



SCHOOL HANDBOOK

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An Understanding of Our History

Msgr. James K. MacIsaac

Our Lady of Victory School was founded by a former pastor, Msgr. James K. MacIsaac. In 1939 Fr. MacIsaac enrolled in the Canadian Armed Forces and rose to the rank of Colonel. On his return from the war, he had a dream- to build a Parish and School to memorialize those men and women who had sacrificed their lives for their country. Thus, in 1946, Our Lady of Victory Memorial Parish was established and in the basement was constructed in 1948. In September of 1948, Our Lady of Victory School had their first classes in the parish basement. When the 25th Anniversary of the parish was observed in 1971 the Parishioners renamed the school “James K. MacIsaac School” in honor of Msgr. MacIsaac’s complete dedication, tireless efforts and positive leadership. Then, in 1999, as part of the 50th Anniversary celebrations, it was decided to change the school to its original name – Our Lady of Victory School.

Our Lady of Victory – The History and Meaning

In the Battle of Lepanto in 1571, the Christian and Turkish navy faced off. The Christian navy was out matched by the larger Turkish forces. The Turkish navy was defeated preventing the Ottoman Empire from expanding and taking over Western Europe. In preparation for this battle, the Pope, St. Pius V, ordered that the holy rosary be prayed throughout the Christian World, just as was later to be done before the Battle of Vienna in 1683. Yet, another battle won through prayer even though the odds were against us. Our Lady of Victory was later changed to Our Lady of the Rosary. We celebrate the feast day of Our Lady of Victory/Rosary on October 7.

Mission Statement

Our Lady of Victory School is a learning community in the Catholic tradition where students are encouraged to reach their potential spiritually, morally, socially, intellectually, and emotionally in a faith-based environment. OLV school goals of education are character and virtue.

INTRODUCTION

School Board

Our Lady of Victory School is run by a volunteer Board of Directors made up primarily of parents of current students. The elected members, principal, PAC member, and OLV Parish pastor meet monthly to set policy and ensure that the needs of the school are met.

Parent Advisory Committee

At Our Lady of Victory School, our families support and participate in school activities in many ways. Many contribute by volunteering as classroom helpers, helping out with events and field trips and by volunteering for hot lunch days. The PAC meeting (approx. once a month) is a place to gather information and to discuss what has been going on in the school and what has been proposed for future months. Every parent/guardian of a child attending Our Lady of Victory School automatically becomes a PAC Member.

This handbook was designed to provide a source of information for Our Lady of Victory School and their parents/guardians. It will acquaint you with the guidelines and regulations of our school system.

BELIEF STATEMENT

We believe that students and staff have the right to:

- **Be treated with respect**
- **Learn and work in a safe and caring environment**
- **Learn and work to the best of our abilities**
- **Behave in a respectful manner and comply with the code of conduct**

Mission Statement for Discipline

- Teaches a child responsibility: that (s)he is responsible for his/her actions
- Applies natural and logical consequences
- Shows a child why a particular attitude or behavior is not acceptable
- Teaches a child cause and effect relationship
- Helps a child to make appropriate choices
- Teaches a child to learn and grow from mistakes
- Involves parents as partners in the corrective process

Our goals are to have students:

- Accept responsibility for their actions
- Solve the problem
- Understand the feeling of their actions may have generated in others
- Learn and grow from mistakes
- Determine more appropriate actions for the future

DAILY SCHEDULE

Playground Supervision	8:15 am
Doors Open/Classes Begin	8:35 am
Morning Recess	10:00 am – 10:30 am (Staggered)
Lunch	11:45 am – 12:35 pm (Staggered)
Afternoon Classes Begin	12:35 pm
Afternoon Recess	1:50 pm – 2:20 pm (Staggered)
Dismissal	3:15 pm

All parents coming into the school to meet their child(ren) must wait outside at dismissal times – Not in the classroom, classroom hallways, or in the front entrance.

ARRIVALS AND DEPARTURES

Parents will drop off and pick up their children at the front entrance of the school. Parents are not allowed to accompany children to their classroom. This will alleviate congestion in the classroom and school hallways as well as make sure there are no strangers wondering the school. To reduce traffic congestion during pick-up time on Arnold Avenue, parents can park/wait on Osborne till 3:30pm.

