



VICTORY EDUCATION
—AT OLV HUMAN SERVICES—

School Age Division STUDENT HANDBOOK



<p>Victory Academy at Ridge 777 Ridge Road Lackawanna, NY 14218</p> <p>Mike Gunthrop, Principal</p>	<p>Victory Learning Center at Martin 125 Martin Rd. Lackawanna, NY 14218</p> <p>Victory Learning Center at Ridge 650 Ridge Rd Lackawanna, NY 14218</p> <p>Trista Kleotzer, Lead Principal</p>
<p>Victory Academy at SJP 51 St. Johns Parkside Buffalo, NY 14210</p> <p>Mike Gunthrop, Principal</p>	<p>Victory Academy at Nelson 150 Martin Rd. Lackawanna, NY 14218</p> <p>Trista Kleotzer, Lead Principal</p>

STUDENT HANDBOOK

Revised – August 2025

Table of Contents	Page
Introduction	3
Statement of Purpose	4
School Directory	5
Communication	7
Arrival & Dismissal Procedures	9
Breakfast & Lunch	10
Visitors	10
Student Attendance Policy	10
Health Policies	11
School Wide Behavior Expectations	14
Integration of Restorative Practices	15
Academic Programming	15
Work Based Learning	16
Athletics Program	16
Safety of Students and Staff	16
Incident Management	16
Child Protective Services Investigations	17
FERPA	17
DASA	18
Google Workspace	18



VICTORY EDUCATION

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Dear Parents, Guardians and Students,

Welcome Victory Education! This handbook will provide you with a detailed description of our school program and give you an idea on how best to utilize our services.

At Victory Education, we believe every student deserves the chance to reach their fullest potential, and we cultivate that belief through a nurturing, empowering, and inclusive learning environment designed around each child. Our fully personalized, student-centered curriculum aligns with New York State standards, while going well beyond them by emphasizing independent living, vocational readiness, and practical life skills that pave the way for meaningful success beyond the classroom.

What distinguishes our program is the additional level of support and opportunity we offer compared to traditional public school settings. Your child will benefit from increased staff attention and guidance, as well as immersive, community-based experiences that complement classroom learning. Through our partnerships with local businesses—including LunchWAY Café, Erie County Botanical Gardens, The Foundry, Crunch Fitness, 7-Eleven, and more—students gain valuable on-the-job training and real-world exposure, helping them transition confidently into the world beyond school.

All our schools are fully certified by New York State, which means your child will receive a similar curriculum to a public school, but one that is tailored to meet their individual needs.

We look forward to collaborating with you and supporting your family every step of the way as your child progresses toward a promising and fulfilling future.

Sincerely,

The Educational Team at Victory Education

STATEMENT OF PURPOSE, VALUES AND PHILOSOPHY OF SERVICE

Statement of Purpose

OLV Human Services strives to prepare, support, and empower individuals to achieve their life goals.

Values

OLV Human Services considers the following values to be the guiding principles necessary to successfully fulfill our organizational goals.

- **Teamwork** - Working together toward a common goal with trust and support
- **Respect** - Valuing skills, experiences, and knowledge that differ from your own
- **Integrity** - Doing the right thing by being truthful, honest, and consistent
- **Adaptability** - Willing to be creative, flexible, and innovative while accomplishing goals
- **Accountability** - Following through on commitments and expectations

Philosophy of Service

OLVHS is committed to providing Trauma Informed Care. All staff receive training in “Risking Connection”, an organizational model which emphasizes the concepts of empowerment, connection, and collaboration.

