school – go to <https://www.fergusotters.org/alerts> and follow the directions on 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.

Arrival/Dismissal

***School START/DISMISSAL TIME:** The school day for 3rd-6th grade will begin at 8:20am, while Pre/K-2nd grade will begin at 8:25am. The end of the school day will be 3:07 for bus dismissal and 3:10 for car riders.

Before School:

Morning Kids Club: Doors open at 7:30 for students attending before school Kids Club. Students should enter the building through door A and go directly to the gym. Students will be signed in to Kids Club by their parent, themselves or the adult supervisor. Breakfast serving begins at 8:00. Students are dismissed to their lockers and classrooms at 8:10.

Morning Drop Off – See Attached “Return to School Plan.” *The information that follows in brackets is our regular plan that is not in effect this year.* [Children may be dropped off between 8:10 and 8:20 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.** If you would like to park and walk your child into school, you may park in the church lot and enter through **Door C. Please note this door is only open from 8:00-8:25.** If you are running late, use the main school doors to make sure your child can enter the school building. ***Students in the building before 8:10 will be sent to the gym and signed in to Kids Club. Families will be charged accordingly. Students eating breakfast can come to the gym at 8:00 and will not be charged for Kids Club.]

After School:

Walker/Bike riders: Students are dismissed out door A (front door) at 3:07. Students in grades 5 & 6 are trained and serve as school patrols during dismissal. OLV Safety Patrol is a serious component of our safety program. Patrols are provided for walkers and bikers at Vine & Cavour and Oak & Cavour. Even though students may be accompanied by an adult, it is necessary to use the crossings where patrols are located. If your child rides a bike to and from 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.

Bus Riders: Students riding the bus after school are dismissed out door A (front door) at 3:07. Once all riders have boarded the bus, it goes to Kennedy Secondary School to the bus exchange.

Car Riders/Pick Up: Students will be dismissed for car pick-up at 3:10 through **Door B** (by the playground). Adults picking up students should enter the church parking lot off Summit and when leaving, exit the parking lot onto Vine. Adults may stand inside the cones to greet their students or stay in their car and form a line for pick up. 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 3:10–5:00 Monday through Friday as long as school was in session at the end of the day. Students must be registered with the office to attend. Students must be signed out by the adult picking them up. From

3:10 to 4:30, adults can enter the building through door A. After 4:30, use door J on Oak Street. It is around the left corner of the building from the front doors. On days when the gym is being used by another group, Kids Club will be in the library and then students can be picked up through door A. These days will include Fridays during Lent (Fish Fries) and Play Week in May. Families are charged on their monthly tuition statements for the days their child attended Kids Club.

Wednesday Faith Formation: A start date for Faith Formation has yet to be determined. If and when it does, here is the information you need to know: 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. Some years Faith Formation coordinators have needed students to go to Kids Club before class starts at 3:45 due to volunteer availability. These fees are the responsibility of the family.

Kids Club

OLV School Kids Club is a before and after school childcare program for students who attend OLV School and Learning Ladder Preschool. This program exists to provide a safe, nurturing environment for students outside of school hours.

Hours: Child supervision is provided to families from 7:30-8:10 and from 3:10-5:00. Children must be picked up by 5:00pm. Students picked up after this time will be charged a \$10 late fee. There is no before school Kids Club if school is late or cancelled. There is no after school Kids Club on early out days or if school is closed early due to weather related issues. There is no Kids Club on non-school days.

Enrollment: Parent(s) needs to indicate whether or not their child(ren) will be using kids club. This can be done during your online registration.

Fees: Before school Kids Club- \$4 per day per child, After school Kids Club- \$8 per day per child. If the child is picked up before 3:45 the cost is \$5. Charges will only occur on days the child attends Kids Club. Charges are on monthly statements and are due by the 15th of the following month. If payment is not made by the 15th, other arrangements will need to be made until your account is made current.

Snack: After school Kids Club will provide a snack each day. If your child has special dietary requirements, please send them a snack in their backpack from home. Once students are at Kids Club, they are not allowed to return to their locker for snacks.

Behavior Expectations: OLV behavior expectations will be applied at Kids Club as well. Basic expectations are to be considerate, respectful, open-minded and honest. A child who repeatedly acts out against another child or the adult in charge will be removed from Kids Club for the remainder of the day and is subject to being asked to leave the program for a period of time or permanently at the discretion of the principal.