SCHOOL BUS

We offer school bus transportation to and from home but not necessarily door to door (buses are contracted out to First Student). Not everyone can be placed on the bus route as there are many factors that determine it (ie. area of the city, time of pick up, proximity of other school bus children, etc.). We are not always able to accommodate students switching busses. It must be arranged through the office who must get authorization from our bus company. Be at your pick-up point at least 5 minutes early. Busses are cancelled at -35°C or windchill temp of -45°

If there is an issue with the bus arrival or drop off, call **First Student at 204-253-5942**.

See Bus Rules and Consequence below.

BEFORE AND AFTER SCHOOL PROGRAM

OLV offers supervised care of students who are registered in our school. The Before School program opens at 7:30 AM to 8:15 AM where they join the general school under supervision. The After School program is from 3:30 PM until 5:00 PM. The program is offered only on school days but not on early dismissal days. All students not picked up by 3:30 will join the After School program.

ATTENDANCE

Regular and punctual attendance of students is necessary for the process of learning. Truancy and frequent lateness are regarded as serious matters. Excessive lateness may result in detention or other penalties. You are urged to make appointments after school hours so valuable time is not lost. It would be in the best interest of your child to plan vacations during the scheduled school breaks; however, we are aware that sometimes this is a difficult task. A note previous to a lengthy absence is required. It is the student's obligation to receive assignments and complete any work missed during any absence. Depending on the amount of work, it may be necessary to complete work on breaks

The safety of your child is important to us. If for any reason your child is unable to attend school or will be late, please notify the office. If we do not hear from you, we may try to contact you. **Please ensure your contact numbers and email addresses are up to date.**

STUDENTS ILLNESS OR INJURY

We do not have the facilities or staff supervision at school to accommodate children who are ill. **If your child is too sick to go outside at recess or participate in school activities, please keep your child at home that day.**

In the event of serious illness or injury, the parent/guardian will be contacted and be asked to come and take the child home. If parents are unavailable and the student has any major injury requiring immediate medical treatment, the student will be taken to the nearest Hospital Emergency Ward by Ambulance at and any costs incurred will become the responsibility of the parents or guardians.

A health record is kept for each student so please advise the office of any disease, special condition, or immunization your child has had.

Medication: Internal medicines, including aspirin/pain medication, cannot be taken by a child at school without **WRITTEN PERMISSION** from the child's parents/guardians. The permission slip and medication must be handed in to the office. If the child has a prescription which requires him/her to have the medication during school hours, we ask the following procedures to be followed by parents:

1. Notify the classroom Teacher/Principal and provide a written permission/parent consent stating the following: **Student's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects.**
2. Make sure medication is clearly marked with child's name, etc. The school will keep it in a safe and secure place in the office (or the refrigerator if required).
3. Do not include medications in lunches, etc. without notification.

****Please do not hesitate to contact the school regarding your child's needs.**

LUNCH

A supervised lunch time is offered at no cost. **We are a Nut Aware school.** We encourage all parents to pack healthy lunches and snacks as students perform higher academically with those types of lunches.

Students are invited to participate in the school's lunch fundraising opportunities (ie. Pizza, Subway). Orders are handout 1-2 weeks before the order date. It usually happens once a month. **NO** late orders will be accepted.

LUNCH HOUR/ RECESS

Students are not permitted to leave the school grounds at the noon hour or during the morning/afternoon recess. Students are not allowed to stay in the classrooms during recess time unless it is a supervised activity. If bad weather prevails, (rain, high wind chill factor – colder than -25°C, etc.) the students will be allowed to remain indoors for supervised recess periods. All children are expected to go out all year long.

CALENDAR

Each family will receive a yearly calendar. Monthly updates and upcoming events can be found on our website. The calendars will pinpoint special events, holidays and special lunches, early dismissals, field trips, and picture days, just to name a few.

STAFF MEETING/EARLY DISMISSAL

Regular staff meetings are held on the first Thursday of each month at 2:00 pm. There will be early dismissal for students on this day. If the first Thursday happens to be on a 7&8 "Shops" day, it will be the 2nd Thursday of the month instead. Refer to the School Calendar for exact dates as school will be dismissed early on this day and there is no After School Program. (Refer to Section 17 on "Shops")

BROADCASTS/NOTICES

Community wide information to families is often done through School Messenger, our broadcast system. Phone calls and emails use this system. Any bus or van notices are usually broadcasted but FirstView App does provide bus information. Bus removal notices are given to students on the bus in the afternoon. School closure is necessary in severe weather, storms, water main breaks, power outage, etc. It may also be made on radio stations CJOB. The **school website** will also reflect these cancellations or closures including school bus cancellations. (Refer to Section 24)

CHANGE OF ADDRESS AND/OR TELEPHONE

Parent(s) / guardian(s) are required to notify the office of any changes in address, email addresses, or telephone numbers immediately. This information is of utmost importance in the event of an emergency situation.