School Directory

Victory Academy at Ridge 777 Ridge Rd Lackawanna, NY 14218 Main Office Phone Number: 716-828-9737			
Name	Position	Phone Number	Email Address
Mike Gunthrop	Principal	716-828-7834	mgunthrop@olvhs.org
Lisa Reda	Behavior Support Coordinator	716-828-7969	lreda@olvhs.org
Faith Morehouse	Guidance Counselor	716-828-7860	fmorehouse@olvhs.org
Ben Weremblewski	School Nurse	716-828-7960	bweremblewski@olvhs.org

Victory Academy at St. John's Parkside 51 St. John's Parkside Buffalo, NY 14201 Main Office Phone Number: 716-828-9560			
Name	Position	Phone Number	Email Address
Mike Gunthrop	Principal	716-828-7834	mgunthrop@olvhs.org
Miya Pettigrew	Behavior Support Coordinator	716-984-2857	mpettigrew@olvhs.org
Annette Toporek	School Nurse	716-828-9368	atoporek@olvhs.org

Victory Learning Center at Ridge 650 Ridge Rd Lackawanna, NY 14218 Main Office Phone Number: 716-828-7955			
Name	Position	Phone Number	Email Address
Trista Kleotzer	Lead Principal	716-828-7689	tkleotzer@olvhs.org
Katia McCalla	Assistant Principal	716-828-6325	kmccalla@olvhs.org
Denise Flis	School Nurse	716-828-7960	ndeptula@olvhs.org

Victory Learning Center at Martin 125 Martin Rd Lackawanna, NY 14218 Main Office Phone Number: 716-828-7701			
Name	Position	Phone Number	Email Address
Trista Kleotzer	Lead Principal	716-828-7689	tkleotzer@olvhs.org
Erica Pelechaty	Assistant Principal	716-828-7724	epelechaty@olvhs.org
Kim Thompson	School Nurse	716-828-7708	kthompson@olvhs.org

Victory Academy at Nelson (RTF School) 150 Martin Rd Lackawanna, NY 14218 Main Office Phone Number: 828-9716			
Name	Position	Phone Number	Email Address
Trista Kleotzer	Lead Principal	716-828-7689	tkleotzer@olvhs.org
Stephanie Giuga	Behavior Services Supervisor	716-828-7838	sgiuga@olvhs.org
	School Nurse	716-828-79716	

Communication

We welcome your involvement in our school program and encourage open, ongoing communication between families and staff. Most routine updates and correspondence will be sent to you directly by classroom and therapy staff. We hope you will use these opportunities to stay connected with us as often as you'd like.

If you prefer email communication, this can be arranged once a consent form is signed.

Please keep us updated on:

- Parents & Guardians are expected to update or confirm emergency contact and pick up information annually or any time a change occurs. This paperwork will be distributed at the beginning of each school year.
- Address/phone number changes – as soon as you know them
 - Families are also expected to communicate these changes with their school district.
- Learning and behavioral concerns about your child
- Life situation/home changes that you think will affect your child's school learning or behavior
- Any questions/concerns that you have

Brightwheel App:

- Communication with families/guardians will be done using the Brightwheel app.
 - Information for signing up will be sent home the first week of school.
- In the event we have a building wide notification, it will be sent out using this communication system to all families/guardians.
 - If a family/guardian has opted out of using this, a paper letter will be sent home.

Parent/ Guardian Meetings:

If you are meeting or would like to meet with anyone on your child's education team, please contact the office to set up a meeting time. All visitors must report to the office.

School Closures:

OLV Human Services prioritizes keeping schools open whenever feasible. However, when school must be closed because of weather conditions or other situations endangering the health and safety of children, OLV Human Services will broadcast on local TV stations, the Victoryed.org website as well as via the communication app (for those who sign up).

Pesticide Notification

In accordance with New York State Education Law § 409-H, our school may occasionally use pesticides throughout the year. Families who wish to receive written notice at least 48 hours before any scheduled pesticide application may register for advance notification by contacting the main office. **Please note:** As of July 1, 2001, state law requires schools to notify registered parents or guardians before each pesticide application, unless the application takes place after school hours on a Friday or during school vacations. At Victory Education, we limit all pesticide use to either Friday afternoons after students have left for the weekend or during school breaks. This ensures minimal exposure and complies with state guidelines.

Progress Reports and Report Cards

It is very important to us that you are kept up-to-date in all aspects of your child's progress. You will receive academic reports and progress notes from your child's teacher and therapist(s) throughout the school year. Progress notes and academic reports are forms that relate to your child's IEP goals. Please be sure to communicate with your child's teacher and/or social worker as needed for important information relating to your child's progress within the school setting.