OLV Breakfast & Lunch Programs

Our Lady of Victory School participates in the National Lunch Program. Because the program is non-profit, 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 it to the school office as soon as possible. **Students who qualify for reduced-price meals will receive free breakfast and lunch.**

** We want OLV School to be welcoming and safe for all students. In order to achieve this, we are a NUT FREE SCHOOL. Our kitchen is nut free and we ask families to respect this as well. Please do not send nuts (i.e. trail mix, peanut butter in sandwiches or crackers, nut granola bars) to school with your child for snack or in their cold lunch.

Our Lady of Victory School offers a hot breakfast each morning from 8:00-8:20. Students in grades 3-6 have the option of our Grab and Go breakfast and eat in their classroom.

Breakfast Price: **\$1.10 per student breakfast**
 \$2.50 per adult breakfast

All Kindergarten students qualify for free breakfast (provided by MN Child Nutrition Program)

Lunch Price: **\$2.20 per student lunch**
 \$4.40 per adult lunch

Milk Purchase with cold lunch: \$0.30 per ½ pint carton

Morning milk is available for children in Preschool-6th grade.

Milk Price (Preschool): **\$22 per year for 2 days a week, \$33 per year for 3 days a week**

Milk Price (K): **Free (provided by MN Child Nutrition Program)**

Milk Price (Gr 1-6): **\$17.00 per trimester or \$51 per year**

If your child has a diagnosed food allergy, please inform your child's teacher and the school cook. Students may bring a nutritious 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 schedule a parent lunch day for all grades. We encourage parents or special guests 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. It is very distracting to the students and pop is not allowed in the lunchroom. Adults are welcome to eat school lunch or bring a lunch from home (please follow our Nut Free guidelines). Meal charges will be added to your monthly bill. **Due to Covid 19, parent lunches are on hold at this time.*

Lunch bills are sent home in the Family Envelope once a month and prompt payment is appreciated. Amounts can also be seen through the JMC parent portal. If you have any questions regarding your lunch bill, please contact the office at 736-6661.

Academics

Our Lady of Victory School has adopted the English Language Arts (ELA) Common Core, MN Math, Science, and Social Studies standards. We follow the Religion standards put forth by the Diocese of St. Cloud. All subject area instruction is standards-driven. In addition, we believe that it is important to invest in teacher staff development so that teachers feel supported in implementing best practices.

Religion

The heart of every Catholic School is its religion program. We use *Alive in Christ (Our Sunday Visitor)* curriculum. It has a scope and sequence of specific Catholic doctrine which is taught in each grade. It combines daily classroom instruction, liturgical celebrations, social justice education 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 Mass on Fridays 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 day 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.

English Language Arts (ELA) Philosophy

We believe that students should spend the majority of the language arts block engaged in purposeful reading and writing experiences. Students strengthen literacy skills through whole-group mini-lessons, small –group learning opportunities and essential time for independent practice. An important aspect of each classroom's literacy framework is the element of choice. For example, a student can choose what book to read or what topic to write about in his or her Writer's notebook. Classroom environments are rich with spirit and contain libraries filled with a variety of texts to support student reading growth. Finally, literacy instruction is data driven. The data that is collected through formal and informal measures guides each teacher's work with students.

Mathematics

The Everyday Math Series 4th 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. Students also use hands-on activities as well as skill practices. Manipulatives that pertain to the lesson are especially helpful for children to visualize the concepts that are being taught. As much as possible, we strive to connect mathematical teaching and learning to the real world.

Science

FOSS science kits equip our students with hands-on materials and inquiry based learning experiences. Experiments are framed around a focus question and students work collaboratively to develop an understanding of the focus question. Students communicate understanding through conversation as well as observations that are recorded in a Science Notebook.

Social Studies

Students develop an awareness of the world around them through varied learning experiences to move them towards being active citizens in their community. Instruction that is delivered focuses on events from the past as well as the current events of today.

Music/Fine Arts

Music theory, skills, and appreciation are emphasized in the music curriculum. We offer a sequential music program where children have the opportunity to learn to play the song flute, hand chimes, and handbells. 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, students in grades K-6 work with actors from Prairie Fire Children's Theatre (PFCT) to learn

various acting and theater skills. Students in 4-6th grade participate in the production of a PFCT musical as part of their Fine Arts exposure.