SCHOOL EMERGENCIES & EVACUATIONS

If an emergency situation arises during the school day whereby the school has to be evacuated and we are unable to re-enter the school, we would proceed to the cafeteria at Churchill High School. From there, we would notify parents to pick up their children. The phone number at Churchill High School is 204-474-1391.

CURRICULUM

The Manitoba Education Curriculum is strictly followed at all grade levels. Recommendations for texts, resources, videos, films, etc. are taken from both Manitoba Education and the Manitoba Catholic Schools' Superintendent Office. Our Lady of Victory participates in regular curriculum reviews as determined by Manitoba Education as implemented through the Manitoba Catholic Schools' Superintendent Office.

HOMEWORK

All student from time to time will have homework to finish at home. This maybe assignments they did not finish in class or projects that require work done at home. Reading is essential for all students where it be assignments passages or pleasure reading of their own choosing. Good routines of working at home should start early in their school career. **Parents should review agendas for specific details daily.**

Here are some guidelines for each grade level:

Kindergarten:

- 10-15 Home reading on Raz Kids/Home Reading

Gr. 1- 2:

- 15-20 minutes per day
- Home reading on Raz Kids
- Incomplete assignments

Gr. 3-4

- 20-25 minutes per day
- Home reading on Raz Kids
- Daily Word work
- Incomplete assignments
- Special projects

Gr. 5-6:

- 25-30 minutes per day
- Home reading on Raz Kids
- Spelling weekly
- Study for quizzes and tests
- Incomplete assignments
- Special projects

Gr. 7-8

- 30-45 minutes per day
- Review all subjects
- Spelling weekly
- Home reading/novel study
- Incomplete assignments
- Special projects
- Study for quizzes and tests

PHYSICAL EDUCATION CLASSES

All students are expected to participate in Physical Education to the best of their ability.

1. Students in grade 5-8 will change into their gym uniform clothing.
2. No jewelry should be worn during physical education classes for safety reasons.
3. A parental note is required if a student is to be excused from physical education class on a short-term basis or a doctor's certificate if an extended period of time is required.

EVALUATION

Formal student evaluation for K – Grade 8 is reported three times a year, November, January, and June. Parent-Teacher interviews will take place in November and in February. Formal exams are scheduled in late January and June of each year for grade 7/8. For failing marks in core subjects in Grade 7 & 8, Our Lady of Victory School may require students to attend summer school in order to successfully complete their grade. Summer school conducted in conjunction with Winnipeg No. 1 School Division. **Note:** There will be a fee for each course taken by the school division.

STUDENT SERVICES

A Resource Teacher and Educational Assistants make up our Student Services team working with students, teachers, clinicians (from the Winnipeg School Division), and parents to help students reach their full potential. Our team uses Behaviour Intervention Plans (BIP) and Individual Education Plans (IEP) to assist students meet Manitoba curricular outcomes. Extra support may be provided with Educational Assistants in collaboration with classroom teachers. Guidance is available when required.

LIBRARY

We have individual classroom libraries but many teachers like to take their class to the Osborne Library which is within walking distance from the school for a larger selection for research. It is recommended that each student have his/her own library card.

Students will eat in their classrooms and are expected to keep it clean, wiping up spills and crumbs and placing litter in the garbage containers provided.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

School Religious Celebrations

The school celebrates a monthly Eucharist held in Our Lady of Victory Church. All children attend and participate during mass, as well as Advent and Lent assemblies that may be held in the gymnasium. Each day begins with a Morning Prayer either in large or small groups.

Field Trips

Throughout the school year, the children will be invited to participate on out of school excursions. These excursions will help broaden a child's experience and are fun and educational.

1. The teacher will provide parents with all pertinent information about the field trip (day, date, time, transportation, cost, etc.)
2. The information page will also contain a parental/guardian permission slip that will require the student to bring it back to the school signed. Any students who do not bring a signed permission slip to school will not be allowed to attend the field trip.
3. Parents will be asked to complete and forward to the school a General Field Trip Permission Form to allow students to participate in occasional field trips in the local community (ie. nature walks, library visits, etc.).
4. Parent volunteers who accompany the class(es) are expected to help supervise the students at all times and ensure they are behaving in a positive/acceptable manner.

