

*Our Lady of the Valley Regional Catholic School*  
2021-2022 Parent Student Handbook

**75 Mendon Street  
Uxbridge, MA 01569  
(508) 278-5851  
FAX: (508) 278-0391  
[www.ourladyofthevalleyregional.com](http://www.ourladyofthevalleyregional.com)**

## Mission of Our Lady of the Valley Regional Catholic School

Our Lady of the Valley's mission is to create an atmosphere of 21st century academic excellence firmly rooted in Catholic tradition and aspiring to peace, love, and justice, forging a learning community that embraces the Kingdom of God, through service to others, in imitation of Christ.

## Philosophy of Our Lady of the Valley Regional Catholic School

The educational philosophy at Our Lady of the Valley Regional School is a message and a mission. Its message proclaims the Risen Lord and His gift of hope and salvation for all. Its mission is to build, through charity, Christian leaders whose love and service will be Christ's witness before the world. The purpose is to assist the parents in educating their children morally, intellectually, and physically, so that they are prepared to live happy and productive lives for God and neighbor.

### CORE VALUES

#### Love

*There is no keener  
revelation of a society's  
soul than the way it treats  
its children.  
-Nelson Mandela*

#### Inspire

*Be who God meant you to  
be and you will set the  
world on fire. -St.  
Catherine of Siena*

#### Seek

*Come and you will  
see.  
-John 1:39*

#### Persist

*Perseverance forges  
character, and character,  
hope, and hope does not  
disappoint. -Romans 5:3-5*

#### Excel

*No one can ever excel in  
great things who does  
not first excel in small  
-St. Francis Xavier*

#### Serve

*Love has to be put into  
action, and that action  
is service. -St. Teresa of  
Calcutta*



September 2021

Dear Parents/Guardians and Students:

Welcome to Our Lady of the Valley Regional School! In choosing our wonderful Catholic school, you have demonstrated a commitment to the values and philosophy of an outstanding, faith-based, academically rigorous Catholic education.

This online edition of the OLV Parent/Student Handbook reflects the policies of Our Lady of the Valley Regional School. Please read this document carefully as a family. You will be asked to print the last four pages and sign an agreement which states that you have reviewed this handbook with your child(ren) and that you will abide by the policies of Our Lady of the Valley Regional School during the school year. Kindly adhere to the deadline of September 10, 2021 for the return of these pages.

***Please note that any aspects of this handbook that conflict with the policies for Our Lady of the Valley Regional School written in response to the corona virus crisis will be superseded by the edicts of the policies.***

OLV is a regional school with children coming to us from throughout the Blackstone Valley area. We are fortunate that the four cluster parishes of St. Mary's, St. Peter's, Good Shepherd and St. Patrick's assist our school in many ways. Parents of these and other parishes are encouraged to be actively involved in their parishes and to support them as they support us. This is truly a core value of all Catholic schools.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. This is a strong partnership between our school and your home which will produce young adults who are responsible, socially aware, and who will have Christ in their lives on a daily basis.

Together we comprise a very special community of dedicated staff, devoted parents, and outstanding students. This is a wonderful family and we are blessed to have you as a member. Thank you for letting us partner with you in educating your children. We are proud to be the school where every student learns that they are: Loved at home. Loved at school. Loved by God.

Wishing you and yours all God's blessings,

Edward Reynolds  
Principal



Our Lady of the Valley Regional Catholic School  
2021-2022

75 Mendon Street  
Uxbridge, MA 01569

School Phone: (508) 278-5851

Email: [ed.reynolds@olvuxbridge.com](mailto:ed.reynolds@olvuxbridge.com)

Website: [www.ourladyofthevalleyregional.com](http://www.ourladyofthevalleyregional.com)



## ADMINISTRATION & SUPPORT STAFF

Principal: Mr. Ed Reynolds [ed.reynolds@olvuxbridge.com](mailto:ed.reynolds@olvuxbridge.com)

Assistant Principal: Mrs. Donna O'Donnell [mrsodonnell@olvuxbridge.com](mailto:mrsodonnell@olvuxbridge.com)

Administrative Assistant: Mrs. Mary Anderson [mrsanderson@olvuxbridge.com](mailto:mrsanderson@olvuxbridge.com)

School Nurse: Mrs. Lauren Lukas [mrslukas@olvuxbridge.com](mailto:mrslukas@olvuxbridge.com)

## FACULTY

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Pre-K4: Ms. Robin Wood [mrswood@olvuxbridge.com](mailto:mrswood@olvuxbridge.com)

Kindergarten: Mrs. Joanne Potter [mrspotter@olvuxbridge.com](mailto:mrspotter@olvuxbridge.com)

1<sup>st</sup> Grade: Mrs. Marion Graves [mrsgraves@olvuxbridge.com](mailto:mrsgraves@olvuxbridge.com)

2<sup>nd</sup> Grade: Mrs. Melody Grady [mrsgrady@olvuxbridge.com](mailto:mrsgrady@olvuxbridge.com)

3<sup>rd</sup> Grade: Mrs. Jessica Weed [mrsweed@olvuxbridge.com](mailto:mrsweed@olvuxbridge.com)

4<sup>th</sup> Grade: Mrs. Sharon Hayes [mrshayes@olvuxbridge.com](mailto:mrshayes@olvuxbridge.com)

5<sup>th</sup> Grade: Mr. Evan Flick [mrflick@olvuxbridge.com](mailto:mrflick@olvuxbridge.com)

6<sup>th</sup> Grade, Middle School History: Ms. Karen Remillard [msremillard@olvuxbridge.com](mailto:msremillard@olvuxbridge.com)

Middle School Math and Science: Mrs. Donna O'Donnell [mrsodonnell@olvuxbridge.com](mailto:mrsodonnell@olvuxbridge.com)

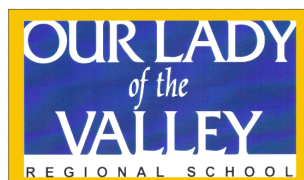
Middle School Literature and Religion: Mrs. Jennifer Nealon [mrsnealon@olvuxbridge.com](mailto:mrsnealon@olvuxbridge.com)

Middle School English, Spanish K-8: Mr. Robert Nealon [mrnealon@olvuxbridge.com](mailto:mrnealon@olvuxbridge.com)

Art: Mrs. Anne Marie Tutela [mrstutela@olvuxbridge.com](mailto:mrstutela@olvuxbridge.com)

Music: Mrs. Mary Jo Rett [mrsrett@olvuxbridge.com](mailto:mrsrett@olvuxbridge.com)

Physical Education: Mrs. Loanny Masciarelli [mrsmasciarelli@olvuxbridge.com](mailto:mrsmasciarelli@olvuxbridge.com)



## TEACHER AIDES

PK3: Mrs. Loanny Masciarelli [mrs Masciarelli@olvuxbridge.com](mailto:mrs Masciarelli@olvuxbridge.com)

PK4: Mrs. Jen Susienka [mrssusienka@olvuxbridge.com](mailto:mrssusienka@olvuxbridge.com)

Elementary: Mrs. Kathleen Boscia [mrsboscia@olvuxbridge.com](mailto:mrsboscia@olvuxbridge.com)

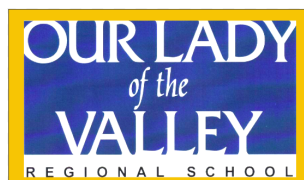
Mrs. Christine Hourihan [mrshourihan@olvuxbridge.com](mailto:mrshourihan@olvuxbridge.com)

Mrs. Helena Wickstrom [mrswickstrom@olvuxbridge.com](mailto:mrswickstrom@olvuxbridge.com)

Mrs. Jenna Carter [mrscarter@olvuxbridge.com](mailto:mrscarter@olvuxbridge.com)

## CONSULTATIVE BOARD

The purpose of the Our Lady of the Valley Regional School Consultative Board is to recommend policies consistent with the Diocese of Worcester and Commonwealth of Massachusetts guidelines and directives for the operation of Our Lady of the Valley Regional School (“School”) so that the largest number of students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the Church.



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# ADMISSION

## Admission and Registration

Our Lady of the Valley Regional School admits students of any race, color and national or ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Our Lady of the Valley Regional School:

1. Siblings
2. Alumni
3. Other interested students.

## Admission Requirements

Families will provide the following:

- Health Records
- Birth Certificate (original)
- Baptismal Certificate (if applicable)
- Report Cards
- Standardized Test Results
- Record of IEP or 504 Plan (if applicable).

All new students will be given a probationary period in which to acclimate himself/herself both socially and academically. If during this probationary period there are difficulties, a family may be asked to withdraw the child's attendance at Our Lady of the Valley Regional School.

## Family's Role in Education

At Our Lady of the Valley Regional School, we consider it a privilege to work with parents/guardians in the education of children because we believe parents/guardians are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Lady of the Valley Regional School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.