Social Media

OLV maintains a Facebook page and website. The purpose of this site is strictly to inform families of any upcoming events and to keep them aware of the activities and happenings at our agency. Pictures that are posted on the page are of children in our program who have signed photo and media releases only. Names of children will NEVER be posted on the site.

The chart below gives you a quick idea of who to reach, what, and how...

QUESTIONS ABOUT...	CONTACT...	HOW?
Your child's learning, behavior, and progress	Your child's teacher, therapist(s) or / Behavior Support Staff	By setting up a phone or personal meeting Arrange communication via email or Brightwheel
How you can work on your child's skills/behaviors outside of school	Your child's teacher or therapist(s)	Reinforce behaviors learned from residential programs By setting up a phone or personal meeting
An accident, injury, or illness at school	Our program's nurse	Call the nurse By setting up a phone or personal meeting via email
Connection to community services/supports	Social Worker	By setting up a phone or personal meeting via email or Brightwheel By coordinating appropriate services ahead of time with social worker(s)
School Bus Transportation	Your school's district transportation office	By calling district transportation office OLV Staff will not contact the School Bus Garage due to student absence or late arrival.

School Day: Arrival & Dismissal Procedure

Please note that anyone picking up a student must show photo identification and be listed as an emergency contact. Persons not listed, must be authorized by the guardian verbally prior to pick up.

School Name	School Hours	Comments
Victory Academy at Nelson	8:15am-2:20pm	Student Arrival and Dismissal through the main entrance, under the awning. This is the same door for early dismissal or late arrivals. Parents may come to this door to sign students in or out. Anyone picking up a student must be prepared to show photo identification.
Victory Learning Center at Martin	8:15am-2:30pm	Student Arrival and Dismissal through the main entrance under the awning, towards the back of the parking lot. After 9am, or before 2:30pm, parents must come to the main office entrance. Anyone picking up a student must be prepared to show photo identification.
Victory Learning Center at Ridge	8:30am-2:45pm	Student Arrival and Dismissal through the back of the parking lot entrance, off of Electric Ave. After 9am, or before 2:30pm, Parents must come to the main office entrance at the front of the building on 650 Ridge Rd. Anyone picking up a student must be prepared to show photo identification.
Victory Academy at Ridge	8:10am-2:30pm	Student arrival and dismissal through the rear entrance South Park Ave. (Back Parking Lot) 8:10am and 2:30pm. All students arriving late must be admitted by a certified staff member such as an administrator or BHS staff member. All early dismissals must be cleared through the main office. Parent, guardian or custodian must show photo identification prior to the student being released.
Victory Academy at SJP	8:00am-2:15pm	Student Arrival and Dismissal through the main entrance on St. John Parkside. This is the same door for early dismissal or late arrivals. Parents/Guardians may come to this door to sign students in or out. Anyone picking up a student must be prepared to show photo identification.

Breakfast & Lunch

School Name	Breakfast	Lunch
Victory Academy at Nelson	8:15am-8:30am	11:50am -12:20pm
Victory Learning Center at Martin	8:15am-8:30am	11:15am-11:45am
Victory Learning Center at Ridge	8:30am-8:45am	11:15am-11:45am
Victory Academy at Ridge	8:10am-8:35am	11:20am-12:30pm
Victory Academy at SJP	8:00am-8:30am	11:00am-12:00pm

All meals are provided free of charge. A menu of meals being served can be requested from your child's teacher. Students are permitted to bring their own lunch or snacks, however, staff are not allowed to heat or cook food items.

Visitors

Because schools are a place of work and learning, certain limits must be set for visits. The building Principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following expectations apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a "visitor".
 - All visitors to school must report to the building office.
 - There they will be required to sign in, show identification and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds
-
- Teachers are not expected to take class time to discuss individual matters with visitors.
 - All meetings to discuss individual matters must be scheduled in advance.
 - All visitors must remain with a school personal when inside the building.
 - Any unauthorized person on school property will be reported to the administrative and/or security personnel. Unauthorized persons will be asked to leave. The police may be called if this situation warrants.
 - All visitors are expected to abide by the rules for public conduct on school property contained in the school Code of Conduct.