Sports Programs

Our school participates in the Manitoba Catholic School Athletic Association and competes with other independent schools in volleyball, basketball, badminton, running club, and track and field. The transportation of players to away games and after the completion of home games is the responsibility of parents. Student first, Athlete second. All athletes must sign the OLV Athletic Pledge form and adhere to everything specified on it. Those who do not adhere to the pledge will not be allowed to participate in athletics.

Students (at least 12 years old) may remain after school to watch the athletic games without a parent present with written or verbal permission is given, if verbal permission is given, it must be given to the principal or secretary. They are responsible for supervising any sibling and their own transportation home immediately after the game.

LEADERSHIP OPPORTUNITIES

Student Council

The Our Lady of Victory Student Council is made up of two classroom representatives from Grades 5 - 8. The Student Council Executive, President, Vic-President, Secretary/Treasurer, is elected from students in Grade 8. Each of the classroom representatives and executives are elected by their fellow students/classmates. The function of the Student Council is to work with the teacher advisor(s) to plan student activities and promote school spirit. Each member of the Council is expected to attend meetings, volunteer enthusiastically, and follow through on any Student Council events.

Street patrols

Patrols will be posted at either 2 stations to help children cross Arnold Avenue before and after school: 1) directly in front of the school by the main entrance or 2) by the entrance of the playground entrance. Patrols should be out by 8:20am and 3:14pm. Patrols may not be out, or may be out for a shorter time on severely cold days (wind-chill in excess of -25°C).

Bus patrols

Patrols are chosen help students and the bus driver have a safe ride home. They maintain order and make note of any students who do not obey the school/bus rules. Bus patrols will deliver their bus report to OLV staff member in charge. If warranted, students will be given a consequence including removal from the bus.

Kindergarten Patrols

Grade 7 & 8 students may be asked to volunteer to assist kindergarten students with winter dressing or supervision of the eating of lunch. They will perform this help in groups under the guidance of an adult.

SCHOOL UNIFORM

OLV has a school-wide uniform that all student from K-8 must wear. All tops must be purchased from Top Marks (www.topmarks.ca school code OLV01). Used uniforms will be available for purchase at different events throughout the school year.

Boys

- OLV Crested Green Shirt
- OLV Crested Grey zipped jersey knit cardigan
- Black Twill Pants
- Black Twill Shorts (weather permitting)

Gym (Grades 5-8)

- OLV Grey T-Shirt
- OLV Black Shorts
- Appropriate athletic shoes

Girls

- OLV Crested Green Shirt
- OLV Crested Grey zipped jersey knit cardigan
- Black Twill Pants
- Black Twill Shorts
- Black Twill Skirts
- Black tights (for under the skirt)

All Students' Shoes/Socks

- Need to have non-marking soles
- Each student should have an outdoor and an indoor pair of shoes
- Sandals must have heel strap
- Socks required at all times when inside school

Shorts, skirts, skorts, and tunics must reach to the fingertips of the extended arm. Bottom wear that expose skin (for example shorts) may be worn in *suitable weather* (*suitable weather* would be defined as the predicted high for the day is 20°C or higher).

Dress must be neat, clean and appropriate. Ripped or torn clothing will need to be repaired or replaced.

All hair accessories must complement the uniform and not detract from it. Suitable colours would include green, black, and white. They should not exceed 4 inches in width.

Loose or dangly pieces of jewelry are major safety issues during recess or gym. If earrings are worn, only studs and loops can be worn. If loops are worn, there should be no space between the earring and the ear. Other body piercings including, but not limited to, septum, eyebrow, nose, tongue, and lip, are not permitted. Necklaces should be kept under the uniform shirt.

And any items not mentioned in this section but the administration deems unsatisfactory or distracting will not be allowed.

The school uniform is enforced by all staff. Failure to comply will result in a letter home requesting a correction as soon as possible. Continued disregard will result in the student being removed from the classroom until the proper uniform is worn.

The administration may make exceptions to the dress code policy for cultural or religious reasons.

COLOUR DAYS

Throughout the school year, students can wear clothing other than their school uniform. It maybe a part of the spirit week with no cost or it could be a fundraiser requiring \$1 or \$2 to wear colour clothing for the day.