Physical Education

Phy Ed is a regular part of our weekly curriculum for all grades. Students have PE daily and are required to wear tennis shoes. Parents are welcome to send an extra pair of shoes to be left in their child's locker. Students are expected to be a good sport, work as part of a group, try new activities and give their best effort. Students are graded on their skill progression, listening and cooperation, and sportsmanship.

Computers/Technology

Computers and iPads are used to reinforce and accentuate our school curriculum. All students have access to iPads. Computers are available for 3rd-6th graders in their classrooms. Students are taught to use the devices in an acceptable and safe manner to enhance their learning.

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. Our annual Book Fair is held in the fall and the proceeds from this event help to keep our library up to date.

Standardized Testing

Our Lady of Victory School uses NWEA/MAP standardized testing for our students in grades K-6. This test is given three times throughout the school year and results are shared with parents at trimester reporting times.

Internet Use and Safety Policy

Google Suite for Education

OLV School uses G Suite for Education for completing assignments, communicating with their teachers, signing into their chromebooks, and learning digital citizenship skills. There is a link to common questions on our website under Resources, School Policies, Google Suite for Education.

Use of Personal Devices

Students in grades K-6 are not allowed to use cellphones or other personal electronic devices at any time during the school day. Students are encouraged not to bring any electronic devices to school. These devices are disruptive in school and are very prone to theft. Should these devices become visible, audible, or used during class time, they will be taken from the student. A parent or guardian will be asked to pick up the device from the office. Should the student not deliver the electronic device and its components used during the violation, devices are subject to search by school administration, should reasonable cause be determined.

Acceptable Internet Use Policy

- 1.) Supports instructional purposes and goals.
- 2.) Furthers the school's educational and administrative purposes, goals, and objectives.
- 3.) Furthers research related to education and instruction.
- 4.) Does not violate the student code of conduct or employee standards of conduct.

Suspending or Revoking Privileges

Computers and technology play an instrumental role in the education of our students. Students who violate this policy will initially receive a warning. Depending upon the severity of the first violation, students may immediately lose their privileges. Upon a second violation, students will lose their technology privileges for the remainder of the year based upon the severity of the violation. It will then become the responsibility of the student and parent/guardian to work out a plan along with the teacher on how the student can finish the remainder of the school year without using school technology.

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 process and have to give written consent to carry through any plans 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 plans. 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 have the characteristics of a dyslexic reader. This is an Orton-Gillingham based multisensory approach to teaching reading and spelling. Instruction is one-on-one with a trained tutor. Follow the link on our website to 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. Due to Covid 19, some of these procedures will change. Updated information will be made available when known.

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.

Field trips for students in various grades include the Prairie Wetlands Environmental Learning Center (PWLC) , MState, OTC recycling center, FF Fire Station, FF Veterans Home, A Center for the Arts, OTC Historical Museum, Bonanzaville, Hjemkomst Center, St. Paul, Long Lake Conservation Center (LLCC) and Athletic Park (Purple Park). Additional field trip are scheduled when possible.

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. On the off-year, these students travel to St. Paul for a trip to the St. Paul Cathedral, the MN State Capital and the Science Museum.

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 vision and hearing screenings when necessary. Parents/guardians are notified when concerns are thought to be present.

Medication: The school office can dispense over the counter and prescription medication during the school day with an authorized form from the doctor with instructions and a signature before medication will be dispensed. Parents/guardians can come to the school office to dispense medicine to their child without an authorization form. Students are not allowed to have medication in their lockers or backpacks to self-administer.

Sick at School: If a child becomes ill at school (a temperature of 100 or more, vomiting, or other signs of being sick) parents will be called and the student will be sent home. Please **do not** send your child to school if exhibiting any of these symptoms. Students should be free of a fever without medication for 24 hours before returning to school.

Sickness during Covid Pandemic: Please see attached "Return to School Plan" for further guidance.

Head Lice: Students that are found to have live lice or nits (eggs) will be sent home. The student must be treated for lice and nits removed before returning to school. Families are encouraged to check their child's hair on a regular basis for lice and use natural oils like lavender, rosemary and green tea to repel future infestation. Lice is a common childhood issue that affects all families. It is a myth that poor hygiene causes lice. Lice actually prefer clean hair to attach to.

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 school days in the school office.