Example is the strongest teacher. Your personal relationships with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with Our Lady of the Valley Regional School, we trust you will be loyal to this commitment. During these formative years, your children need constant support from both family and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents/guardians nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. *It is vital that both families and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results.* To divide authority between school and home, or within the home, will only teach disrespect of all authority.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Prayer and worship are among the core values practiced and promoted within our school community and central to our mission as a Catholic School. Parents play an important role in promoting these practices within their family life. *Therefore, it is an expectation of Our Lady of the Valley Regional School that parents regularly participate in Sunday Mass with their children.* Failure to do so undermines the centrality of worship, which our school strives to uphold as an essential component to the spiritual development of each child.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming!

## FINANCIAL POLICIES

### Financial Policy

All parents are to fulfill these obligations to Our Lady of the Valley:

- payment of a **non-refundable regular** Registration Fee by February 15<sup>th</sup>. After February 15<sup>th</sup>, a \$50. late fee will be assessed.
- payment of all **non-refundable regular** Instructional Fees by April 15<sup>th</sup>. After April 15<sup>th</sup>, a \$50. late fee will be assessed.
- payment of tuition needs to be paid in full by July 1, or pay ten monthly payments through



FACTS Automatic Tuition Payment. Registration is not complete until FACTS is completed. All families are required to set-up a FACTS account and payment plan. Any fee related to this service is considered non-refundable and will not be reimbursed by the school.

- support as fully as possible any parish/school fund-raisers

**\*\*Registration fees and Instructional fees will be offered at regular prices and late prices. There will be a deadline for each. The difference between the regular and late fee shall be \$50.\*\***

## **Parish Assessments**

Decisions regarding the fulfillment of the Parish Assessment are reserved by the pastors of the respective parishes. In general, pastors will only honor this commitment for families who regularly participate in weekly Mass as well as other parish activities and who support the parish financially as their means allow.

# **OPERATING POLICIES**

## **Allergies**

The School Nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

It is the responsibility of the parent to provide an appropriate birthday/special event treat for a child with allergies. Turning in a bag of acceptable snacks to your child's teacher will ensure that your child will be included in the celebration. The teacher will do his/her best to inform you of an upcoming special event or birthday.

## **Attendance/School Hours**

Opening exercises will begin at 8:30 a.m. The start of school is 8:40 a.m. Dismissal will be at 2:50 p.m.

Preschool hours are: 8:30 a.m. – 2:45 p.m. (full day)

At Our Lady of the Valley Regional School, we work in partnership with parents/guardians to enable each child to develop as an independent learner. Parents/guardians should allow their children to enter the school building on their own each morning.



Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade. Students not picked up by 3:00 p.m. will be sent to the After School Care program. Parents are charged the applicable rate for using this program. Half day dismissals will be at 11:30 a.m. unless otherwise noted. ASC is not available on those days.

A student's absence from school interferes with his/her academic progress. When a student is absent from school, a parent should call the office by 8:30 a.m. each day of the absence. If a call is not received, the office will call the student's home.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Excessive absences may be reviewed on an individual basis for a student to be retained in the current grade for another year. Eighth graders are allowed up to three excused "shadow days."

Our Lady of the Valley Regional School, like all other schools in the Commonwealth of Massachusetts, is subject to the laws of the state regarding education. In this case, the pertinent law is Regulation 5113 of the Commonwealth of Massachusetts, which is as follows:

A student who has been absent because of illness for five days or more is required to present a doctor's certificate attesting that the danger of conveying the illness has passed.

A student who has seven unexcused absences of a full day, or fourteen unexcused half-day absences, within any six-month period must be reported to the Attendance Supervisor of the local public school district. The services of the Attendance Supervisor may be sought in lesser cases of absence or tardiness to prevent a serious problem from developing.

## **Early Dismissal**

Students needing medical appointments during school hours require a written note by the parent/guardian. Children must be signed out in the office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are absent from school for three and a half hours or more will be counted as absent for the day. No student will be dismissed into the parking lot.

## **Tardiness**

A student is marked tardy if he/she is not present for the start of opening ceremonies at 8:30 a.m.

**Because regular school attendance is critical to a child's success in school, families who are habitually tardy or excessively absent may be asked to leave the school.**



Doctor and dentist appointments should be scheduled for non-school hours. Please check the school calendar for days off and early dismissal dates, as these would be good days for making these appointments.

If you need to pick up your child before dismissal time, please send a note or email to the teacher the day before. **Teachers will not be expected to stop instruction to provide work that will be missed as a result of leaving early.** Students leaving early can meet with a teacher before/after school to collect work that may be missed as a result of leaving early.

Students who miss two or more days of school as a result of illness may contact the office to arrange make-up work. Students who miss as a result of family vacation will be given makeup work **when they return**. Students will have one day for every day missed to make up work.

## **Backpack Policy**

Classroom space is limited; therefore, students are to carry books and belongings in a regular backpack or messenger bag. Rolling backpacks are only permitted with proper medical documentation.

## **Book Policy**

All classroom books are the property of Our Lady of the Valley Regional Catholic School and should be treated with respect. These books are to be covered appropriately and may be carried in a school bag. **Please do not cover books with contact paper. Textbooks are to be covered at all times.** If books are not covered, students will cover them before school or during recess. Students who lose or damage textbooks or library books will pay replacement costs or damage fees before report cards will be issued or records forwarded.

## **Classroom Parties/Birthdays**

The classroom teacher will need to approve all party plans. Non-edible treats may be brought in for student birthdays after the date and time are cleared with the teacher and will be distributed by the teacher at a convenient time for students in grades PK3 through grade eight. Please keep treats small. Parents may **not** attend these small birthday celebrations. Personal party invitations may be distributed at school only if there is one for each child in the class.

NOTE: Gifts (i.e. birthday, Christmas, Christian Buddy, etc.) are to be exchanged off campus.

## **Conferences**

Parent-Teacher conferences are a valuable asset in assisting the students' growth. These will be scheduled by the teachers in the fall, as the need arises, or as initiated by the parent. The teacher will arrange a time and methodology that is mutually convenient. Parents are asked to refrain from approaching teachers during school hours or at dismissal. Out of respect for our teachers, please do not call them at home about school



business, problems, etc. School personnel may also be contacted via email. Please refer to the front of this handbook for all email addresses.

Conferences with the principal may be scheduled by emailing the principal directly to request an appointment; however, if the conference concerns a child's work or behavior, the parents should discuss the issue with the teacher before requesting a meeting with the principal. The principal would be happy to facilitate a conference with the teacher in these cases.

## **Custodial Arrangements and Concerns**

Please inform the school of the student's custody arrangements in cases of divorce at the start of every school year. OLV abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and to other school-related information regarding the student.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a student is not to be released to a non-custodial parent, a court order indicating such must be on file in the school office. Custodial parents are asked to inform the teacher, in writing, if the non-custodial parent will be picking up the student on a given day, so that the teacher knows that both parents are aware of the arrangements.

## **Extended Day**

Extended Day is available from 7:00 a.m.- 8:15 a.m. and 3:00 p.m. to either 4:30 p.m. or 5:30 p.m. on regular school days. Students must be registered for these programs in advance and a monthly fee, determined by the days and times reserved, applies. On early release days, afternoon Extended Day is not available. Morning extended day (Before School Care) is not available when the start of the school day is delayed for weather. All students should be registered for this program at the beginning of each school year, in case the flex-time option needs to be exercised.

As with all services provided, we request on-time pick-ups and payment of services within two weeks of billing. Detailed information regarding the extended day program can be found on the school website and through this link: [OLV Extended Day](#)

## **Field Trips**

1. Field Trips are designed to enrich learning experiences and are permissible for all grades.
2. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip.



3. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission will not be accepted.
4. Students who do not attend a field trip will remain at home and will be marked absent for the day.
5. All money collected for one day field trips is non-refundable.
6. Cell phones and iPods, etc. are not allowed on field trips unless otherwise directed by the teacher and/or administration.
7. All chaperones for field trips must have a CORI check and fingerprints on file and must have taken the Safe Environment Training.
8. Parents should contact the teacher if there are any concerns about medications, food allergies, etc.
9. Parents are respectfully reminded that alcoholic beverages are not to be consumed on these trips and alcohol of any kind is never allowed on the buses. You are responsible for children other than your own and you represent the OLV community.
10. Students represent the school community on field trips. Any requests to wear non-school uniforms on field trips require prior permission from the Principal.

## Front Office

The main office is staffed from 8:00 a.m. until 3:00 p.m. on school days. Parents should contact the office to report changes in attendance or in dismissal. Parents/Guardians are requested to notify the school office in writing of any change of contact information.

