

St. Francis Xavier School



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Parent/Guardian - Student Handbook Early Childhood and Extended Care 2016-2017

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St. Francis Xavier Early Childhood/Extended Care Parent/Guardian-Student Handbook

I. Philosophy

Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation which challenges individuals to:

- respond to God's continuous call for conversion to Jesus Christ
- form and be formed in Christian community life
- grow in knowledge of faith
- participate in liturgical celebrations and prayer
- collaborate in the Church's mission of evangelization

Local Mission Statement/Philosophy

The mission of St. Francis Xavier Catholic School, Early Childhood and Extended Care is to utilize an active partnership between home and school to educate the whole child:

- spiritually,
- academically,
- emotionally,
- socially, culturally, and
- physically, within a Catholic values-based program.

II. Admission Policies/Notice of Non-Discrimination

Admission

Children who are three - five years of age or by September 15 are eligible to enroll for entrance into a Early Childhood Program. Children are charged a tuition. St. Francis Xavier School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Children who attend St. Francis Xavier Early Childhood - 6th Grade are eligible to enroll for entrance into the Extended Care Program are charged a fee.

Enrollment

Children who are three years of age by September 15 are eligible to enroll for entrance into Preschool. Children who are four years of age by September 15 are eligible to enroll for entrance into Pre-K. Children who are five years of age by September 15 are eligible to enroll for entrance into Junior Kindergarten.

To enroll a child, in the **Early Childhood Program**, the following must be on file by the first day of school..

1. Registration fee to be paid at the time of registration.
2. Parental Emergency Consent Form
3. A physical exam form completed and signed by your physician including a record of immunizations and allergy plan (if needed)
4. Power School and E-Registration (Permission for Field Trips/Non-Center Activities).
5. Tuition payment plan and Lunch account set up.

To enroll a child, in the **Extended Care Program**, the following must be completed before starting school.

1. Enrollment Form
2. Parental Emergency Consent Form
3. Statement of Health Form
4. Weekly Schedule Form/Parents must turn in a permanent schedule or turn in a schedule each week by Thursday throughout the school year.

Equal Opportunity/Multicultural Assurances

St. Francis Xavier School, Early Childhood and Extended Care programs are equal opportunity employer and educational institutions. It does not discriminate on the basis of race, color, national and ethnic origin, age, creed, disability, or gender.

No person at St. Francis Xavier Catholic School, Early Childhood or Extended Care program shall on the grounds of race, color, age, gender, national origin or physical disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school.

Payment Policy

Parents are responsible for all payments for the Early Childhood and Extended Care Fees. To be sure the Extended Care billing is accurate: parents must sign their child in/out of the program daily. There is a one-hour minimum charge per child/per morning and afternoon of attendance. The finance manager will tabulate extended care expenses weekly and send out bills every Monday. Payments are due by Thursday for the previous week's care. Parents risk their child's enrollment in our program if their extended care account is past due. All payments should be mailed or sent to school in the provided Extended Care envelope. The billing will be done weekly and statements will be sent home with your child only when there is a balance due.

You may advance pay on your account to avoid making weekly payments. If the balance due has not been paid after two weeks, a collection-letter is sent home with your bill and extended care services will be immediately terminated. At the end of the thirty-day period if the balance due has not been paid, your account will be turned over for collection. To reinstate your children you must contact St. Francis Xavier School and make arrangements with the Principal.

Rates

Early Childhood rates can be viewed on the school website under parents tab and tuition.

Extended Care billing is done by the hour. You will be billed a minimum of one hour per morning and one hour per afternoon as indicated on your schedule sheet. The rates are:

\$2.85 per hour 1st enrolled child

\$2.35 per hour 2nd enrolled child

\$2.00 per hour 3rd and 4th enrolled child

\$3.30 per hour drop-in student

Breakfast (morning) - lunch program rate

Snack (afternoon) - \$1.00 each

III. Catholic Dimension/Uniqueness

Catholic Atmosphere

Religious education at St. Francis Xavier School, Early Childhood and Extended Care occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

Prayers, Practices, and Beliefs

Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

Spiritual Program

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

Parents/guardians are always invited to the school liturgies. Please call the office to make sure of the mass schedule.

IV. Academic Policies/Programs

Assessment

Early Childhood assessments include the Gold Assessment, Brigance Screening, Social/Emotional Development, Physical Development, Cognitive Development and Language Development. When test results have been analyzed, parents/guardians will receive appropriate information. In addition, twice a year personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

Transportation is provided by school bus or walking. First aid kits are taken on field trips. Field trips off center property require an extra staff person.

Guidance

Our Guidance Counselor complements the academic program by offering support to students in a number of areas.