Student Attendance Policy

Attendance

Attendance is important and key to your child's success. If your child is sick or will not be attending school on a scheduled day, you must notify the school office.

Whenever a child is absent from school, the New York State Education Department requires that a written excuse be provided on his/her return to school. Whenever your child is absent, please send your child's note to school in his/her backpack on the day that s/he returns to school. If s/he has had an infectious condition (e.g., pink eye), you will need to send a note from your child's doctor or clinic saying that s/he is ready to return to school.

If you know that your child will be absent from school at any time, please contact the bus company. Also, please remember to call the school's main office. If you know in advance, just drop off a note with your child's teacher to let the school know; however, you will still need to call the bus company to cancel transportation for the day. Please note:

- We will not contact the bus company for you.
- If you have not contacted the bus company and your child is absent for three or more days in a row, the bus company will cancel your child's bus service. In this case, you would need to call the bus company to begin service again. If this happens, there may be a delay in starting the bus again.

Tardiness

If you are unable to have your child at your school program by the scheduled time, you should notify the main office. The routine and structure of the classroom is important and late arrivals are disruptive to the staff, students, and your child. If you are late and arrive after arrival time, you must sign in at the main office and someone from the room will come for your child. If a student arrives after 11am they must have a note from a doctor or court or arrive with a parent/guardian/residential staff in order to enter the building.

Health Policies

MEDICATIONS AT SCHOOL:

Students that require medications during school hours must follow the OLV Human Services Medication Protocol and have a **Parent and Physician's Authorization for Administration of Medication in School** form on file.

Medications generally will be stored and administered by the School Nurse, however as permitted Education Law Section 921 school nurses will train other school personnel to administer glucagon or epinephrine auto injectors in emergency situations, where an appropriately licensed health professional is not available. Students must have specific patient orders and parental consent on file with the nurse office. Medications that are administered in emergencies to a student with patient specific orders should be stored as close to the student's location as practicable.

The parent/guardian is responsible to have the medication delivered directly to the school in a properly labeled original container by an adult. Medications should not be transported daily to and from school. **Medications should not be transported on the school bus in student backpacks.**

Nonprescription medications (a.k.a. over the counter medications (OTC)) are medications that may be purchased in a store without a healthcare provider order. OTC medications for individual student use must be in the original manufacturer's container/package with the student's name written on the container/package. All OTC medications must have a healthcare provider order and written parent/guardian consent in order to be administered or taken at school.

The exception to this is sunscreen. Students are permitted to bring their own sunscreen to school and self apply. Any students that need assistance, must have written permission from their parents or guardians.

ACCIDENTS OR ILLNESSES: All accidents, illnesses or injuries, no matter how minor, must be reported to the teacher, who will then notify the health office. Students should report to the health office upon suffering injury or illness. A daily health log will be completed in such instances, documenting reasons for visit and follow up care. Parents will be notified of accidents and injuries and are responsible for determining who will provide treatment when a student becomes ill during the school day. For this reason, it is important that the students have home and alternative telephone numbers on file in the school. Students too ill to remain in school will be sent home after the

parent/guardian has been notified and transportation arranged.

Whenever there is a condition that could be infectious that is either reported or seen at school, we will let you know about it in a letter that we send home. This letter tells you about the condition, as well as, what its symptoms are. We also guide you in making decisions about whether to have your child examined by a doctor/clinic. These notices are not meant to alarm you, but to keep you up-to-date on illnesses to which your child has been exposed to at school. (Note: We do not let you know about common conditions such as colds or the flu).

We are a center for the education of your child. A child, who is not well, does not benefit from our program and can adversely affect the health of other children. If your child becomes ill at school or the staff feels that he/she is “not up to par”, the parent/guardian for day students (or RTF for residential students) will be contacted. If they cannot be reached, an emergency contact will be called.