## Lost and Found

Personal belongings should be marked with the student's name. This includes uniforms, lunchboxes, clothing, backpacks, and any other personal articles. The school is not responsible for lost articles. Any lost items not claimed by the end of the quarter will be donated to a worthy cause. **Special attention should be paid to labeling uniforms, including gym uniforms and spirit wear.**

## Parents/Guardians as Partners

As partners in the educational process at Our Lady of the Valley Regional School, we ask families:

1. To set rules and limits so that your child:
  - gets to bed early on school nights
  - arrives at school on time and is picked up on time at the end of the day
  - is dressed according to the school dress code
  - completes assignments on time
  - has a nutritional lunch every day.





2. To actively participate in school activities such as Parent-Teacher conferences.
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
4. To notify the school with a written note when the student has been absent or tardy.
5. To notify the school office of any changes of address or important phone numbers.
6. To meet all financial obligations to the school.
7. To inform the school of any special situation regarding the student's well-being, safety, and health.
8. To complete and return to school any requested information promptly.
9. To read school notes, newsletters and check the [website](#) /Option C and to show interest in the student's total education.
10. To support the religious and educational goals of the school.
11. To support and cooperate with the discipline policy of the school.
12. To act responsibly when chaperoning on field trips.
13. To treat teachers with respect and courtesy in discussing student problems.

## **Pre-K**

Our pre-kindergarten program provides a developmentally appropriate curriculum for all areas of a child's development--physical, emotional, social, spiritual, and cognitive--through an integrated approach. Students may enroll to begin attendance in the fall or following Christmas vacation. Students must be fully toilet-trained and at the appropriate age to begin attending. Additional information is available in the main office.

## **Snacks**

Students are allowed to eat a healthy snack during the school day. Snacks should be small and easy to consume without creating a mess. **Please refrain from sending junk food or candy for daily snacks.**

## **Tardy Policy**

Families are encouraged to bring their students to school on-time every day. Morning carline is from 8:15-8:35a.m. Students will be marked tardy after 8:40 a.m. Should habitual tardiness impact students' academic progress, parents will be required to meet with the principal to discuss the circumstances and the practicality of continuing their attendance at Our Lady of the Valley.





## **Telephone Policy**

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the telephone to make personal arrangements such as requesting permission to go to another student's home after school or to have parents bring forgotten items, other than lunch or medication, to school.

## **Valuables**

Students should leave all valuables and unnecessary items at home. Non-approved electronic devices are not permitted at school. Any non-approved items will be held by the school until a parent claims them.

## **Visitors**

All school visitors, including parents, must report to the main office. Each person is required to sign in at the office when entering the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the badges and sign out at the time of departure.

## **Volunteering**

All individuals above the age of fourteen who volunteer for school activities, including chaperoning field trips, are required to complete the diocesan mandated Safe Environment Training Class, have their fingerprints on file with the Diocese of Worcester and complete an annual CORI check.

## **Weather Emergencies**

OLV follows the decisions of the Uxbridge Public Schools. Announcements will be made through standard media outlets. If possible, you will be contacted through Connect-Ed in the event of an early dismissal. It is your responsibility to ensure that phone numbers are current and correct. We will post early dismissals on our website, as well. We recommend that you register with one of the Boston TV stations to receive cancellation notifications.

## **Website**

Please check the school website [www.ourladyofthevalleyregional.com](http://www.ourladyofthevalleyregional.com) for up to date information regarding the school and activities



# ACADEMICS

## Academic Reporting

### Grading Scale

Grades 1-3

E = Achieving Mastery  
P = Proficient  
M = Meets Expectations  
I = Improvement Needed  
H = Having Difficulty

Grades 4 – 8

A = 100 - 90  
B = 89 - 80  
C = 79 - 70  
D = 69 - 60  
F = 59 or below

## Curriculum

The Diocesan curriculum guidelines, consistent with the Commonwealth of Massachusetts, are followed for the teaching of all secular subject areas. Our Lady of the Valley Regional School offers students opportunities for growth in the following major subjects:

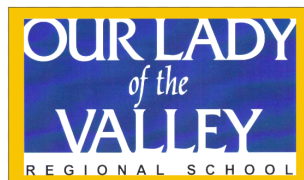
Religion  
Language Arts  
Mathematics  
Social Studies  
Science  
Foreign Language

## Educational Needs Policy

The Our Lady of the Valley school community has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually. Each applicant will be considered on an individual basis by the principal. Students with disabilities may be admitted if the principal determines that the school can adequately support their learning with available resources.

## Homework

Homework is an important extension of the learning that takes place during the school day. Homework provides practice and drill that reinforces classroom learning and opportunities for independent study, research, and creative thinking. Reading practice is essential to school success. Reading 20 minutes every night is encouraged.



Students are required to use a planner beginning in grade 2 to record homework assignments, quizzes, tests, and other important assignment dates.

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

#### Homework Guidelines:

- K - given at teacher's discretion
  - 1 - maximum of fifteen minutes
  - 2 - maximum of thirty minutes
  - 3 - maximum of forty-five minutes plus independent reading
- Grade 4, 5, 6 – one and a half hours nightly maximum (one hour written work, one half hour study time)
- Grade 7 & 8 – one and a half to two hours nightly maximum (allows for one half hour study time)

Teachers will accept notes from parents if a student exceeds the time guidelines listed above.

Grading practices of homework are left to the discretion of the individual teacher. Please refer to teachers' policies regarding grading for further specifications.

### **National Junior Honor Society**

Membership in the Our Lady of the Valley Chapter of the NJHS is open to students whose standards of scholarship, character, leadership, citizenship, and service are far above those of the average student.

*Election of members shall be based on the following criteria:*

- Criterion 1: All candidates must attend Our Lady of the Valley Regional School.
- Criterion 2: Students eligible for election to the chapter shall be in grade 6, 7 or 8, and have a combined scholastic average (four consecutive quarters ending with the second quarter of the current school year) of a 90 or above in the core academic courses (English, Reading, Math, Science, Social Studies, Religion, and Spanish). **Additionally, students must have earned grades of 'G' or better in Homework Completion, Conduct, and Effort across all four marking periods in all courses, including related arts.**
- Criterion 3: Students who have been suspended from school for any reason during the previous four quarters in which they are being considered for membership are not eligible for admission to NJHS.
- Criterion 4: The student must be a member of at least one school-sponsored club, activity, or sport.
- Criterion 5: The student must be a part of at least one community service organization IE: Boy Scouts, Relay for Life, walk-a-thons, tutoring, religious work or any program which requires volunteerism or charity. Please note babysitting/family obligations do NOT count as a community service.
- Criterion 6: The student must provide at least two and no more than three recommendations filled out by an OLV staff member.

Only students meeting criteria 1-3 will receive applications at the conclusion of the second quarter.



### *Guidelines, Probation, and Dismissal:*

Probation is defined as a loss of all NJHS privileges for a period designated by the Faculty Council. Privileges include, but are not limited to, participation in all meetings, elections, or society functions. No NJHS member will be issued more than one probationary period. Any subsequent infraction will result in dismissal. For flagrant violations of civil or school rules, dismissal will result without prior probation.

#### o Citizenship

- Suspension from school will result in dismissal from the National Junior Honor Society.
- The following offenses may result in dismissal from the National Junior Honor Society: cheating, including plagiarism; vandalism; theft; use of drugs/alcohol on school property or at a school function; obscene acts or language; flagrant disrespect of authority; truancy; fighting; unsatisfactory conduct grades; any second cause for probation.

#### o Scholarship

- Two or more grades below eighty on a progress report or report card will result in dismissal.
- One grade below eighty on a progress report or report card or an academic average below 90 at the conclusion of a quarter will result in probation.
- Any subsequent grade below eighty may result in dismissal.

o Attendance: Failure to attend two NJHS functions (meetings and/or service projects) will result in probation.

o Service: Members who do not complete ten hours of service over the summer and twenty hours of service during the school year will be placed on probation.

## **Promotion and Retention**

A promotion to the next grade at Our Lady of the Valley Regional School is based on a student's daily performance, test results, attendance, recommendations of teachers, and the student's ability to complete work successfully. Promotion depends on successful completion of all subject areas. The Administration and teacher may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

In grades K – 3, retention may be recommended by the teacher after two conferences with parent/guardian in conjunction with administration. For grades 4 – 8, students who fail two major subjects based on yearly average will be retained. Major subjects include: Religion, Math, Reading, English, Social Studies and Science. Parents will be notified of the possibility of retention midway through the third quarter.

## **Religious Education**

Our Lady of the Valley's first mission is to assist parents in the Catholic-Christian development of their children. Parents are the primary educators of their children. The school's religious education program is most effective when families attend Sunday Mass on a regular basis and fully participate in the ministerial life of the parish.



Regardless of religious affiliation, all students are required to attend daily religion classes and are expected to participate in all religious activities. Although students at OLV receive a thorough religious education in the Catholic tradition, we do not offer sacramental preparation and education for First Penance, First Holy Communion or Confirmation. The Diocese of Worcester mandates that sacramental preparation take place in one's home parish.