Internet

It is the policy of educational programs governed by the Archdiocesan Catholic Schools Board to require the ethical use of internet and related technologies by all employees volunteers and students. (AFFC/ACSB#2511,AFFC/ACSB#5144.3) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute criminal offense.

Make Up/Snow Days

In the event that a particular year forces the cancellations of a particular class continually, St. Francis Xavier Catholic School will review the number of sessions missed. Students attending make up days added to the calendar will be determined by which class missed school.

Multi-Cultural/Non Sexist/Global Education

St. Francis Xavier School, Early Childhood and Extended Care offers a global, multi-cultural, gender fair approach to the educational program.

St. Francis Xavier School, Early Childhood and Extended Care is committed “to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society.” (AB 6144.2) The education program is one of permeation

and action for the implementation of the global, multicultural, and gender fair elements of the students' education.

Rest Time

Our schedule provides for a quiet time after lunch, giving children a chance to “rest and regroup.” Children will lie down on individual cots with sheets that are laundered daily. Supervision is provided.

School Day/Hours

The Extended Care Program opens at 6:30 am and closes at 6:00 pm. If your child will not be attending or if you will be late, please call 875-7376 ext 273 as soon as possible to notify the staff and we will let your child know so they do not become anxious. Upon arrival, parents are responsible for bringing their child into the school. All students will be entering through the Auditorium entrance on the west side of school. **Parents are never to drop a child off and allow him/her to come into the school unattended.** Before and After school parents will need to ring the door bell in the entryway to be admitted into the school and sign their child in/out for the day. At the end of the day, parents should personally accompany their child out of the school. The parking lot is a busy place and could be dangerous for your child. **The school day begins at 8:10 am and dismissal is at 3:20 p.m.**

Child Protective Services will be called in the event that a child has been left at school 30 minutes past closing and the parents cannot be reached. The child can be handed over to the Department of Human services at that time. There is a \$5.00 penalty for every arrival before 6:30 am and a \$5.00 penalty per every 15 minutes past 6:00 pm that a child is at the school.

A school calendar will be available for parents at the beginning of the school year identifying days that school is in session. This calendar, while not identical, will correspond closely with that used by St. Francis Xavier School and Western Dubuque.

School Parties

Parties which consume valuable school time are discouraged. However, students may bring birthday treats. If a student should wish to do this, the treats will be passed and shared.

Early Childhood students will participate in four Holiday Celebrations.

After school parties are the responsibility of parents/guardians. Late evening parties are discouraged during the school week.

Special Services

The service of a psychologist, school nurse, social worker, speech therapist, audiologist and diagnostic testing for learning disabilities are available through AEA 1. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained.

When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.

2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individual education program).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact your child's principal.

Student Assemblies-School Liturgies

All school assemblies and liturgies are part of our school program. When any person is before the assembly to address the group, (Mass, assembly, pep rally), there is to be no talking among students or improper behavior; shouting, whistling, excessive noise, and whispering are discourteous acts.

Typical Daily Activities

See Appendix A - Page 23

V. Communication

Absence/Illness/Attendance

Regular attendance is a key factor in the success of school work. The value of the work missed is difficult to make up by out-of-class work.

Doctor/dentist appointments are best made for after school hours or on free days. A student who must, as an exception, be excused for an appointment should have a written notification for the teacher. A written request from the parent/guardian or a phone call is also required anytime a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

Parents/guardians are requested to phone the school if a child will be absent and inform the school of the reason for the absence. If a student will be absent for an extended time due to illness, parents/ guardians should inform the principal/school.

When a child returns to school, a note explaining the absence must accompany the child.

The principal/secretary approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements. An ill child will be isolated from the group in a supervised quiet area until the parent or authorized pick up person arrives. If your child has any of the illnesses listed below, we ask that they do not attend school. Please keep the school informed of any changes in your child's health status and/or eating habits (a child who develops an allergy).

Diarrhea and Vomiting - If there is any diarrhea or vomiting, the child may not be brought to school. If the child has any loose stools while at school, or if the child vomits at school, he/she will be sent home. The child may return to school if he/she has been free from diarrhea or vomiting for 24 hours from last stool or emesis. If there is diarrhea of several days duration, a physician should be notified.

Eye Infection - If a child has eyes that are matting or draining, the child shall not be brought to school. The child may return to the school after he/she is on antibiotic ointment for 24 hours or the eyes have shown marked improvement.

Impetigo - A child with impetigo shall be excluded from school for 24 hours after treatment has begun. The return shall depend upon the location of the infected area and if the area is dried and healing well.