Every six months, the ACBM is visually inspected for change in condition. In the spring of 2019, 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 material and the old boiler were removed from the boiler room in the spring of 2015.

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 move safely throughout the building (walk in hallways)
- We use appropriate language at all times
- We dress in a way that shows we are ready to succeed (hats stay in lockers)
- We stand up for those that are struggling

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
- We ask permission to leave the area we are in to use the restroom or get other assistance

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 a rule is broken consistently, a parent will be notified by phone, and together the parent and teacher will address the problem. These behavior expectations and consequences exist during Kids Club as well as the school day and while attending school sponsored events and trips.

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 within 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 (OLV) 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.

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.

Our Lady of Victory School

“Where Teaching is Caring”

RETURN TO SCHOOL PLAN

August 18, 2020

Dear OLV Families,

The final months of the 2019-2020 school year presented new experiences for students, teachers, and parents that we were able to learn so much from. We learned that Catholic schools are adaptable, that students and teachers are more resilient than ever, and that collectively, the Church is alive and well.

At the heart of Catholic Schools is relationship and community - relationships with Jesus Christ, classmates, and teachers. Those relationships blossom and develop most profoundly when our community members can interact, learn, and pray together. Collectively, we believe that fundamental connectedness can and will happen in a safe and nurturing way.

After discussions with stakeholders, a thorough review of the federal and state guidelines for school reopening, and an evaluation of what works best for our students, we will be able to start the school year with our students returning to in-person settings—safely. If the current public health metrics hold, we will be able to continue in-school all year by following the now quite familiar, critical health and safety practices that reduce the risk of transmission of COVID-19. These include rigorous hygiene and hand washing, use of face coverings, physical distancing, reducing interaction between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others. However, what can often get lost in long lists of practices is that it is not one mitigation strategy, but a combination of all these strategies taken together that will substantially reduce the risk of transmission. In other words, establishing a culture of health and safety in our schools that focuses on regularly enforcing these important practices is more important than any one measure. We will be constantly evaluating our circumstances, reflecting on the health and well-being of our students and staff, and adapting to unforeseen changes. This guidance and the development of individual school plans cannot guarantee the absence of COVID-19 cases in our community or buildings, this is a reality we understand. The implementation of this guidance does allow Our Lady of Victory School to mitigate, and God-willing, lessen the likelihood of exposure to our students, staff, and community.

Together, with Christ at the center, Our Lady of Victory School will continue to be a place of spiritual, academic, social, and emotional development for our students.

Yours In Christ,

Tonya Zierden

Planning for Fall

School administrators have been directed to develop three contingency plans to prepare for the 2020-21 school year. Families interested in Distance Learning regardless of the school wide scenario should contact the administrator to discuss this. We will work with families as best we can.

Scenario 1 : In-person learning for all students

In this scenario, students will be back in school for in-person learning. Parents that want to choose distance-learning for their child should contact the school to discuss this option. OLV School will create as much space between students and staff as is feasible (3-6 feet) during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. (See [American Academy of Pediatrics social distancing guidelines](#)).

Scenario 2: Hybrid model with strict social distancing and capacity limits

In this plan, OLV School will provide distance-learning and in-person learning. We will limit the number of people in the school facility to 50% maximum occupancy. Sufficient physical distancing with at least 6 feet between people will occur at all times. If distancing cannot be achieved in a space, the number of occupants will be reduced.

Depending on the final number of students enrolled and staff employed at OLV School, we may meet this guideline with everyone in attendance. If we are not able to meet the 50% occupancy, students will attend in-person classes 2 days per week and access work through Google Classroom the other 3 days. The school will work closely with the Otter Tail County Public Health to determine whether to move to a hybrid learning model per classroom or as a school.

Scenario 3: Distance learning only

In this scenario, schools will be in the distance learning model and students will learn through online methods from home. This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. **Scenario 3 may also be implemented if we experience clusters of cases within a classroom or the school.

Unlike the spring of 2020, teachers are expected to conduct distance-learning from their classroom, not their homes, unless school disinfecting is in process. Future decisions to increase or loosen restrictions and to shift between scenarios will be made in consultation with Otter Tail County Public Health Department, (local contact Jodi Lewis) if COVID-19 metrics at the local, regional, or state level worsen or improve. The administration will communicate with staff and families the possibility of moving to distance learning, thus providing some time for preparation.