## **Report Cards**

Report Cards and Progress Reports (Grades K-8) will be sent out electronically. Parents may monitor a student's progress at any time throughout the semester via Option C. Parent conferences are scheduled for the fall. Spring conferences and additional conferences during the school year are available at the request of the parent, teacher, or administration.

Students in Grades 4-6 may be given a maximum of two quizzes or tests per day in core subjects. Students in Grades 7-8 may be given a maximum of three quizzes or tests per day in core subjects.

Students in Grades 3-7 participate in standardized MAP testing two times per year; once in the fall and once in the spring. Grade 8 participates in the PSAT 8/9 in the Spring.

Students in grades 4 – 8 are eligible for the quarterly "High Honor Roll" if they achieve all grades higher than 89.4. Students may achieve the "Honor Roll" with all grades being higher than 79.4.

## **Withdrawal or Transfer Procedure**

Please inform the school office as soon as a decision is made to transfer your child. Parents/Guardians requesting records/transcripts/recommendations must sign a student record release form. You may obtain a transfer form from the school office. Completed student records will be sent via the U. S. mail to the requesting school district. School records cannot be given to the parents.

# **CONDUCT & DISCIPLINE**

## **Our Lady of the Valley Catholic School Behavior Expectations**

As we journey in faith, grow in learning, and develop our relationship with Jesus, we, the members of OLV faith community, are called to live every day as followers of Jesus. We walk with Jesus and one another, motivated by our beliefs and values as stated in our mission statement.

The faculty and administration will work consistently and diligently toward providing our students with a safe and faithful environment where education and values are taught and practiced.



## Conduct Violations/Discipline

Each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, toys, trading cards, cell phones, laser lights, iPods or anything that will detract from a learning situation are not allowed at school at any time and may be confiscated by the administration. The School Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

The administration/faculty of Our Lady of the Valley Regional School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Discipline that fosters learning will be stressed in our school. Proper Christian behavior is to be maintained at all times. A firm, consistent and comprehensive discipline policy will be maintained at Our Lady of the Valley Regional School.

Students are expected to:

1. accept the leadership and authority of all teachers, staff members, principal, and volunteers
2. respect all classmates, their property, and possessions
3. respect all school property and keep their school neat and clean – no littering or defacing property
4. dress in proper school uniform at all times
5. display academic integrity
6. refrain from chewing gum
7. be honest, considerate and thoughtful to all with whom they come in contact
8. cooperate with teachers and other students.
9. do nothing that may injure another by word or by action
10. use only acceptable language

The Diocesan School Department in conjunction with the principal has established procedures whereby students may be suspended or expelled for any of the following reasons:

1. **Obscenity:** The act of using obscene language by students in verbal or written form, pictures, or gestures in or on school property.
2. **Stealing:** The act of dishonestly acquiring the property of the school, another student, teacher, or staff member.
3. **Forgery:** The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses, or other data on school forms.
4. **Fighting:** The act of quarreling involving bodily contact during any school activity.
5. **Defiance of Authority:** The failure to respond or carry out a reasonable request made by any faculty, staff member, or volunteer.
6. **Gross Misbehavior:** The act of deliberate conduct that is detrimental to school functions or threats to staff members or others.
7. **Vandalism:** The act of willful destruction of school property or property belonging to others.



8. Indecency: The act of offending commonly recognized standards of good taste.
9. Truancy: The act of repeated skipping of class, or tardiness to class.
10. Weapons: The deliberate act of bringing to school any items that could cause bodily harm or injury to another person.

The Principal is charged with the responsibility of providing a safe environment for all students, free of any form of harassment or discomfort. To fulfill this responsibility, the Principal is authorized, after an investigation, to remove any student from the school who is seen as disruptive or a threat to others.

Additionally, **cheating** of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion at the discretion of the Principal. Plagiarism from printed or digital sources is a form of cheating and is subject to this policy. Students who possess **drugs and/or alcohol** at school, or any school function, face suspension and/or expulsion. If a child carelessly destroys or damages any furniture, equipment, structure, or personal **property**, the family will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in hard covered books is permitted. The student will pay a fine or replacement fee for damaged or lost texts.

### **Detention (Before/After School )**

Detention will be issued for repetitive breaches of classroom or school rules, including uniform infractions, and are held at the discretion of the teacher or Principal. Detention takes precedence over appointments, practices, lessons, ball games, etc. Parents must contact the Principal if a detention will be missed or the student will have to complete it. If a student receives three Homework Notices and/or three Uniform Notices, they will receive a Detention Notice. Before and after school detention is a 30-minute period held before school (7:45 a.m.-8:15 a.m.) after school (3:00 p.m.-3:30 p.m.) as assigned by the principal. Parents will be notified by a referral form indicating that their student has received a before school or an after-school detention. Tardiness or failure to report to after school detention will result in further disciplinary action.

### **Suspension**

Suspension is the removal or separation of the student from school for a period of time. In the event that a suspension is required as a consequence for a major violation or repeated violations of the student code of conduct, the student and parent will be informed of the offense. The parent may be required to pick up the student from school immediately. Suspensions can vary in terms of time based upon the severity of the offense. The student and a parent will be required to attend a re-entry meeting with the principal before the student is allowed to return to school. Suspensions from school are to be invoked for serious or continued infractions of stated school policies. Students must complete all class work and tests from the days of suspension. Students who are given an in-school suspension will be required to report to school each day and work under the supervision of the Principal.





## Expulsion

Expulsion is an extremely serious matter and can be invoked upon students who pose a threat to themselves or to others at any given time or place. Also, students who present repeated deleterious behaviors can be expelled when other disciplinary consequences do not result in changed behaviors. A singular behavior, if very serious or resulting in a very serious outcome, can result in an expulsion even if there have been no prior transgressions. Students who have been expelled will not be allowed to return to the school.

## Harassment or Bullying

Our Lady of the Valley Regional School provides a safe environment for all individuals. Verbal, written, or online threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest, face detention, suspension and/or expulsion.

Bullying/harassment of any type is **NOT** tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion. In the event of a hearing, a student will be informed before or during the hearing, of all evidence against him/her.

OLV will be in full compliance with the current State Anti-Bullying Law and has a formal anti-bullying policy as dictated by the Catholic School Office available in the school office and on the school website.

All staff have taken appropriate training offered by the District Attorney's Office. All students participate in an anti-bullying program yearly. Please refer to page thirty-four of this handbook for our school's bullying prevention and intervention plan.

## Lockers and Desks

Lockers and desks are the property of the school and may be opened or searched without the presence or permission of the students who use them. Students are assigned a locker at the beginning of each school year. Disrespecting another child's assigned space or personal belongings will result in disciplinary consequences.

## Lunchroom Behavior

The same general rules for behavior apply in the lunchroom as in the classroom. Students are to remain quiet in line and keep hands to themselves. Students are not allowed to save places in line or at the table. In all cases, students are to show respect to the adults who are assisting with the operation and supervision of the lunch program. Please be aware of the following:

- No carbonated drinks, water enhancers, glass containers, or gum is allowed anywhere on campus
- Students are expected to sit at assigned tables and remain seated during lunch, pick up after themselves, use good manners and a quiet voice.





EACH STUDENT . . .

- Is to sit appropriately at the table.
- Is to use an inside voice.
- Is to request permission to leave his/her seat.
- Will eat only the food he or she has brought or purchased.
- Is to clean up his or her own trash.
- Will not throw any items.

**As people of stewardship and respect, we will model Christ-like behavior to our classmates and adults.**

### **Plagiarism/Academic Honesty**

Because we are people of integrity and honesty, all student work submitted for assessment must be created and recorded by the student submitting it. Copying the work of another student or allowing a student to copy one's work is not allowed. Any student found guilty of presenting the work of another, published or unpublished, as his/her own work may result in a grade reduction, notification of parents/guardians and additional disciplinary consequences as determined by the Principal. Cheating of any form, is also a form of academic dishonesty and will follow the consequences outlined above.

### **Playground Rules**

Students are to remain in the play area during outdoor recess. Playground equipment must be used as intended and treated with respect. No rough play, horseplay, or tackling is allowed.

1. Mulch areas are for play equipment only. No balls, jump ropes, or other recess items are allowed in the mulch areas.
2. Mulch is to remain in the playground area. No throwing of mulch.
3. Students will take turns on the rock-climbing wall. Only one student at a time may be on each end of the rock wall.
4. Students may not sit on top of, or hang by their legs on the monkey bars and chin-up bars.
5. Students may not enter an area without a teacher's presence.
6. Students may not hang on or from basketball rims.

