

OUR LADY OF VICTORY SCHOOL

2023-2024 ***Parent/Student Handbook***

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

**OLV School Website: www.ffolvschool.org
JMC Website: <https://ffolvschool.onlinejmc.com/>**

**OLV Office Email:
office@ffolv.org
jraths@ffolv.org**



Our Lady of Victory School Staff

OLV School Principal | Jake Rath

Office Manager | Ashlyn Barry

Kindergarten | Rachael Larson

Grade 1 | Sue Heidorn

Grade 2 | Amanda Harig

Grade 3 | Kim Jenc

Grade 4 | Sarah Pawlowski

Grade 5 | Trevor Larson

Grade 6 | Sasha Parker

Technology | Lori Bredenberg

Music | Nina Clark

Phy Ed | Jesse Schneeberger

Library | Danielle Jensen

Reading Support | Barb Case

Head Cook | Wendy Montgomery

Spanish | Deb Maertens

School Nurse |

Title 1 |

Custodian | Bob Budke

Custodian | Marc Stratton

Board of Education Members

Chair | Amber Volk

Vice Chair | Michelle Ehlert

Secretary | Christy Riewer

Kelly Arntson

Josh Crance

Leah Kunde

Ashlie Roehl

Claire Stitch

Home & School Association

Matt Arntson

Erin Hintgz

Amber Koep

DJ Robbins

Elise Rogholt

Our Lady of Victory Parish Staff

Pastor | Fr. Alan Wielinski

Parish Office Manager | Mayme Hofland

Parish Secretary | Craig Hebert

Pastoral Assistant | Jennifer Dummer

Faith Formation Director | Deb Forstner

Faith Formation (Pre-5) | Emily Hebert

Faith Formation (6-10) | Andrew Jennen

Our Lady of Victory School Mission Statement (3/23)

Our Lady of Victory, a Kindergarten 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 Board of Education

The Board of Education is an appointed 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 appointed in the spring. Meetings are held on the second Thursday of each month.

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.

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 over the summer, prior to the start of the new school year.

Our annual Kindergarten Roundup 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.

Enrollment Agreement

Our Lady of Victory School works in partnership with parents in support of educating our students. Parental support is necessary for the success of these efforts by: helping students build healthy priorities with schoolwork, staying informed about events and activities, ensuring prompt and consistent student attendance, communicating proactively and respectfully with administration, staff, and teachers, attending conferences, and supporting the mission, policies, and expectations of the school.

Upon enrollment, parents and students consent to be governed by the policies and rules set forth in this Student and Parent Handbook.

Our Lady of Victory School applies the Catholic principle of *subsidiarity* in addressing and working toward resolution of questions and concerns within the school community. In this, such matters are to be addressed first with the persons most directly involved, to empower them to build up respect for one another, and dialogue toward understanding and resolution, Some examples are included in the Student and Parent Handbook.

Parental cooperation is essential for the success of this partnership. Just as a parent has the right to withdraw a child if desired, Our Lady of Victory School reserves the right to require withdrawal of a student if the administration determines the partnership with the family is irretrievably broken.

Tuition – K-6

The following tuition schedule is for the 2023-2024 school year is as follows:

Catholic Tuition	\$2,500
Non-Catholic Tuition	\$3,000
Each Additional Child	\$200 Credit

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. Scholarship applications are due at registration.

Monthly Statements

Statements reflecting Tuition, Lunch/Breakfast, Kids Club, and Morning Milk charges can be found on the JMC Family Portal or the JMC Family App. Tuition can be paid all at once at the beginning of the year, in two payments (September and January) 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/breakfast are to be paid monthly. Morning Milk can be paid upfront for the whole year or at the beginning of each Trimester.

Enrollment

If a new family wishes to enroll their child at Our Lady of Victory School, that student will be enrolled on a two to four week probationary basis. The student's progress will be evaluated after two weeks, and could be extended to four weeks if deemed necessary. If the student and/or family do not meet the expectations and values set forth by the school in that time, the child may become ineligible to continue their enrollment.

Consideration of dismissal from the school will be discussed between the principal, classroom teacher, other staff members, and the Board of Education Chair.

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 (funds reduce tuition or support Home and School)

Families purchase gift cards at face value and earn a rebate based on the specific card promotion. Rebates earned during the fiscal year of July-June are applied as credits to the families tuition account that fall. Local cards are available in the school office for purchase. National cards are available in the office on a limited basis and through Raise Right at raiseright.com.

Marathon (funds the general school budget)

OLV students participate in the Marathon for Non-Public 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 (funds support Home and School)

Families collect pre-orders and money for wreaths, crosses and garland during the month of October. Orders are usually due towards the end of October with delivery around Thanksgiving. 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.

Candy Bar Sales (funds support teacher salary subsidies)

World's Finest Chocolate Bars are another item that practically sell themselves. Families check out a box from school and sell each bar for \$1. Boxes contain 60 bars each, ranging from milk chocolate to caramel. The school keeps 45% of the profit! This will take place in November, which makes for a great opportunity to sell to family members at Thanksgiving!