Ear Infection- If purulent drainage, the child shall not be at school. (Exception: If the child has tubes and has been on an antibiotic for 24 hours). A child with a diagnosed ear infection with no drainage must be on medication or a release must be obtained from a physician stating that the child is free of communicable disease.

Lice/Pediculosis and Scabies - When pediculosis or scabies is suspected in a child, the parent will be notified. The child will not be allowed into school until the child has been treated. A form needs to be completed by the parents stating they have completed treatment. It is advisable that members of the family be treated at the same time.

Pinworms - When pinworms are diagnosed in a child, the child shall be restricted from school until the day after appropriate medication. All clothing worn by the child prior to treatment should be laundered. It is advisable that family members also be treated.

Shigella - Shigellosis is an infection of the gut caused by the bacterium, Shigella. A person infected with Shigella may have mild to severe diarrhea, fever, and painful bloody, mucous stools. Students need to have two negative stool cultures, taken at least 24 hours apart and not more than 48 hours after antibiotics stopped, if given, before they return to school.

Sore Throat - A child with a sore throat may be restricted from school. A physician should see the child.

Fever - If a child has a temperature of 100 degrees F and exhibits any of the above conditions, or simply has a temperature of 101 degrees F, the child will be sent home.

Attendance

Extended Care attendance is based on the schedule form you fill out and return to school weekly. Staffing is dependent on these schedules so it is imperative that you fill these out as accurately as possible. When your child is absent from school or leaves early due to illness, you will not be charged for Extended Care for that day. If your child does not attend their scheduled hours, and parent/school contact has not been made by 2:00 p.m., you will be

charged for the hours scheduled. If parent/school contact has been made by 2:00 p.m., you will not be charged.

Access Policy - See Appendix C - Page 26

Accidents/Emergencies

Incidents or accidents resulting in injury to a child will be reported on the day of the accident. The written report will be prepared by the staff person who observed the incident or accident and shall include a general description of the incident and of the action taken, if any, by the staff. If a child is hurt more severely, the staff will call 911 and contact the parents using emergency contact information.

Change of Address

Please notify the school immediately if you have a change of address or telephone number. This information must be kept up to date, particularly in the case of an emergency.

Child/Staff Ratio

Child/Staff ratios are maintained in accordance with policies established by the Department of Human Services.

Three year olds: 1 caregiver to 8 children

Four year olds: 1 caregiver to 10 children

Five through Twelve year olds: 1 caregiver to 15 children. In general, two staff members will be on duty during operating hours in which children are present.

Communication Methods

- **Dual Parent Report** — According to AB 5124, in the case of a student's whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of **both** parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at St. Francis Xavier School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents. Children will only be discharged to a parent, or person authorized by parent, to pick up the child. We cannot deny a parent access to their own child without documentation from the court stating that they do not have custody.

Parent/School Communications — Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call teachers about student progress or other situations of concern.

- **Parent-Student-Teacher Conferences** — Individual conferences are held after the first and third quarters. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized. Students are invited and encouraged to attend these conferences.
- **Progress Reporting** — The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, and quality progress

reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment which enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are standards based with defined benchmarks, so too, reporting to parents/guardians needs to be in accord with those standards / benchmarks and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

Complaints

The following policies of the Archdiocesan Board of Education (AB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, Board of Education Chairperson, or the Office of Educational Services. Instructional Materials and Activities, AB 1312

- Complaints Against Teacher/Employee, AB 4119.4g
- Complaints Against Administrator, AB 4119.4h
- Complaints Against Board Members, AB 8252

We make every attempt to create an environment that is warm, nurturing, safe, and developmentally appropriate. If a concern of problem arises, we want to know about it and try to resolve it as quickly as possible. Please use the following procedure if a problem or concern arises. We feel that it is much easier to deal with a concern, than it is to try and mediate a crisis. Please keep us informed.

1. Take the problem to the staff member on duty.
2. If the concern is not satisfactorily resolve, bring it to the attention of the Extended Care Director.
3. If there is still no resolution, we ask that you put in writing a full account of the complaint, sign it, and it will be taken to the principal who will determine what shall be done about the incident.

Dismissal/Withdrawal from Program

Occasionally, a child may experience difficulty in adapting to our program environments and abiding by certain rules of behavior in the group setting. A meeting will be scheduled with parents, teacher/staff and principal. We will work closely with you to see if the problem(s) can be resolved. If a child's behavior and attitude continues to be disruptive to the group or to other children's welfare, we reserve the right to ask you to withdraw the child from our program. If parents wish to withdraw their child from the program we ask them to write a short letter stating when their last day will be and the reason. If the family is moving, we also ask that you list your new address so that your statement may be sent to you. We appreciate at least two weeks notice of a withdrawal so that we may alert other families on our waiting lists that they may attend.