Child should be kept home from school or may be sent home from school if any of these symptoms exist:	Child may return:
1. Any temperature above 100.4 (in the ear)	School day following 24 hours after temperature returns to normal without the use of fever-reducing medicine
2. Upset stomach accompanied with diarrhea. -Especially if accompanied with a fever.	After diarrhea subsides and child resumes normal bowel Movements for 24 hours. May return following the school day.
3. Vomiting	When vomiting has subsided for 24 hours. May return following the school day.
4. Ear Infection	After diagnosed; 24 hours after the start of treatment and/or symptoms have improved. May return following the school day.
5. Rash of any kind	After being diagnosed and treated, and/or declared harmless by a physician. May return following the school day.
6. Heavy Coughing	When coughing subsides. May return following the school day.
7. Colds –If your child is having difficulty breathing or has a large amount of thick (green) mucus	When cold improves, mucus subsides and no other symptoms exist. May return following the school day.

8. Red runny matted eyes (Pink Eye)	After being diagnosed by a physician, 24 hours after treatment and symptoms have improved. May return following the school day.
9. Weakness, lethargy, refusal to eat or drink, irritability, crying, or any other unusual signs that cause the child to be unable to participate in the daily routine of their classroom	May return following the school day. When a child's energy returns or symptoms have subsided.
10. Difficulty breathing	May return following the school day. When normal breathing returns

COMMUNICABLE DISEASE
(School and/or provider should be informed immediately of condition).

Child should be kept home from school or may be sent home from school if any of these symptoms exist:	Child may return to school:
1. Chicken Pox	May return following the school day after all pox have crusted over
2. Strep Throat/Scarlet Fever	After being diagnosed, treated, on antibiotics for 24 hours and after all symptoms have improved. A note is required from the physician stating that the child is not contagious and may return to school the following the school day.
3. Impetigo	After being diagnosed, and on treatment for 24 hours. A note is required from the physician stating that the child has been treated and may return to school the following the school day.
4. Ringworm/Pinworm	After being diagnosed, and on treatment for 24 hours. May return following the school day. A note will be required from the doctor stating what type of medication is being used to treat the ringworm/pinworm.
5. Lice	24 hours after 2 treatments, and the child has no symptoms and is free of nits. May return following the school day.
6. Fifth Disease	After the child no longer has a fever. A note is required from the physician stating that the child has been treated and may return to school.
7. Roseola	24 hours after the fever is gone and seen by a physician. May return following the school day. A note is required from the physician stating that the child is not contagious

	and may return to school.
8. Hand, Foot and Mouth Disease	48 hours after lesions disappear. A note is required from the physician stating that the child is not contagious and may return to school. May return following the school day.
9. Measles	May return following the school day after rash completely disappears and fever is gone
10. Whooping cough/ Pertussis	May return following the school day after the child is seen by a physician and treated. A note is required from the physician stating that the child is not contagious and may return to school.
11. Scabies	May return following the school day after the child is seen by a physician and treated. A note is required from the physician stating that the child is not contagious and may return to school.
12. Pink Eye	May return following the school day after the child is seen by a physician and treated for 24 hours.
13. COVID-19	Follow the Centers for Disease Control (CDC), New York State Department of Health, and local Department of Health guidance and recommendations

School Wide Behavior Expectations

School Name	Expectations	Data Collection
Victory Academy at Nelson	Respect -Keep personal space; wait your turn to talk, speak calmly without swearing or using hateful language; listen to adults Integrity - Being honest, making ethical decisions, following instructions, doing what is right, even when no one is looking Safety - Keep hands and feet to self; use materials as directed; ask an adult for help Effort - Making a determined attempt	Behavior data will be collected on a daily basis by the classroom team and recorded on individual student behavior sheets. Students will earn the school store based on their weekly point total. Students can also earn Bravo Bucks for going above and beyond.