Catholic United Raffle (funds the general school budget)

Families sell raffle tickets for the opportunity to win prizes of all sorts and sizes. All ticket sales stay at OLV.

School Carnival (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 (funds the general school budget and other special projects)

Held the first Saturday after Easter, this is our largest fundraiser of the year. This has grown over the past 14 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.

You can track your volunteer hours by scanning the QR code in the school office. These hours go into a spreadsheet that keeps a running total throughout the year. Any family who does not complete their volunteer hours by the end of the year will be charged per hour not met, at a cost of \$25 per hour. Families who have not completed their volunteer hours and are on scholarship may not be eligible to apply for a scholarship for the following school year.

Dress Code Policy

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

All new students receive a blue OLV t-shirt as a welcome gift from the Home and School Association. New school apparel can be ordered through the online school store in August and September.

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 have some extra boots, mittens, and snow pants available, but sizes vary and are on a first come first serve basis. 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 on 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's 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 March. However, parents may conference with a teacher at any time.

School Visits: Parents are welcome and encouraged to visit the school throughout the year. Parent Lunches are scheduled monthly from October to May to encourage families to join their students in their school environment.

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. Office emails can be sent to office@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, Sue Heidorn's email is sheidorn@ffolv.org.

JMC - Student Information System: OLV School implemented a new student information system, JMC in the fall of 2020. 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.

JMC Family App: Designed to help families and schools collaborate and communicate by offering a 360° view of your student's academic and extracurricular world. The JMC Family App will allow you to view student grades and set alerts, check meal balances and add funds, monitor attendance and schedule a future absence, keep up on school events and classroom news. Download this app today from either Apple's App Store or the Google Play Store. OLV's Pin Code is: 0682

Subsidiarity: (in the Roman Catholic Church) a principle of social doctrine that all social bodies exist for the sake of the individual so that what individuals are able to do, society should not take over, and what small societies can do, larger societies should not take over.

Examples of expected means of communication with questions and concerns in the school community for parents should look like the following:

- Classroom concerns = teacher
- School schedule = principal
- School policies = principal
- Attendance = office staff

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 flowchart 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 the OTC Truancy office as well.

Tardy: Children are expected to arrive at school on time. If a student is not in class by 8:20am (4th-6th) or 8:25am (Pre/K-3rd) 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. 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.

Transportation/Weather Closings

Bus Service: Information concerning bus routes or behavior concerns may be obtained by calling Ottetail 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. 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 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 Ottetail 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 canceled (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 4th-6th grade will begin at 8:20am, while Pre/K-3rd 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 8:05.

Morning Drop Off: Children may be dropped off between 8:05 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 8:05-8:25.** 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 8:05 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 an important 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 3:30 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. During mild weather, students may be outside on the playground at pick up time. Adults can sign them out from there. On days when the gym is being used by another group, Kids Club will be in another location and then students can be picked up through door A. This will be communicated to parents that day. 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: Faith Formation registration is done through the OLV Church office. They can be reached at 736-2429. We do not assume all students attend, so please keep us informed of your child's plan to attend Faith Formation. Some years Faith Formation coordinators have needed students to go to Kids Club before class starts at 3:45 due to volunteer availability. Families will be charged accordingly and 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 7:30-8:05 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 canceled. 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 4:00 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

Meal Charge Policy

PURPOSE

Our Lady of Victory participates in the Minnesota Free School Meals program as outlined in [Minn. Statute 124D.111 Subdivision 1](#). In addition, this policy is to ensure that school district employees, families, and students have an understanding of the expectations regarding unpaid meal charges.

MEAL SERVICE

Our Lady of Victory participates in the Minnesota Free School Meals Program, and therefore all enrolled students in Kindergarten through grade six will receive one breakfast and one lunch at no charge while at school regardless of an outstanding meal balance. All reimbursable meals offered meet state and federal guidelines. Providing an alternate meal not on the scheduled menu violates Minnesota law ([Minn. Statute 124D.111, subdivision 5](#)), except where a special diet is prescribed by an authorized medical professional for a specific student.

Point of Service

In order for Our Lady of Victory to receive State and Federal reimbursement for meals served, each student must be identified at the point of service. Students will have their barcode scanned when they go through the lunch line. These meals will be tracked for school purposes. Additional milk fees will be applicable to the family account.

All students will be treated respectfully and in accordance with [Minn. Statute 124D.111, Subdivision 5](#).

NONPROGRAM FOOD SALES

Nonprogram Food Sales are any food or beverage not included in the reimbursable meal.

Our Lady of Victory does allow students to purchase a carton of milk a la carte for \$0.35.

UNPAID MEAL CHARGES

Prior year unpaid meal charges

The Minnesota Free Meals Program does not address debt incurred previous to the program's implementation.

Our Lady of Victory will continue to utilize its local process for addressing delinquent meal accounts. Statements will be sent home with students or mailed to the address on file. Phone calls to parents/guardians will also be used to collect any outstanding balances.