Colour Clothes Standards:

- Clothing should be in good condition and the appropriate size
- All shirts must cover the shoulder and the mid-section(stomach)
- Skirts and shorts should be half way down the thigh
- No patterns or logos deemed “un-Christian are permitted
- Pajama pants are not acceptable

GRADUATION/FAREWELL

In the last week of June, there will be a graduation/farewell mass and ceremony for the Kindergarten and Grade 8 class. It may change from year to year, but Kindergarten class will have a lunch celebration while the Grade 8 class will celebrate in another event.

AWARDS, BURSARIES AND SCHOLARSHIPS

Our Lady of Victory School offers a variety of awards for grade 8 students. Bursaries and Scholarships may be available, depending on donations, to help defray the cost for students that are planning to continue their education at Manitoba Catholic High School – in order to be considered for a bursary/scholarship you must be registered and accepted in a Catholic High School no later than June 1st of that specific graduating year.

BIRTHDAYS AND SPECIAL EVENTS

Parents (all grades) will discuss any plans that they may have of celebrating their child’s birthday at school with his/her teacher in advance. **This is a celebration but not a party** so please no gift bags or hats for the students. Balloons and other decorations are not allowed. Cakes are normally brought but we would suggest supplying individual treats such as donuts, cupcakes, cookies, etc. to simplify this activity. When contacting the school or teacher, ask about allergies so you can bring alternatives for those who have allergies. Please keep in mind that we are a **nut aware** school. And due to food allergies, please do not send bulk food (can be contaminated) for birthdays, etc. If the student does not bring enough for everyone then the teacher will either divide what was brought or not distribute items.

PERSONAL PROPERTY/MONEY

Students should refrain from bringing expensive articles such as jewelry, valuable toys, electronics, etc. and excessive amounts of money to school. Students are discouraged from borrowing or lending money or expensive articles at school. **NO** electronics, cell phones or video games are allowed during school hours. If they are brought, they need to remain in their bag. The school will **NOT** be responsible for broken, lost, or stolen money/articles. All personal items should be labelled with their name. Lost and Found articles can be picked up near the gym hallway as well as the gym. Unclaimed articles will be donated to “good will” stores.

TELEPHONE/COMMUNICATION

Students will be called to the phone **ONLY** in the event of an **EMERGENCY**. Messages should be relayed through the office staff – which in turn will be passed on to the students. Messages should be important in nature. Students wishing to use the telephone must receive permission from the classroom teacher or office staff. Social arrangements must be made before school or on the student’s own time. Students are not to be using their own cell phones to make a call or send text messages unless permission is given by the teacher. **Asking permission to go to the library or a friend’s house does not constitute an emergency/important phone call.** The best way to communicate with classroom teachers is through their email addresses available on our school website (interruptions to speak to teacher during the school day will not occur). Please be respectful in all communications to staff.

HEALTH

Community Health Services also has appointed a Community Health Nurse for our school. The certified nurse can be reached at any time. Initial vision and hearing screening tests may be given to Kindergarten and any new students entering the school and, if time allows, any other students that a parent or teacher might have concern with. Dental inspections, provided by Dental Health Services, can be conducted for selected elementary students once a year.

CHILD ABUSE

Provincial law requires educators to report physical abuse, sexual abuse, or neglect of children to authorities. Any teacher who knows or has reason to believe a child is being neglected or abuse is under legal obligation to report this matter. The law assigns the responsibility for determining the existence of maltreatment to Child and Family Services of Manitoba.

FIRE DRILLS & LOCKDOWN DRILLS

Fire drills will be conducted throughout the year as required by law. Students are expected to act quickly to exit the building in a quiet and orderly manner using the appropriate exit routes.

Lockdown drills are done twice a year and families will be notified at least 1 day in advance via a letter home.

- “Lockdown”: school is locked down until confirmation of threat is confirmed.
- “Hold and Secure”: school will not allow unknown people to enter the building.
- “Shelter in Place”: all staff and student remain in the school building and take protect measures.

TRANSFERS

Please notify the office when moving a child to another school, so we can complete the necessary pertinent transfer forms to send to the receiving school.