## **TECHNOLOGY POLICIES**

### **Cell Phone/Smartwatch Policy**

Students are not to be in possession of cell phones and Smartwatches during school hours (8:15 a.m. to 3:00 p.m.), including the hours of Extended Day (7:00 a.m. to 8:15 a.m. and 3:00 p.m. to 5:30 p.m.). For purposes of this policy, Smartwatches are defined as any wearable technology that contains any/all of the following: Wi-Fi antenna, cellular antenna, ability to download third-party applications, ability to make phone calls/receive text messages, or ability to browse the web. Most Fitbit models (with the exception of the Versa and Ionic) do not meet these criteria and are not considered a Smartwatch but rather a fitness tracker.



Fitness trackers will be permitted so long as it is not a distraction to the learning environment. Teachers and administration have the right to confiscate any device that poses a distraction to the learning environment. Confiscated devices will be returned to the parent after school hours.

Any student found in possession of a cell phone/Smartwatch during school hours (7:00 a.m. to 5:30 p.m.) will have it confiscated and turned in to the school office. Parents will be notified and the cell phone/Smartwatch must be picked up in the school office by the parent. Any student found in possession of a cell phone/Smartwatch during Extended Day hours will have it confiscated and turned into the Extended Day Director. Parents will be notified and the cell phone must be picked up by the parent. **A second offense will result in detention.**

If a student uses a cell phone/Smartwatch inappropriately during the hours of 7:00 a.m. and 5:30 p.m. (text messaging, taking photographs, taking videos, etc.), he or she may be suspended.

Should it be necessary for your child to bring his/her cell phone/Smartwatch to school, your child will be required to turn off the cell phone/Smartwatch and turn it in to his/her homeroom teacher before school and will not be permitted to obtain it until he/she is called at dismissal, at which point the student must put the cell phone in his/her backpack.

**NOTE: Students are not permitted to turn on their cell phones/Smartwatch until they have left the school campus unless specific permission has been given.**

During extracurricular events that occur on campus after 3:00 p.m., students are allowed to use their phones/Smartwatches under parental supervision.

If your child will be attending Extended Day, then the homeroom teacher will bring the cell phone/Smartwatch to the Extended Day Director. When students are picked up from Extended Day, parents/guardian can obtain cell phones/Smartwatches from the Extended Day teachers.

Faculty and staff are not responsible for reminding students and parents/guardians to obtain cell phones/Smartwatch before leaving campus. The school will not be held liable for any cell phone/Smartwatch that is lost, stolen, or damaged.

In the event of a serious emergency (i.e. lock down, bomb threat, fire), students will not be permitted to use their cell phones/Smartwatches to call parents/guardians.

## **Computer Usage**

All students and staff will comply with the Acceptable Use Policy of Our Lady of the Valley Catholic School. Choosing not to comply with this policy will result in a student having restrictions and/or suspended from use of all school computers. Further infractions will warrant disciplinary action.

## **E-Reader/Tablet Policy**

At the principal's discretion, various types of e-readers, not including iPads or similar tablets, may be used while at school for the sole purpose of reading books. The use of such devices is a privilege. These devices



may only be used to access the internet through the OLV wireless network upon approval of the administration. Unauthorized use which disrupts the learning environment will result in school officials taking the device away from the student and said privilege being revoked. Use of this device at school puts the device at great risk of being lost, stolen or damaged. A release of liability form, signed by both student and parent, must be on file in the school office before the device is brought to school. Our Lady of the Valley and its employees are not responsible for the expense arising out of any liability or claim of liability for damage, theft, or loss to such equipment or property.

### **Internet Use/Social Media Policy**

Any student who makes negative or inappropriate comments via text, the internet, a blogging site, or social networking site, including threats or defamatory statements about others, will be held accountable. OLV reserves the right to discipline students for off-campus conduct; however, not all instances necessitate disciplinary action.

## **DRESS CODE**

### **Our Lady of the Valley Regional Catholic School Uniform Dress Code**

Wearing the OLV School uniform is a matter of pride. All students must be in uniform every day. On occasion, there will be out-of-uniform days, or Dress Down Days (DDD), which will be announced. The dress code for such days is included in this section. If there is a time when the prescribed uniform cannot, for some legitimate reason, be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform will be sent to the office and the parent will be called to bring the proper clothing. All uniform items, with the exception of spirit wear through the Parents’ Guild, must be purchased from Lands End. Items from other manufacturers are not considered part of the uniform.

### **GIRLS**

	<b>Gr. K-3</b>	<b>Gr. 4-6</b>	<b>Gr. 7-8</b>	<b>Gym (all)</b>
<b>Skorts/ Skirts</b>	Navy skort, purchased from Lands End only	navy or plaid skirt or skort from Lands End, no shorter than 2” above the knee	Khaki or plaid skirt or skort from Lands End, no shorter than 2” above the knee	XXXXXXXXXXXX X
<b>Jumper</b>	*no skirts* Plaid jumper purchased from Lands End			



<b>Pants Nov 1- April 30</b>	navy twill pants purchased from Lands End	navy twill pants purchased from Lands End	khaki (light tan) twill pants purchased from Lands End	solid navy sweatpants purchased from Lands End (no stripes or logos – other than OLV logo)
<b>Shorts May 1- Oct 31</b>	Navy twill shorts purchased from Lands End; no shorter than 3 inches above knee	navy twill shorts purchased from Lands End; no shorter than 3 inches above knee	khaki twill shorts purchased from Lands End; no shorter than 3 inches above knee	Solid navy (no stripes or logos – other than OLV logo)
<b>Shirt</b>	white or powder blue Lands End polo shirt, long or short sleeves; Shirts must be tucked in at all times	white or powder blue Lands End polo shirt, long or short sleeves; Shirts must be tucked in at all times	Navy, maroon, royal blue Lands End polo style shirt or Lands End oxford; Shirts should be tucked in at all times	Navy blue or white t-shirt (no logos – other than OLV logo)
<b>Sweater</b>	navy Lands End button down	Navy zip front cardigan from Lands End	Navy zip front cardigan from Lands End	Navy blue sweatshirt/jacket purchased from Lands End
<b>Socks</b>	solid white, grey or navy knee socks or tights – no designs	solid white, grey or navy knee socks or tights – no designs	solid white, grey, tan, maroon or navy knee socks or tights – no designs *crazy socks may be worn on Tuesdays and Thursdays only*	white athletic socks
<b>Shoes</b>	navy, black, brown or grey (not silver) dress shoe; no heel *sneakers may be worn with shorts	navy, black, brown or grey (not silver,) dress shoe; no heel *sneakers may be worn with shorts	navy black, brown or grey (not silver,) dress shoe; no heel *sneakers may be worn with shorts	athletic sneakers
<b>Spirit Wear  Gym days only!</b>				approved apparel purchased through the Guild only- no basketball or other team jackets, warm-ups, or sweatshirts



## BOYS

	Gr. K-3	Gr. 4-6	Gr. 7-8	Gym (all)
<b>Pants Nov. 1-April 30</b>	navy twill pants purchased through Lands End only	navy twill pants purchased through Lands End only	khaki (light tan) twill purchased through Lands End only	solid navy sweatpants purchased through Lands End only
<b>Shorts May 1-October 31</b>	Navy twill shorts purchased through Lands End only	Navy twill shorts purchased through Lands End only	khaki twill shorts purchased through Lands End only	Solid navy (no stripes or logos – except OLV logo) purchased through Lands End only
<b>Shirt</b>	White or powder blue, long or short sleeves purchased through Lands End only Shirts should be tucked in at all times	White or powder blue, long or short sleeves purchased through Lands End only Shirts should be tucked in at all times	Navy, maroon, royal blue polo style shirt purchased through Lands End only Shirts should be tucked in at all times	Navy blue or white t-shirt or navy blue sweatshirt (no logos – except OLV logo)
<b>Sweater</b>	plain navy v-neck purchased through Lands End	plain navy v-neck purchased through Lands End	Navy fleece purchased through Lands End	Navy blue sweatshirt purchased through Lands End
<b>Socks</b>	solid white, grey or navy crew socks without designs	solid white, grey or navy crew socks without designs	Grey, tan, maroon, navy or solid white crew socks without designs	white athletic socks
<b>Shoes</b>	navy, black, brown or grey dress shoe; no heel *sneakers may be worn with shorts	navy, black, brown or grey dress shoe; no heel *sneakers may be worn with shorts	navy, black, brown or grey dress shoe; no heel *sneakers may be worn with shorts	athletic sneakers
<b>Spirit Wear (gym uniform days only)</b>				approved apparel purchased through the Guild only- no basketball or other team jackets, warm-ups, sweatshirts



## **For All Students**

- Jackets and sweatshirts/hoodies are not permitted to be worn in the classroom during the school day. Uniform options are available for colder days.
- All shoes must have a closed toe and back
- No boots, high-top shoes, or shoes with a heel greater than one inch will be permitted
- Repeated uniform infractions will result in disciplinary actions

School Uniforms must be purchased through Lands End.