School Meal Program: A contactless pick up of meals will be made available for those enrolled in our free and reduced meal program. Meals will be available for purchase for other families at regular meal prices.

Kids Club: Before and after school programs will be offered during all three scenarios for critical workers. Kids Club will be available to All families if we are operating under scenario 1.

Preschool and Pre-K: Learning Ladder Preschool will continue to offer an in-person program, regardless of which scenario the school is operating under as the programs are DHS licensed and have different guidance.

SECTION 1: OPERATIONAL PRACTICES

DESIGNATED COVID-19 POINT OF CONTACT

Tonya Zierden, Administrator, will be the point of contact in all matters relating to COVID-19. She will communicate concerns, challenges and lessons learned related to COVID-19, provide instructions and training on preventive safety measures, and perform necessary communications to staff, families, district, and local health officials. Rachel Cox, Development Coordinator, will be the alternate point of contact. The school nurse and public health will be a resource for consultation.

ASSESSMENT OF PLAN COMPLIANCE AND EFFECTIVENESS

The preparedness plan will be assessed and revised based on recommendations and/or requirements from the Diocese of St. Cloud, Otter Tail County Public Health, CDC, MDH, and MDE. The plan effectiveness will be dependent on the cooperation of staff and families to follow the expected protocols and area infection rate. The administrator will work with staff and families to clarify protocols, as needed.

COVID PREPAREDNESS TRAINING

Training will be provided to all faculty, staff and students about protection and protocols, including:

- Social distancing protocols and practices
- Drop-off and pick up
- Practices for hygiene and respiratory etiquette
- Requirements regarding the use of masks, face-coverings and/or face-shields

Staff, students and families will be educated about the signs and symptoms of COVID-19, when they/their children should stay home and when they may return to school.

The preparedness plan will be reviewed and adjusted to meet the circumstances required in the best interest of students and staff. All employees are to take an active role and collaborate in carrying out the various aspects of this plan. Changes to the plan will be shared with staff, parents, board members, students and St. Cloud Diocese.

DROP-OFF AND PICK-UP PROTOCOLS

Morning Drop-off: Students will be entering the building using multiple doors to reduce congestion. We will utilize doors A, B and C to enter the building. Parents are asked to enter the building only when necessary to assist a young student in getting settled into their classroom. Parents will need to wear a mask and should leave the building as soon as possible.

Kids Club 7:30-8:05am

- Students will enter the building at door A and proceed to the gym.

Bus riders, walkers, bikers 8:05-8:25am

- Students will enter the building at door A and **come up the stairs**.
- Students in grades 3-6 will go down the upstairs hallway and go down the stairs past the 2nd grade room. This reduces intermixing with Preschool students and parents in the lower level hallway. Any students in 3-6 needing breakfast will pick that up in the downstairs hallway.
- Students in K-2 that are eating breakfast will go to the gym while other students will go to their locker.

Car drop-off 8:05-8:25am

- Students in grades Preschool and K-2 will enter the building at door C and proceed to the gym for breakfast or to their locker.
- Students in grades 3-6 being dropped off will enter the building at door B. If they are eating breakfast, they will pick this up in the downstairs hallway, otherwise they will go to their locker.
- Students being dropped off that require a parent to enter the building with them will park in the church lot and enter through door C. Everyone entering the building is required to wear a mask or face covering.

End of the day pick-up: Students will leave the building by Doors A and B at staggered times.

Bus riders, walkers, bikers 3:07pm

- Students will exit the building at door A one class at a time.

Kids Club 3:10pm

- Students will wait at the end of the hallway on the west end of the building. They will wash their hands before entering the gym.
- Parents will pick up their child in one of three ways.
 - If students are on the playground, parents can sign them out with the supervisor in the parking lot.
 - If students are inside the building and it is BEFORE 4:30, parents will enter the building through door A and go to the gym to sign their child out.
 - If students are inside the building and it is AFTER 4:30, parents will enter the building through door J (Oak Street) and go into the gym to sign their child out.

Car pick-up 3:10-3:20pm

- Students will exit the building at door B one family at a time. Students will wait in their classroom until they are called.

Parents that exit their cars are asked to wear a mask and maintain social distancing while waiting to pick up their child. Parents remaining in their car are not required to wear a mask.