VISITORS

Visitors are welcome at any time – no prior invitation or reservation is required, however, a phone call would be appreciated so we can alleviate any possible conflicts with field trips, supervisions, conferences, meetings, and so on. **All** visitors **MUST** sign in and have a visitor’s pass that can be forwarded by our office administrative assistant. Please notify the school if:

1. A restraining order is in effect; or
2. Different pickup arrangements are made.

CODE OF CONDUCT

All students can behave and all students make choices about their behaviour. It is the job of teachers and parent(s)/guardian(s) to work together, as a team, to help students make appropriate choices. **Students are expected to follow the 3 school rules and act in an appropriate manner at all times.**

3 Basic School Rules and Student Responsibilities: Minor Incidents

1. **Respect** yourself, others and all property within our school and on the way to and from school.

- My job is to:
- ◆ Practice good manners
 - ◆ Speak politely to students, teachers and adults
 - ◆ Tell the truth/be honest
 - ◆ Ask before touching someone else's belongings
 - ◆ Clean up after myself
 - ◆ Use school property correctly
 - ◆ Dress appropriately (OLV Dress Code)
 - ◆ Comply with teachers' request

2. **Act in a safe manner** toward yourself and others.

- My job is to:
- ◆ Play safely (no play fighting)
 - ◆ Walk in to school in a quiet and safe manner
 - ◆ Stay within school grounds
 - ◆ Ask an adult, staff person for help when needed
 - ◆ Keep hands and feet to myself
 - ◆ Solve conflicts peacefully (Use W.I.T.S.)

3. **Learn and work** to the best of your abilities.

- My job is to:
- ◆ Be at school every day and arrive on time
 - ◆ Work hard and quietly
 - ◆ Be prepared to work and allow others to learn
 - ◆ Listen actively and learn to ask for help
 - ◆ Work in my own space
 - ◆ Do my homework and help others

Consequences (any of the following): Problem solving discussion, Circle Discussion, Written letter of incident by student, Loss of privilege/time out, Apology, Restitution, Parent contact

Major Incidents: We will not tolerate

- Threat to Harm
- Harassment
- Bullying (physical, social, emotional, verbal)
- Assault with intent to Cause Harm
- Chronic Defiance/ Disrespect
- Inappropriate Email or Internet Use
- Out of Control Behaviour (ie. Tantrums)
- Graffiti/Destruction of Property causing minor damage
- Leaving School Grounds (without Permission)
- Theft
- Causing Significant Property Damage
- Alcohol/Cannabis/Drug Possession/Smoking/Vaping
- Weapon Possession
- Gang Involvement (in or out of school)

Range of Consequences (for the above include the following)

We believe:

Consequences should be fair not equal.

Consequences teach about behaviour.

Consequences should not punish.

Effective discipline shows students what they have done wrong, gives them ownership of the problem, gives them ways to solve future problems, and leaves their dignity intact.

Consequences may include but are not limited to:

- Discussion
- Parental Involvement
- Detention (after school 3:30-4:00 with advance notice)
- Withdrawal from classroom (temporary alternative setting)
- In-school suspension (full day alternative setting with continuing educational work)
- Removal of privileges (playground, fieldtrips, extra-curricular activities, or special events)
- Restitution (compensation for damages)
- Behaviour Chart (Stage 1,2 or 3)
- Out of School suspension (at home with continuing educational work)
- Outside Agency (Police, Child and Family, Child Guidance Clinic)
- Behavioural/Academic Probationary Contract
- Expulsion (withdrawal from the school)**

*****Right to appeal an expulsion: parents/guardians must request in writing a special meeting with the School Board.***

Playground Rules

1. **Rocks and Snow/Ice stay on the ground**
2. **Hands and feet to yourself**
3. **Play Fair**
4. **Play Safe**
5. **All School Rules & Consequences (see above)**

OLV and 1st Student Bus Rules

1. **Hands, feet, and stuff to Yourself**
2. **Stay Seated in Assigned Seat**
3. **Quietly & Respectfully talk to your Neighbours**
4. **Clear the Aisle**
5. **No food or drink except water**
6. **Do what the Patrol/Driver asks**

*The bus is an extension of the school and therefore all rules at school apply to the bus.

Some of the consequences if students are not behaving themselves on the bus are as follows:

- **Removed from the bus for 1 day, each incident after may result in additional days off**
- **No longer allowed to take the bus**

*****Any bus cancellations will be sent out on *School Messenger*.**

“The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.”

STUDENT RIGHTS

Each student has the right to the environment of Catholic Community within the school.