<p>Victory Learning Center at Martin</p> <p>Victory Learning Center at Ridge</p>	<ul style="list-style-type: none"> • Using a quiet voice. • Listen to teachers and staff / participate in academics. • Hands to self. • Staying in area- staying in teacher directed area • Calm body. • Using a student's individual coping skills. 	<p>Data will be collected throughout the 10 periods, 1 behavior buck per period for displaying appropriate behavior. Additionally, students can earn an additional 5 behavior bucks for going above and beyond the school-wide expectations.</p>
<p>Victory Academy at SJP</p>	<p>Respect - Keep personal space; wait your turn to talk, speak calmly and use an inside voice; listen to adults, raise your hand when you want to share ideas and use your helping hands.</p> <p>Responsibility – Follow directions, complete assigned work, and clean up after yourself.</p> <p>Safety - Keep hands and feet to self, use materials as directed. Give others Personal space and move safely and stay in assigned area</p>	<p>Data will be collected for each period and students will have the opportunity to earn Buster Behavior Bucks for appropriate behavior during each period, and additional Buster Bucks for going above and beyond.</p>
<p>Victory Academy at Ridge</p>	<p>Respect - Keep personal space; wait your turn to talk, speak calmly and use an inside voice; listen to adults, raise your hand when you want to share ideas and use your helping hands.</p> <p>Responsibility – Follow directions, complete assigned work, and clean up after yourself.</p> <p>Safety - Keep hands and feet to self, use materials as directed. Give others Personal space and move safely and stay in assigned area</p>	<p>Data will be collected for each period and students will have the opportunity to earn Buster Behavior Bucks for appropriate behavior during each period, and additional Buster Bucks for going above and beyond.</p>

Integration of Restorative Practices

Restorative Practices is a shift away from thinking about laws (or rules) being broken, who broke the law (rule), and how we punish the people who broke the law (rule). It's a shift toward thinking about how we repair the harm caused by dispute, conflict, disagreement and meet the needs so that relationships and community can be restored.

The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and restoring relationships.

Restorative practices are not a curriculum or a program, but a way of being in the world that puts relationships first. Seeking to repair relationships when harm happens is a choice and the challenges for everyone, whether you have been harmed or are the person who harmed.

Academic Programming

All students that are on track to receive a local-diploma, Regents Diploma, or a Regents with Advanced Designation will be required to complete 22 credit hours prior to graduation. Upon enrollment, the School Guidance Counselor requests records from the previous placement to ensure the student is enrolled in the proper courses and credits. Upon exiting the program, the guidance counselor will send an updated transcript to the district.

For the ITP Residential and Day School Program, students must be working on a NYSAA diploma. The NYSAA is part of the New York State testing program that measures student performance on alternate achievement standards in the areas of English Language Arts, Mathematics and Science. NYSAA testing takes place in the spring of each school year. More information regarding testing can be requested from the main office.

Work Based Learning

All students are expected to participate in Work Based Learning (WBL), as overseen by a Transition Specialist. Students have the opportunity to attend multiple worksites in the community several times a week. The purpose of WBL is to add a hands-on component that supplements and supports classroom learning, while developing transferable skills to help students enter the world or work. Student WBL hours are tracked daily to work towards the acquisition of a CDOS (Career Development & Occupational Studies) Commencement Credential. If a student works a minimum of 216 hours, and completes related requirements, they can use the CDOS Credential in place of the fifth required Regents exam towards a high school diploma. For students that are not working towards a Regents or local diploma, WBL provides students with the opportunity to learn work skills in a safe, controlled environment, while adding to the NYS Skills & Achievement assessment.

Work Based Learning experiences, along with a series of transition assessments works with students to develop vocational and independent living goals for their future.

Athletics Program

The Victory Bulldogs Athletics Program is a collaborative and inclusive program for students from Victory Academy at Ridge, Victory Academy at Nelson, Victory Learning Center at Martin and Victory Learning Center at Ridge. Currently, the program offers basketball and track and field, with coaching staff supporting student-athletes in skill development, sportsmanship, and positive behavior. The program welcomes all skill levels and emphasizes collaboration across school sites. As interest and resources grow, the Bulldogs Athletics Program plans to expand into additional sports, creating more opportunities for students to participate, compete, and connect.

Safety of Students and Staff

In situations where behaviors become threatening to the student and others, staff are required to use their skills learned through the TCI, SCIP-R or Ukeru training. External support may be called upon at the discretion of the principal. The use of timeout shall only be used in a situation that poses an immediate concern for the physical safety of the student or others. Staff shall return the student to their educational program as soon as the student has safely deescalated, regained control and is prepared to meet expectations. Whenever a school employee uses TCI or SCIP-R physical interventions or an emergency use of timeout, that person shall, within the same school day, must make a written report describing in detail the circumstances and the nature of the action taken. Parents or persons in a parental relation to the student must be notified within the same school day based on building notification procedures and will be provided a copy of the documentation of the incident within three school

days of the use of timeout or a physical restraint.