Drop-off or Pick-up during the school day: Families will use door A for all drop-off and pick-ups that fall between 8:30am and 3:00pm. Children will be released to the adult through door A. Adults are asked to only enter the building if necessary, otherwise ringing the buzzer or calling the office will notify office staff that the parent has arrived to pick up the child.

HEALTH SCREENING

Parents are responsible for taking their child's temperature and checking for signs of illness at home. Upon registering your child at OLV School, parents are agreeing to monitor their child/children's health. We require that you do not administer Tylenol or any other fever reducing medications to your child prior to sending them to school.

Staff are responsible for taking their temperature and checking for signs of illness at home each morning.

Please review this short checklist each morning and if your child is ill, report it to the school. If your child has 2 or more of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms.

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat; loss of taste or smell
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19.

At the end of this document you will find the COVID19 Decision Tree for people with illness along with a copy of this checklist to place in a convenient spot in your home.

COVID-19 RELATED ISOLATION ROOM

To minimize transmission of COVID-19, students displaying COVID-19 symptoms will be isolated in the nurse's office until they can be picked up by a family member. In addition to face coverings, additional safety precautions are required for the school nurse and/or any staff supporting students in isolation spaces when distance is not possible. These precautions may include eye protection (e.g., face shield or goggles), gloves and disposable gowns or washable outer layers of clothing depending on the duration of contact, especially if the individual may come into close contact with bodily fluids.

TRAVEL

We ask that OLV families and staff use good judgment and try to limit any nonessential travel within the states. Students, teachers, staff or visitors who have traveled internationally within the past 14 days will be encouraged to quarantine for 14 days prior to entering the school. Staff and students may return to school, if they remain symptom-free after 14 days. For the duration that they are at home, they will be expected to attend school using distance-learning methods.

PHYSICAL DISTANCING

Physical Distancing, also called social distancing, means keeping space between yourself and other people outside your home. Social distancing is a critical tool in decreasing the spread of COVID-19.

- Students and staff will be kept in small cohort groups that stay together as much as possible throughout the day and from day to day. Separation between cohort groups shall be practiced as is feasible (e.g. during lunch in cafeteria, bathroom breaks, arrival and dismissal, recess, weekly mass).

Special considerations for social distancing may include

- Modifying Mass, field trips, assemblies or other large gatherings
- Converting parent interactions, including parent conferences, to virtual meetings
- Limiting activities where multiple classrooms interact
- Limiting nonessential visitors to the school building
- Having students outside more as the weather and space allows

Classroom configurations

We will seek to maximize physical distance between desks and tables within our classrooms. In scenario 2, classroom seating will be arranged so that students are separated from one another by 6 feet. If it is not possible to arrange seating 6 feet apart, alternative spaces in the school and church may be repurposed to increase the amount of available space to accommodate the 6 feet requirement.

COMMUNICATION AND SIGNAGE

- Communication is key for any plan to be effective. OLV will share and communicate the health and safety protocols that are in place for the safe return of students and staff to school.
- The preparedness plan will be shared with families and staff members.
- Clear instructions will be provided to families, staff, and visitors on how to enter the building and when you cannot enter the building. These will be posted by the entrance doors.
- Post communications on the website, social media, and email through JMC.
- List of signs to be posted by entrances and other locations, as determined, in the building
 - Face covering
 - Social distancing
 - Not feeling, well stay home
 - Handwashing

TRANSPORTATION

OLV will consult with the Fergus Falls Public School District on transportation planning. Families will be surveyed on the ability to transport children to and from school. This information will be used to arrange transportation in scenario 1 or 2. Children are required to wear face coverings on the bus. To reduce crowding on buses, families are encouraged to transport students if they are able.

SECTION 2: HEALTH AND WELL-BEING

CLEANLINESS AND DISINFECTING PROCESSES

The custodians will establish a schedule for routine environmental cleaning and disinfection of frequently utilized spaces, high-touch surfaces and shared equipment throughout the day using EPA-approved disinfectant for COVID-19. Appropriate PPE will be provided for staff responsible for disinfecting assigned locations. The administrator will work with custodial staff to ensure they have appropriate tools and supplies to effectively implement a plan for routine environmental cleaning and disinfecting. Appropriate cleaning times will be established to avoid cleaning products near children and ensure there is adequate ventilation to prevent children or staff from inhaling toxic fumes. Books, toys, and other shared educational materials will be cleaned or quarantined after use. Students will have their own supplies to use whenever possible.