## **Additional Uniform Guidelines**

- Boy's hair should be above and not touch the shirt collar and trimmed around the ears.
- Scrunchies, hair clips, hair bands, etc. must be in the hair, and not worn on wrists.
- Extreme hair styles are not permitted. No beads can be worn in the hair.
- The following are not permitted: excessive cosmetics, tattoos of any kind, body piercing (other than ears).
- Girls may wear one pair of earrings no larger than a dime and without hoops. Boys may not wear earrings of any type. Jewelry should be limited to one watch or bracelet. One ring and simple crosses or holy medals on a narrow silver or gold chain are allowed.
- Crazy socks are allowed on Tuesday and Thursday for grades seven and eight (not allowed on a Mass day).
- Clear or 'natural' nail polish is allowed for girls.
- Shirt tails should be tucked in while a student is on school grounds.

Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

## **Gym Uniforms**

Sweatshirts, sweatpants, T-shirts and shorts must be solid navy. Shorts may be worn from May 1 through October 31. Spirit wear purchased through the Parents' Guild may be worn on gym days only. Shorts are not allowed November 1 through April 30. Sneakers are permitted and required on gym days.

## **OUT OF UNIFORM/DRESS DOWN DAY GUIDELINES**

Students may wear:

- jeans (no holes, rips or tears, etc.)
- leggings (buttocks must be appropriately covered by fashion tops when standing, sitting, bending, etc.)
- sneakers
- shorts (between May 1 and October 31) The length of skirts, skorts, and shorts must extend below the student's fingertips when the student's arms are extended at his/her sides.
- skirts/skorts (see above)
- sweatshirts / appropriate athletic wear
- jewelry
- dresses
- slacks



Students may not wear:

- flip-flop sandals
- open back shoes
- tank tops of any kind
- clothing with inappropriate writing
- biker shorts
- pajama pants
- hats

**\*\*Students must be in full uniform (no sweatshirts/spirit wear) for all liturgies. All uniform regulations and guidelines are subject to the discretion of the Principal.\*\***

## **ATHLETICS/EXTRA CURRICULAR ACTIVITIES**

### **Athletic Rules**

Extra-Curricular Activities are very important for the full development of the students. Students are encouraged to take advantage of the activities the school has to offer, such as basketball, cross-country, enrichment, etc.

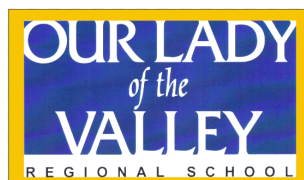
Students will not be permitted to participate in these activities if grades and attitude do not meet the school standards. Students who are not in school for a full day or who leave school early due to illness will not be allowed to participate in any after school activities (dances, plays, sporting events, etc).

Standards: Grades must be A, B or C, in subject areas. Failure to maintain these grades will result in the following actions:

1. An “F” in any subject at midterm or end of term will result in an automatic expulsion from all activities.
2. A “D” and/or “H” will result in a suspension from all activities until an improvement in grades is evident on mid-term reports or report cards.

To play any sport:

1. A physical form dated within 13 months of the first day of practice signed by a physician must be on record with the school office. Any student without a physical form signed by a physician will be unable to attend practices and meets until the physical form is on file.
2. Arrangements must be made by the parents/guardians to pick up students after practices, or students will go to ASC.
3. Transportation arrangements must be made by the family in advance.



4. Participation is at the discretion of the Principal, teachers and parents. Maintaining academic excellence and proper conduct is the first priority.
5. As with all the sports programs at OLV, there is a sports participation fee to cover the expenses and will vary per sport.

**NOTE:** Unsportsmanlike Conduct for Athletes – Any athlete who strikes, curses, is removed from a game, threatens an official, or is guilty of any other related misconduct during a game, or at any other time due to resentment over occurrences or decisions during a game, shall SERVE A MANDATORY SUSPENSION FOR THE NEXT GAME AND MAY BE SUBJECT TO FURTHER SUSPENSION FOR A SPECIFIC TIME and therefore shall be ineligible to participate in interscholastic athletics for a period of no more than ten (10) academic days. *The Principal and League Commissioner will have the final decision-making authority over all issues of coach and athlete misconduct.*

The objective of the Athletic Program is to offer as much opportunity for participation in sports as practical for students in grades 5 – 8. The rules and regulations of the sponsoring league are followed. The Athletic Director works closely with the Principal and coaches in an effort to create sports teams that develop skills and foster good sportsmanship. All diocesan athletic policies are followed, as well as the OLV Athletic Guidelines.

## MEDICAL & HEALTH

### Allergies

#### **Medication: Epinephrine Auto-Injector Pens**

*A student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization as designated under Massachusetts statutes.*

### Health/Medication

If a child is absent from school, the school office is to be notified via an email before 8:30 a.m. of that day.

All families must fill out an Emergency Information Card at the beginning of each school year. Should an emergency arise and a parent needs to be contacted, emergency numbers need to always be up-to-date. Whether a child is not feeling well, or a serious accident has occurred, parents or other authorized persons should be able to be reached at all times. It is the responsibility of the parent to update their child(ren)'s emergency contacts throughout the year. Please inform the school office of any changes.

Per state law **only** the school nurse is allowed to dispense medication, prescription or over-the-counter. If the nurse is absent, parents may come to school to dispense the medication.

If a child must take any medication in school which is prescribed by a doctor, that medication **MUST** be brought in by a parent along with a doctor's form must be sent to the School Nurse in the container received from the pharmacy and must have on the label the following information:





- a. Child's Name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

At the end of the school year, parents must pick up unused medication by the close of the school year. All medications not picked up by the last day of school will be disposed of and not saved for the next school year. No medication will be returned to a student for safety reasons.

**\* Please alert the health office to any severe allergy.**

## **SAFETY PROCEDURES**

### **Weather/Emergency Situations**

**Our Lady of the Valley Regional School will be closed when Uxbridge Public Schools are closed due to inclement weather, unless notified differently by the school.**

### **Crisis Plan**

Our Lady of the Valley Regional School has implemented a crisis plan in case of an emergency. All teachers and staff are aware of the procedures to follow to keep your children safe.

### **Parking Lot Safety**

The principal, teachers, and parents are to jointly accept responsibility for the safety of our students. It is of great importance to follow established safety rules. We have a wonderful cadre of parents who graciously volunteer their time to keep our children safe as they are dropped off for the start of school. We ask that you please follow the direction of our Parent Volunteers who work hard to keep cars and buses moving efficiently and safely. Your patience and cooperation in the morning is appreciated.

### **Dismissal Procedure**

Parents will meet their children in the designated area at dismissal and immediately leave the parking lot in order for the school buses to enter and exit safely. PreK dismissal begins at 2:45 p.m using the rear door. Our parking lot can get very congested and leaving promptly will help us keep your children safe. Students should be aware of any dismissal change before they leave home. A note should be given to the teacher at the start of the school day. Kindly only call the school with changes to dismissal procedures in the case of an emergency.



## **Emergency Drills**

State Law requires that fire drills be held. During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in a single line facing the building.
5. Return to the building when a signal is given.

## **Child Protective Investigations**

Our Lady of the Valley Regional School abides by the Child Abuse laws of the Commonwealth of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Children and Families.

## **MISCELLANEOUS**

### **Asbestos Policy**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, an asbestos re-inspection and management plan update was conducted at all of the schools in the Diocese for asbestos containing building materials.

The EPA requires a re-inspection of the asbestos materials every three years. During the month of July 2015, an accredited asbestos inspector performed the required re-inspection. A review and update was also provided and a three year inspection report was issued with recommendations for the management of asbestos containing materials.

A copy of the AHERA management plan for the Our Lady of the Valley Regional School is available for review in the administrative office during regular school hours. Any inquiries regarding asbestos containing materials in our school, should be directed to our AHERA Designated Person, Ed Reynolds, who can be reached at 508-278-5851.

### **Force Majeure**

The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School building is closed because of force majeure events including, but not limited to, any fire, act of God, weather disaster, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School is closed for a period of time or cannot re-open due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.



## **Library**

Our Library is staffed by dedicated volunteers. Students are encouraged to use the library for curricular enrichment in addition to regularly scheduled time. The following rules are to be observed:

- 1 Borrowed books are to be returned on time and in good condition.
1. Books damaged or lost must be paid for by the student.

## **Lunch Program**

Our Lady of the Valley School offers a hot lunch program daily for Grades PreK-8. Meals are prepared at the local public school. Payment must be made on Friday of each week for the following week. If a student is absent on Friday, the lunch envelope should be brought to the office as soon as the student returns to school on Monday. Envelopes will be distributed for lunches at the end of each week. In the event that a lunch envelope is not sent home, please use a plain white envelope and include the child's name, grade, lunch selection, number of days and amount enclosed. Please try to use exact change whenever possible. We request that payment be made in the form of a check made payable to OLV. We do not give refunds/credits for missed lunches. Lunch orders are placed ahead of time for the following week, and thus, must be paid for in advance.

Students will bring their lunch and a drink each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Students need to bring eating utensils and napkins. The school does not provide these items. Students do not have access to a microwave to heat meals.