1. Professional, conscientious teachers.
2. Fair and consistent discipline.
3. An orderly environment in which to work and study.
4. Reasonable and challenging work expectations.
5. A complete and well-planned curriculum.

BULLYING PREVENTION

At Our Lady of Victory School, we are committed to providing a safe learning environment with every opportunity to grow physically, socially, intellectually, spiritually, and emotionally. We teach our students that any form of bullying is not acceptable.

Bullying is: unwanted, aggressive behaviour that involves a real or perceived power imbalance that is meant to hurt someone physically, mentally, socially or emotionally.

Signs and Effects of Bullying: lower self-esteem, anxiety, headaches, stomach aches, self-blame, lower academic achievement, and avoidance or absenteeism from school.

School's plan: investigate, intervene, contact all parents of students involved and possible suspension or expulsion. *Further information upon request.*

PARENT CONCERNS

If a misunderstanding should arise between parent and teacher or support staff the parents are to try to resolve the issue with the person in the following order:

1. Support Staff Member or Teacher
2. Principal and Support Staff Member or Teacher
3. Principal, Pastor, Support Staff Member or Teacher
4. If issue is still not resolved then you may make a formal written complaint to the School Board

Please read *OLV Complaint Policy* found on our website for more detail.

PARENT VOLUNTEERS

Three types of service parent volunteers can provide are:

1. **CLASSROOM ASSISTANT:** Parents may work on a regular basis in the classroom assisting the students or the teacher – or may offer to present a special skill or interest to a classroom or group.
2. **KITCHEN ASSISTANT:** Parents may work in the kitchen to help with the Morning Snack Program This involves making, prepping, or plating food.
3. **FIELD TRIP ASSISTANT:** Teachers will request parent assistance on field trips. Parents will be expected to help supervise students on the field trip.
4. **OCCASIONAL ACTIVITIES:** This area involves many different aspects of parent assistance – special help for school functions, pancake breakfast, Grade 8 camping trip, etc. There are many other areas requiring volunteer parents. If you have an interest, please contact us; when we have a need, we will contact you.

Manitoba Child Abuse Registry Check is required to volunteer.

COMPUTER & NETWORK ACCEPTABLE USE

Our Lady of Victory School provides students with access to computers (including tablets) and to the Internet. This access is a privilege, not a right, and it is made available only so long as you agree to our *Acceptable Use Policy*. Inappropriate use of any network resource, Internet or otherwise, will lead to a variety of consequences. Any misuse is categorized as a major incident resulting in serious consequences. The consequences, after an investigation with the classroom teacher and the administration, resulting in a suspension of the right to access the computer network, to suspension/expulsion from the school. The degree of consequence administered would depend on the severity of the incident and the intent of the student at the discretion of the administration. Parents would be informed of any consequences.

The following is a listing of guidelines, as well as a list of specific behaviours that may lead to disciplinary action.

- Use of computers and tablets are intended for educational and/or research purposes.
- School computers and tablets are a shared resource, and must be used in moderation, along with other members of the school.
- When interacting with others via the Internet, students are expected to behave as they would in any other environment where they represent the school.

Inappropriate use of school computers, tablets, and network includes, but is not limited to:

- Tampering with computers, computer systems, computer equipment (including tablets), software, network cabling or routing devices.
- Transmitting any material in violation of Canadian Law.

- Duplicating, storing, or transmitting pornographic materials.
 - Transmitting or posting bullying, threatening, abusive, or obscene material.
 - Duplicating, storing, or transmitting copyrighted material that violates copyright law.
 - Using abusive, vulgar, profane, obscene or other inappropriate language.
 - Bullying, harassing, insulting, or attacking another person via Internet or school network.
 - Reposting personal e-mail.
 - Corresponding with unknown persons, unless authorized by a teacher.
 - Downloading ANY material not use for academic purposes, unless authorized by a teacher.
 - Subscribing to mailing lists, newsgroups, computer games, or any other services, unless specifically directed to do so by a teacher.
 - Using the school network to make unauthorized entry into other computer resources.
 - Using another person's account on the accessible computer systems.
 - Using software designed to disrupt the security of the school network or devices.
 - Knowingly and intentionally engaging in any activity that spreads computer viruses to computers at school or on the Internet.
 - Using "chat" areas unless authorized by a teacher.
 - Using the network for commercial/shopping purposes.
 - Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities.
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