FACE COVERINGS

We will follow MDE Guidelines and require the use of a cloth face covering. Face coverings are meant to project other people in case the wearer does not know they are infected. They are to be worn by all persons ages 6 and up. The face covering must be worn over the mouth and nose completely when in a school building or using school transportation. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

Types of allowable face coverings:

- Paper, disposable, or cloth mask
- Scarf
- Neck gaiter
- Face shield - A face shield can be worn when it is problematic to use a face covering. It is not an alternative to face coverings. Contact the administrator for discussion.

Families will be asked to supply and maintain face coverings for their children. Extra clean masks should be kept in a sealed plastic bag in the student's backpack in the event they need a clean one during the day. The school will have some available for students, staff, and guests. Staff and students will be trained on the proper use of face coverings.

Face coverings can be removed when eating or drinking (water breaks, snack time and lunch time). Students will also be allowed to remove their mask during outside activities (recess and PE). Each room will have a mask break spot to allow students to remove their mask for a short period of time if needed as they build mask-wearing stamina.

HANDWASHING AND HAND SANITIZING

Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer may be used when handwashing is not available.

- **Handwashing:** When handwashing, individuals will use soap and water to wash all surfaces of their hands for at least 20 seconds, rinse thoroughly, and dry with an individual disposable towel.
- **Hand sanitizing:** If handwashing is not feasible, hand sanitizer with at least 60% ethanol or at least 70% isopropanol content will be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer will be placed in key locations.

As has always been the case, handwashing is required whenever hands are visibly soiled and after using the bathroom. Additionally, students and staff will be required to exercise hand hygiene (washing or sanitizing hands) upon arrival to school, before eating, after recess, before putting on and taking off masks, and before dismissal.

We will:

- Ensure the availability of appropriate supplies to support healthy hygiene behaviors
- Strategically place supplies in areas where they may be frequently used
- Supervise the use of hand sanitizer by students
- Ensure that students and staff with sensitivity or skin reactions to hand sanitizer can use soap and water
- Reinforce handwashing during key times throughout the day, including but not limited to: arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing.

DRINKING FOUNTAINS

Students and staff are encouraged to bring their own water bottles. Only the water bottle filling stations will be allowed to be used on water fountains.

FACILITY VENTILATION

The HVAC system has been adjusted to increase air circulation. Fans and windows may also be used to increase air circulation in spaces as needed.

PROTECTING VULNERABLE POPULATIONS

Families and staff members should notify the administrator if they are of high risk for illness due to COVID-19. The administrator will collaborate with the family or staff member to make arrangements for alternative learning or work assignment.

HANDLING SUSPECTED / CONFIRMED POSITIVE CASES OF COVID-19

The principal will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive cases. Families and staff should contact Mrs. Zierden at school to report cases or concerns.

We will coordinate with local health officials, while maintaining confidentiality, and we will follow their instructions.

We will follow the MDH Decision Tree for People with COVID-19 symptoms in youth, student and child care programs to determine when a student or staff member may return to school following illness or COVID-19 testing.

SOCIAL-EMOTIONAL LEARNING AND MENTAL HEALTH

The COVID-19 pandemic is causing a tremendous amount of stress, fear, and anxiety for many people. OLV School will play a role in helping students and staff cope, access needed resources, and build resilience. We will:

- Provide staff, families, and students with age-appropriate information on how to access resources for mental health and wellness.
- Encourage staff, students, and families to talk with people they trust about their feelings and concerns regarding COVID-19.
- Reinforce and enhance curriculum and supports focussed on social-emotional learning, relationship building, and successful transition to new classrooms and environments.

SECTION 3: CURRICULUM AND INSTRUCTION

INSTRUCTIONAL DELIVERY

We are preparing our curriculum to ensure that all students have access to their classes and teachers whether they are physically present in the classroom or not. We will deliver curriculum in multiple formats throughout the year: live in-person, remote live through Zoom, and remote recorded. Our goal is to accommodate the needs of our students and families as flexibly and comprehensively as possible, to continuously provide a rigorous and exceptional learning experience to all our students, and to position us to adapt to the demands of public health conditions as they change.