On the occasion that a child forgets his or her lunch, attempts will be made to contact the family. If a parent cannot be reached, the school will provide soup, crackers, and a fruit cup.

## **Parents Guild**

The Parents Guild works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are goals of this organization. All OLV parents are members of the Guild. All notices that are to be sent out into the community from the Parents Guild require Principal approval.



## Handbook Amendments

**The administration reserves the right to amend this handbook at any time during the school year. Any and all such amendments are effective immediately and apply to all students.**

## Student and Parent/Guardian Internet Acceptable Use Policy Agreement 2021-2022

**DIRECTIONS:** In order for a student to use the school's Internet connection and devices, he or she must read these guidelines and sign the school's contract. Please read this document carefully before signing.

### Communication Devices

Cell phones, smart watches, or any other communication device may not be used while in school. If a child must carry a cell phone, it will be turned in to the teacher and returned at the end of the school day OR at the conclusion of the After School Care program.

Texting, videotaping on personal devices, and posting to social media are not permitted at any time during the school day. Failure to follow these guidelines will result in:

- a behavior detention
- confiscation of the device.

This policy is in effect throughout the entire school day, including extended care.

The school is not responsible for any damaged, lost, or stolen electronic devices.

### Image Use Policy

Our Lady of the Valley Regional School may use a student's image, either a photograph, video, or sound recording, for educational or marketing purposes. If you do not wish your child's image to be used for educational or marketing purposes, please contact the school office in writing.

### Responsible Use of Technology

- Use unique passwords that are not easy for others to figure out or confiscate
- Do not share passwords
- Keep addresses, phone numbers, and other personal information private
- Do not connect with people you do not know personally
- Students may not bypass or attempt to bypass OLV filters or security
- Report any suspicious information to an adult immediately
- Photos and videos are to be taken ***only when directed by the classroom teacher***
- Devices must remain on silent mode unless otherwise directed
- Any time a student is on campus, the use of the Chromebook is for education purposes only.



Streaming any media (videos, games, etc.) is prohibited

- Students may not utilize the device to email, call, text message, or post to social networks

## TELECOMMUNICATIONS USE AGREEMENT

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Our Lady of the Valley Regional School.

1. I recognize that all computer users have the same right to use the equipment; therefore, **I will not use the computer resources for non-academic purposes.** I will not waste or take supplies such as paper and printer cartridges that are provided by the school. I will keep my computer work area clean and will not eat or drink in that area.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval or appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs for computer equipment. I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who receives Internet access will be instructed in the proper use of the network. **The use of the Internet must be in support of education and research consistent with the educational objectives of the school.** Students using network or computing resources must comply with the appropriate rules for that network or resource.
5. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number of those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secrets. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
6. Parents must realize that their students may encounter material on a network/bulletin board that may not be considered appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.



7. **The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.** Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The school administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

## **BULLYING PREVENTION AND INTERVENTION PLAN**

### **I. Introduction.**

*Our Lady of the Valley* (the “School”) acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student’s ability to learn and the School’s ability to educate its students in a safe and embracing environment. The School’s Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan (the “Plan”) as required by the Roman Catholic Bishop of Worcester Bullying Prevention Policy (the “RCBW Bullying Prevention Policy”).

### **II. Definitions.** For purposes of this Plan, the following definitions shall apply:

“Bullying” is the repeated use by one or more students or by a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Victim that:

- causes physical or emotional harm to the Victim or damage to the Victim’s property;
- places the Victim in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at School for the Victim;
- infringes on the rights of the Victim at the School; or
- materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking



- Cyber-Stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation (including online)
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods (including online)

*For the purpose of this Plan, whenever the term “Bullying” is used it shall include Cyber-Bullying (as defined below).*

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetics
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“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 alter the conditions of the student’s education.

“Perpetrator”, means a student or a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, and athletic coach, advisor to an extracurricular activity or paraprofessional who engages in Bullying or Retaliation.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student 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, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Victim”, means a student against whom Bullying or Retaliation has been perpetrated.





### **III. Leadership.**

Leadership at all levels of the School community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive School climate. The Plan has been developed in consultation with Fr. Nicholas Desimone, the Consultative Board, teachers, School Staff, professional support personnel, School volunteers, administrators, community representatives, local law enforcement agencies, students, parents, guardians and any other stakeholders the Principal deemed advisable. Notice to and a public comment period for families of students currently attending the School was provided before the Plan was adopted by the School. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Principal and designated members of the Staff, working under the oversight of the Consultative Board, are collectively responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to Bullying. It is also the responsibility of the Principal and such designees to involve representatives from the greater School and local community in developing, implementing and periodically reviewing and updating the Plan. The Plan shall be reviewed and updated at least every two years, in consultation with other stakeholders as set forth above.

A. Assessing needs and resources. The Plan is intended to be the School's blueprint for enhancing capacity to prevent and respond to issues of Bullying within the context of other healthy School climate initiatives. As part of the planning process, School leaders, with input from families, the Staff and others mentioned above, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This “mapping” process has assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School has revised policies and procedures; and will establish partnerships with including Public School Community and the local law enforcement agency, and set priorities.

#### B. Planning and oversight.

The Principal of the school is responsible for:

- surveying school community.
- receiving all reports on bullying from classroom teachers, ancillary staff, guidance counselor, parents, and students.
- maintaining a central log of Incident Reports. This log will be analyzed bi-annually at Staff Meetings, or as needed.
- collecting and analyzing school-wide data on bullying information garnered from Reports in order to track types of bullying, repeat offenders (Perpetrators), and Victims with multiple offenders.
- providing on-going Professional Development through District Attorney’s Office, workshops, conferences, etc.
- incorporating Anti-bullying curriculum in classrooms through Religion classes and Values Teacher discussions and retreats.
- exploring Anti-Bullying Curriculums for use in classes.
- revising current policies in the area of Technology/Internet use, supervised by classroom teachers.
- implementing new Code of Conduct for students, coaches, and parents.
- providing a positive school-wide climate.
- amending student and staff handbooks to include Intervention Plan.
- update/revise Plan every June prior to summer dismissal.





### C. Priorities.

- The School expects that all members of the school community will treat each other in a civil manner and with respect for differences.
- The School is committed to providing all students with a safe learning environment that is free from Bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.
- The School will take specific steps to create a safe, supportive environment for vulnerable populations in the School community, and provide all students with the skills, knowledge, and strategies to prevent or respond to Bullying.
- The School will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities. We will promptly investigate all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Victim's sense of safety. We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement. This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal, working under the oversight of the Consultative Board, is responsible for the implementation and oversight of the Plan

**This plan, per M.G.L. c. 71, sec. 37O as amended by Chapter 86 of the MA Acts of 2014, effective July 25, 2014** recognizes that certain students may be more vulnerable to becoming a Victim of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. In addition to the measures mentioned above and below, the School shall take the following, specific steps to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment:

- **Stop the incident immediately**
- **Make sure everyone involved is safe**
- **Give a clear message that Bullying is unacceptable**
- **Prepare to follow-up after incident**
- **Support the Victim**
- **Investigate and document incident**
- **Consider consequences for Perpetrator**
- **Encourage bystanders to be proactive in situations**

Nothing in this Plan alters the School's obligations to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.



#### IV. Prohibition Against Bullying and Retaliation.

Bullying is prohibited:

- On School Grounds owned, leased or used by a School;
- On property immediately adjacent to School Grounds;
- 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 or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:

- create a Hostile Environment at School for the Victim;
- infringe on the rights of the Victim at School; or
- materially and substantially disrupt the education process or the orderly operation of the School.

Retaliation against any person who reports Bullying or Retaliation, provides information during an investigation of Bullying or Retaliation, or witnesses or has reliable information about Bullying or Retaliation is also prohibited.

#### V. Training [and Professional Development].

This will include:

- A. Annual Staff Training on the Plan. **[Required]** As required by M.G.L. c. 71, sec. 37O(e)(2), annual training on the Plan shall be provided for all School Staff; and, in the discretion of the Principal, for volunteers who have significant contact with students. Such training will include Staff duties under the Plan, an overview of the steps that the Principal or his or her designee will follow upon receipt of a report of Bullying or Retaliation, and an overview of any Bullying prevention curricula to be offered at the School. Staff members hired after the start of the School year are required to participate in School-based training during the School year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the immediately preceding two years.
- B. Written Notice to Staff. **[Required]** Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(2), at the beginning of each school year the Principal or his or her designee shall provide written notice to the School Staff of the RCBW Policy and the Plan. Relevant sections of the RCBW Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.

#### V. Access to Resources and Services.

##### A. Identifying resources.

Counseling and other services for Victims, Perpetrators and their families will be provided by the Values Teacher/Guidance Counselor and the pastors of the four parishes that comprise the OLV community. The staff will provide a positive, supportive school environment by focusing on early intervention and supportive services. In the fall, the school will establish safety planning teams, comprised of teachers and ancillary staff members, who will identify outside agencies which can provide services. Explicit teaching of socially appropriate behavior will be provided by staff at every grade level and modeled by all adults.