When the method to collect the funds is unsuccessful, Our Lady of Victory is required to write-off the bad debt using General Funds or other funds of the district such as donations designated for that purpose. School Nutrition Funds cannot be used for this purpose per 2 CFR Part 200.426.

Current year unpaid meal charges

The Minnesota Free School Meals Program pertains only to program meals.

Our Lady of Victory does not allow students to purchase food, beverage or second meals in addition to the meal(s) at no cost so no current year debt will occur.

COMMUNICATION OF POLICY

This policy and any pertinent supporting information will be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

- All households at or before the start of each school year;
- Students and families who transfer into the school district, at the time of enrollment
- All school district personnel who are responsible for enforcing this policy.

Our Lady of Victory will post this policy on the school district's website, in addition to providing the required written notification described above.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Local Education Agency Free and Reduced-price Meals Fair Hearing Procedure

When the school makes an initial meal benefit determination or change to a determination households receive notification of the meal benefit determination via a Notice of Approval/Denial Letter for School Meal Benefits or Verification Notification Letter – “We have checked your application”. The notification informs the household of the meal benefit determined for your student(s) and the effective date of the meal benefit. If you disagree with the meal benefit determination, you have the right to appeal the decision. During the appeal and/or hearing process, meal benefits, which were determined on the face value of the application submitted, will continue to be received.

Appeals Conference

Prior to initiating the fair hearing procedure the school hearing official, the parent(s), or guardian may request an appeal conference to provide an opportunity to discuss the situation present information, obtain an explanation of information submitted in the application and the benefit decision rendered. The appeals conference is informal in nature and may be

held in person, virtually or by phone. Local Education Agency (LEA) participants may include the determining official and/or school food service director. The appeals conference provides an opportunity for the household to clarify information provided on the Applications for Educational Benefits. All clarifications should be documented on the application with the date of the clarification. Based on the information the household provides the determining official may re-determine the meal benefit. If the household is not satisfied with the results of the conference, a Fair Hearing may be requested. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

Fair Hearing

A Fair Hearing is a formal review conducted by the LEA Hearing Official who was not involved with the initial meal benefit determination. The hearing procedure shall provide the following for both the household and the local educational authority.

1. A simple, publicly announced method to make an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, any documents and records presented to support the decision under appeal;
4. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
5. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
6. The hearing must be held with reasonable promptness and convenience, and adequate notice shall be given as to the time and place of the hearing;
7. The hearing must be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previously held conference;
8. The decision of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
9. The parties concerned and any designated representative shall be notified in writing of the decision of the hearing official;
10. A written record shall be prepared with respect to each hearing, which shall include the challenge or the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official, including the reasons therefor, and a copy of the notification to the parties concerned of the decision of the hearing official;
11. The written record of each hearing shall be preserved for a period of three years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during that period.

LEA Fair Hearing Procedure

Households must request an Appeals Conference or Fair Hearing within 10 calendar days of receiving the notice of benefit determination.

If the household is not satisfied with the results of the Appeals Conference, a Fair Hearing must be requested within 10 calendar days following the Appeals Conference.

Conference and hearing request can be made by phone or email.

The LEA will provide a notice with the date and time of the conference or hearing within 5 calendar days of receiving the request for an appeals conference or fair hearing.

Your appeal will be considered abandoned if:

- Households do not submit a request for a conference/hearing within 10 days of receiving the notice of benefit determination.
- Households or their authorized representative does not participate in the conference/hearing.

At the Fair Hearing the hearing official will explain the reason for the benefit determination. You will be able to explain the reasons why you think the determination is incorrect. You should bring any documents/information that support why you think the determination is incorrect.

Within 5 calendar days of the fair hearing, households will be provided with written notification of the results of the hearing. The hearing official's decision is final.

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 Purchased with cold lunch: \$0.35 per ½ pint carton

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

Milk Price (Preschool): \$24 per year for 2 days a week, \$36 per year for 3 days a week

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

Milk Price (Gr 1-6): \$20 per trimester or \$60 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 lunch from home (please follow our Nut Free guidelines). Meal charges will be added to your monthly bill.

Lunch balances can be viewed through the JMC Family 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 the 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. Kindergarten through third grade use Read Well Curriculum to explicitly teach decoding skills.

Mathematics

*Eureka Math*² includes print and digital materials as well as math manipulatives to provide students with varying learning opportunities. *Eureka Math*² combines rigorous, knowledge-building math instruction with an engaging digital experience that provides more moments of discovery. 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

Students in Kindergarten-Grade 3 will be using the Mystery Science curriculum. Students in grade 5-6 will be using the Savvas Science curriculum. FOSS Science will be used in grade 4. Each of our Science curriculums 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 xylophone, BoomWhackers, 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 or Chromebooks 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 dyslexia. 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.

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 in his/her class field trip. Your \$20 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 trips 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. In 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.

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 prefers 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 all reports of bullying seriously. 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.