Incident Management

OLV Human Services (OLV) and Victory Education strive to maintain a safe, non-violent, nurturing environment for service recipients by promoting positive relationships and safe environments. Everyone plays a vital role in keeping service recipients safe and ensuring an atmosphere of respect. Abuse of service recipients by anyone is not tolerated by OLV. All Staff are responsible for ensuring protection of service recipients by intervening when incidents occur, protecting recipients from harm, and reporting all incidents.

Child Protective Services Investigations

Consistent with the agency's commitment to keep students safe from harm and the obligation of school officials to report to Child Protection Service when they have reasonable cause to suspect that a student has been abused or maltreated, OLV will cooperate with local Child Protection Service workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse and/or neglect. In circumstances where criminal activity is suspected, Child Protection Service workers may be accompanied by police officers who are assisting in the investigation.

All requests by child protective services to interview a student on school property shall be made directly to the Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

FERPA (Family Education Rights Protection Act)

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student educational records. Educational records subject to this protection include all academic, attendance, health, guidance and special service reports. FERPA requires schools to inform parents and students annually of these rights.

Under FERPA, parents and students over 18 years of age ("eligible students") have the rights to inspect and review the student's educational records within 45 days from the date in which the school receives a request for access; to request the amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA; to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without their consent.

Generally, schools must have written permission/consent from the parent or eligible student in order to release any information from a student's education records. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions to a school official with a legitimate educational interest (i.e., the official needs the record to fulfill his or her professional responsibility); to another school to which the student seeks or intends to enroll; to specified officials for audit or evaluation purposes; to appropriate parties in

connection with financial aid to a student; to organizations conducting certain studies on behalf of the school; to accrediting organizations; to comply with a judicial order or lawfully issued subpoena; to appropriate officials in cases of health and safety emergencies; and to state and local authorities, within the juvenile justice system, pursuant to specific State law.

In addition, schools are also permitted to release information, without prior written consent of the parents or eligible student, which has been appropriately designated as “directory information” by the district. Victory Education has designed the following information as “directory information” used in honor roll, merit roll, annual yearbook, graduation programs: student’s name, address, telephone listing, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, date and place of birth, grade level, enrollment status, the school most recently previously attended.

If you do not want Victory Education to disclose “directory information” from your child’s education records, you must notify the building principal in writing that you do not want “directory information” disclosed. The written notice to the principal about photo/directory information must be received no later than 14 days after the date of publication of the notice (or within 15 days of newly enrolling in the school).

Dignity for All Students Act (DASA) Policy and Procedures

The New York State Dignity for All Students Act (Dignity Act) was signed into law on Sept. 13, 2010 and became effective July 1, 2012. This legislation amended State Education Law by creating a new Article 2 - Dignity for All Students. The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

OLVHS is committed to fostering an educational environment grounded in respect, dignity, and equality, and free from discrimination, harassment, bullying, taunting, or intimidation. OLVHS recognizes that such behavior, whether based on race, color, religion, national origin, sex, sexual orientation, age, disability, or any other legally protected category disrupt student learning and negatively impact all members of the school community, including those who are targeted, those who participate, and those who witness such acts. OLVHS strictly prohibits all forms of discrimination and harassment, whether they occur on school property or at school-sponsored events, programs, or activities.

Please visit victoryed.org for more information on the OLVHS DASA Policy, Reporting of a DASA Incident, and each site's specific Dignity Act Coordinator.

Google Workspace

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses and discloses personal information from students in connection with these accounts. Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html): Assignments; Calendar; Classroom; Cloud Search; Drive and Docs; Gmail; Google Chat; Google Chrome Sync; Google Meet; Google Vault; Groups for Business; Keep; Migrate; Sites; Tasks; etc.

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”: YouTube; Assignments

Google Analytics; Google Data Studio; Google Earth; Google Maps; Managed Google Play Google Play; Studio; Google Bookmarks

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety.

Any parents who refuse to permit use of Google's Additional Services, must notify the building principal in writing on or before October 1, 2025.