- B. Counseling and other services. Currently, the school has access to a certified Values Teacher/Guidance Counselor who is a trusted member of the school community. In this role, the counselor will help to identify linkages with community based organizations to provide services for Victims, Perpetrators, and families as needed. As appropriate, the counselor will assist in the development of support plans for the Victim and refer parents and students to sources of community-based support. Additionally, the counselor will reinforce social skills by pre-teaching or re-teaching skills that need to be addressed. The counselor will also provide short-term individual and group counseling services to students
- C. Students with disabilities. Students with documented disabilities, affecting social skills development, will be looked at on an individual basis since these disabilities are far ranging on the autism spectrum. The school will implement all aspects of Individual Education Plans (IEP) when it indicates that a student's disability makes him or her vulnerable to bullying, harassment or teasing. The school will actively explore student programs that will educate students about tolerance for classmates with social skill disabilities.
- D. Referral to outside services. The school will work with families and research outside services to be utilized.

## **VII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.**

- A. Reporting Bullying or Retaliation. Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, is required to report immediately to the Principal or designee any instance of Bullying or Retaliation the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan as **Exhibit A**), a voicemail box, a dedicated mailing address, and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The School will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians, or advise them that such is available on the school web site; 2) make it available in the School's main office, the counseling office, the School nurse's office, and other locations determined by the Principal or designee; and 3) post it on the School's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each School year, the School will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies and procedures for reporting acts of Bullying and Retaliation.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(1): Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook 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.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3): **The Plan shall be posted on the school's website.**

A description of the reporting procedures and resources, including the name and contact information of the Principal or designee, to the extent, if at all, not set forth in this Plan, will be incorporated in student and Staff handbooks, on the School website, and in other information about the Plan that is made available to parents and guardians.



## 1. Reporting by Staff

A Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall report immediately to the Principal or designee when he/she witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Principal or designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavioral management and discipline.

## 2. Reporting by Students, Parents or Guardians, and Others

The School expects students, parents or guardians, and others who witness or become aware of an instance of Bullying or Retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged Perpetrator solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a Staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of Bullying with a Staff member, or with the Principal or designee.

### B. Responding to a report of Bullying or Retaliation.

#### 1. Safety

Before fully investigating the allegations of Bullying or Retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged Victim and/or to protect the alleged Victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the Victim and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a “safe person” for the Victim; and altering the Perpetrator’s schedule and access to the Victim. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal or designee will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation. (Meetings between Principal and all students to discuss consequences of such action

#### 2. Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that Bullying or Retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the Victim and the Perpetrator of this, and of the procedures for responding to it. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00 and with the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school.
- b. Notice to Another School. If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Principal or designee of the school first informed of the incident



will promptly notify by telephone the Principal or designee of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

- c. Notice to Law Enforcement. At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator, the Principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator.

In making this determination, the Principal will, consistent with the Plan and with applicable School policies and procedures, consult with the School resource officer, if any, and other individuals the Principal or designee deems appropriate (including, but not limited to, the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese).

- C. Investigation. The Principal or designee will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Principal or designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Principal or designee (or whoever is conducting the investigation) will remind the alleged Perpetrator, Victim, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Principal or designee, other Staff members as determined by the Principal or designee, and in consultation with the School counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Principal or designee will maintain confidentiality during the investigative process. The Principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. If necessary, the Principal or designee will consult with Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese, about the investigation.

- D. Determinations. The Principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, Bullying or Retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the Victim is not restricted in participating in School or in benefiting from School activities. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or School counselor, and the Victim's or Perpetrator's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the Bullying behavior and to assess the level of need for additional social skills development.

The Principal or designee will promptly notify the parents or guardians of the Victim and the Perpetrator about the results of the investigation and, if Bullying or Retaliation is found, what action is being taken to prevent further acts



of Bullying or Retaliation. All notice to parents must comply with applicable Massachusetts and federal privacy laws and regulations, including the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the Victim's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the Victim must be aware of in order to report violations.

## E. Responses to Bullying.

### 1. Teaching Appropriate Behavior Through Skills-building

Upon the Principal or designee determining that Bullying or Retaliation has occurred, the law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Mass. Gen. Laws. Ch. 71, Section 37O (d)(v). Skill-building approaches that the Principal or designee may consider include:

- offering individualized skill-building sessions based on the School's anti-Bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate School personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-Bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

### 2. Taking Disciplinary Action

If the Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School's code of conduct.

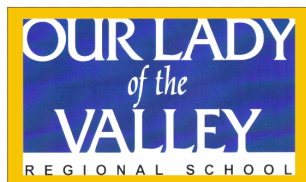
Disciplinary procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in conjunction with Massachusetts laws regarding student discipline, to the extent either is applicable to a Catholic, non-public school.

If the Principal or designee determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

### 3. Promoting Safety for the Victim and Others

The Principal or designee will consider what adjustments, if any, are needed in the School environment to enhance the Victim's sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the Victim to determine whether there has been a recurrence of the prohibited





conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate School Staff to implement them immediately.

E. **Collaboration with Families.**

A. **Parent education and resources.** The School will offer educational programs for parents and guardians that are focused on the parental components of the anti-Bullying curricula and any social competency curricula used by the School. The programs will be offered in collaboration with the Parent Guild, District Attorney’s Office, and the Consultative Board. The Principal will explore any training that might be offered by the local law enforcement agency.

F. **Notification requirements.** The School will send parents/guardians written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy or in electronic format on the school web site, provided notice of such availability on the web site is given by hard copy, and will be available in the language(s) most prevalent among parents or guardians.

**The School will post the Plan and related information on its website as mandated by Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3).**

G. **Relationship to Other Laws.**

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected category under local, Massachusetts, or federal law, or School policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action in accordance with the School’s contract with the parents, guardians and students and/or under applicable law or the School’s policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior, subject to Mass. Gen. Laws Chapter 71, Section 37O (d)(v)’s provision that such disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.

*In no event should the Plan be construed in any way so as to limit or modify the obligation of mandated reporters to timely make required so-called 51A Reports where required by M.G.L. Chapter 119, Section 51A et seq. as same may be amended from time to time or any successor statute to same.*

DioceseCatholicSchoolDeptBullyingMODELINTERVENTIONPLANREVISED2014JFCACCEPTEDCHANGESFIN  
ALPERSUPT.TELCON6-26-14

**Please print and complete pages 47 - 49 and return to school by September 10, 2021**



**PHOTO-VIDEO RELEASE**

To Whom It May Concern:

I hereby give permission for my son/daughter \_\_\_\_\_ to be photographed or videotaped during Our Lady of the Valley Regional School activities/events (both on-site and off-site). I realize that the photo may be published in the newspaper, a magazine, the school website, various social media outlets or other publications. The photos/videos may be used for informational or educational purposes regarding the programs or curriculum at Our Lady of the Valley Regional School.

I do not give permission for my son/daughter \_\_\_\_\_ to be photographed, etc. as per the above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**INFORMATION RELEASE**

\_\_\_\_\_ I give permission for the school to release my phone number/email address to the OLV community.

\_\_\_\_\_ I do **not** want my phone number/email address to be given out.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTABLE USE and CELL PHONE POLICIES**

We agree to adhere to the Acceptable Use and Cell Phone Policies as stated in this Handbook.

Parent signature: \_\_\_\_\_





**OUR LADY OF THE VALLEY REGIONAL SCHOOL**  
**2021-2022**  
**PHYSICAL EDUCATION PERMISSION SLIP**  
**FOR GRADES K – 8**

Students in Grades K-8 will participate in Physical Education classes during the school day at OLV. No student will be allowed to attend physical education classes without this signed permission slip.

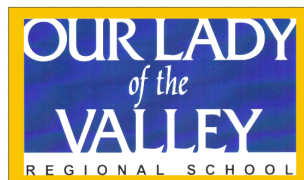
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ I give the above named students in Grades K-8 my permission to participate in the Physical Education Program at OLV during the 2021-2022 School Year.

---

**(Parent Signature)**

**Date**



**FAMILY SIGNATURE PAGE**

OUR LADY OF THE VALLEY REGIONAL SCHOOL  
75 MENDON STREET  
UXBRIDGE, MA 01569  
(508) 278-5851

FAMILY NAME: \_\_\_\_\_  
**(Please print)**

We have read the 2021-2022 Parent/Student Handbook (available online at [www.ourladyofthevalleyregional.com](http://www.ourladyofthevalleyregional.com)) and agree to follow the school policies and procedures as they are stated.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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Student Signature

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Student Signature

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Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**This signed form is due to the Principal by September 10, 2021.**