ATTENDANCE, GRADING AND REPORTING

- Attendance will be required for all learning scenarios - in-person, distance learning or hybrid model. This will ensure shared accountability for learning. Classroom teachers will take attendance daily and record in JMC.
- OLV School will follow the same grading system, except specialist classes, for all learning scenarios. During distance learning, students will be graded on participation for specialist classes.
- Communication between teacher and parent is key to student success. Teachers will communicate student progress on a regular basis. Grades for kindergarten through sixth graders will be available through JMC.

ASSESSMENT

The focus for student assessments within all reopening plans will be to help teachers identify individual students' learning needs and plan for upcoming instruction.

- Assessments, STAR, DIBELS, and MAPS, will be used to analyze learning loss and assist teachers in developing students' learning plans.
- Teachers will utilize formative assessments frequently during and after instruction.
- Allow for flexibility, including application of skills, especially in distance learning.
- Prepare to assist students with learning gaps and plan strategic interventions to reteach and fill these gaps.

DIGITAL RESOURCES, TECHNOLOGY AND CONNECTIVITY

Whether learning takes place primarily in distance learning or in person, expanded digital resources will ensure students have consistent access to high quality learning tools. Families should communicate any technology challenges to the school technology coordinator immediately. Families will be offered technology training as needed if the school returns to distance learning.

To the greatest extent possible, every student needing a school-provided device to support in-person and distance learning will have access to a Chromebook or iPad.

We will work with families to ensure internet service is adequate for distance learning.

ADMINISTRATIVE CONSIDERATIONS

Throughout the school year there may be other considerations required that are not listed at this time.

- Adjustments in staff positions to accommodate the learning plans for students, sanitation needs of the facility and lunch / recess protocols and supervision may be made.
- Focus on improving, designing and delivering flexible instruction both in-person and distance learning.
- Provide teachers time for collaboration, adjustments, and support.
- Consideration for changes in staff evaluation process.
- Plan for staffing in the event of staff shortage due to COVID-19.

SECTION 4: CREATING AND MAINTAINING COMMUNITY

Creating and maintaining relationships is the hallmark of Catholic education. Even amidst these unique challenges, strong communication and relationships are a priority. At the very heart of the school is the celebration of the Liturgy and prayer. The staff will work together in planning, inviting, and collaborating with parents to continue the “family” environment of OLV School.

Events that are part of our school year and help to build community (weekly mass, October rosary, NonPublic School Marathon Fundraiser, All St. Day Party, Christmas Program, Catholic Schools Week) will be carefully looked at in an effort to maintain the traditions while keeping students and staff safe.

FAITH LIFE AND SOCIAL OPPORTUNITIES

The administrator will work in collaboration with pastors and teachers to develop a plan for liturgy that includes social distancing and safety protocols for students, staff, and parishioners. Parents will be notified through the weekly administrator newsletters, JMC, and social media.

The teachers and administrator will review the rituals, prayer opportunities, and other faith gatherings to consider other new ways to celebrate traditions and rituals that celebrate our school community and meet the safety protocols. Classrooms will continue to have prayer time within their day. This has always been and will continue to be a special time for students and teachers to connect and share celebrations, worries and concerns.

Throughout the year, there are many opportunities to gather as a community. As we move through the year, and based on the guidelines of MDH, CDC, and local COVID-19 numbers, the way we gather may change. These will be planned as we move forward. They will include opportunities for in-person and/or virtual connections.

GRATEFUL FOR OUR SCHOOL FAMILY

The year will be a journey of working together to create a faith-filled, positive, welcoming, healthy, and safe environment for our children and employees. Thank you to families and staff for all your feedback and patience as this plan came together. The plan probably doesn't cover every situation that will arise, but we will work together by researching and problem solving solutions. If there are any questions, please contact the administrator, Tonya Zierden.

Please check your child for these symptoms

If your child has

- new onset cough or shortness of breath

OR

If your child has 2 or more of the following symptoms

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat; loss of taste or smell
- Diarrhea, vomiting, or abdominal pain
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19.

RESOURCES

Decision Tree for People with COVID-19 Symptoms

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

Symptoms of COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

CDC Isolation Guidance. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html.html>

CDC Quarantine Guidance with scenarios.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html.html>

CDC Sick Parents and Caregiver guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/parents-caregivers.html.html>

Similarities and Differences between Flu and COVID-19

<https://www.cdc.gov/flu/symptoms/flu-vs-covid19.htm#table>

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