Early Dismissals, School Closing, and Late Start Procedures

St. Francis Xavier School, Early Childhood and Extended Care follows the Western Dubuque Community School District regarding school closings for bad weather. However, based on local conditions, St. Francis Xavier School may elect to close due to bad weather. Do not call the rectory or school. Listen to the radio stations or TV channels for official announcements.

If school is delayed the Extended Care Program will be open. However, if school is cancelled during that delay, parents will be contacted and need to have their child picked up within 1 hour of being contacted. On scheduled Early Dismissal Days the Extended Care Program will be open until 6:00 pm .

If school is dismissing early due to bad weather the Extended Care Program will be open until 6:00pm. If school is cancelled the Extended Care Program will not be open.

Student Privacy Act

In conformity with the Student Privacy Act, and the Archdiocesan Board of Education policy 5125, St. Francis Xavier Catholic School, Early Childhood and Extended Care programs do not send out child/student graduate information to any outside organizations without written authorization of the parent/guardian.

Student Records

A permanent record of each pupil is kept on file at school in accord with AB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

Telephone

Students are expected to have the permission of the principal/teacher to use the telephone during and after school.

Visiting Classes

Times can and will be arranged for parents/guardians to visit school. We welcome your interest and support. Please call us and let us know what times would be convenient for you.

Visiting: Parents/guardians are welcomed and encouraged to visit and observe at any time. Parents shall be afforded unlimited access to their children and to the provider caring for their children during the center's hours of operation or whenever their children are in the care of a provider, unless parental contact is prohibited by court order. Parents visits are especially helpful after a child has had the opportunity to adjust to their school setting. When you visit you will probably be asked, either by the children or the teacher, to read a story, build with blocks, or get involved in some way.

Participation: Newsletters, informal chats with the teacher, emails, and the things your child tells you about his/her school experience are no substitute for actually "being there." Parents are an important part of our program, and we offer you many different ways in which to participate in your child's experiences. These might include helping at Holiday Celebrations, field trips or sharing special talents with the children during particular theme units.

VI. Discipline Code

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a

Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the St. Francis Xavier Board of Education and administration after consultation with St. Francis Xavier School with faculty, parents and students. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each St. Francis Xavier student. Neither ignorance or lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to St. Francis Xavier School, are to be respected and followed.

It is important to treat each child as an individual and in a manner which is appropriate to the child's development activity, and general well being. Consistency, positive reinforcement, natural consequences, and positive redirection are used at school to shape appropriate behavior in children. If your child should experience some difficulty, corporal punishment including spanking, slapping and shaking shall not be used. If your child is exhibiting a consistent behavior problem, we will call you to discuss the situation. Please discuss with the staff any changes, observations, questions, or suggestions you might have related to your child. No punishment will be used in connection to rest, food or toileting.

Beverages, Candy, Food, Gum

Beverages, candy, food, gum etc. are not permitted in classrooms, study halls, library, auditorium, gym or hallways unless directed by the classroom teacher and/or principal.

Gambling

Card playing and/or gambling is not allowed during the school day.

Discipline Code

Discipline in a Catholic School is basically self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each others efforts.

Severe misbehavior which seriously disrupts the learning environment, possibly threatens the well being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office with a Student Referral Form.

Unacceptable student behaviors include:

10. Use of drugs, alcohol, tobacco
11. Personal injury (bullying, fighting, calling names)
12. Refusal to comply with a direct teacher command
13. Inappropriate bus behavior
14. Possession of a dangerous weapon

15. Truancy
16. Repeated tardiness
17. Repetitive unacceptable classroom behavior
18. Habitual late/incomplete assignments
19. Vandalism

Consequences:

- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

All consequences shall be carried out according to the AB 5144.1. (see also Gangs AB 5133)

Fire Extinguishers

Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00.

Gangs

In accord with AB 5133, if a student is suspected or identified as being a member of a gang, initiates or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

20. Parents/guardians will be contacted immediately and appropriate intervention initiated.
21. A behavior contract will be prepared stating the conditions for the student remaining in the school.
22. Students may be referred to counseling (personal and/or family).
23. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
24. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
25. Students may be referred to the Task Force on Violent Crime (if applicable).
26. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
27. Students may be suspended and/or expelled as outlined in the school/program/ Archdiocesan discipline policies.
28. Parents/students will be held liable and financially responsible for all forms of vandalism.

Harassment

It is the policy of the educational programs governed by the St. Francis Xavier Board of Education to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment or harassment of any type. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other

verbal or physical conduct of a sexual nature. Harassing conduct includes, but is not limited to, the following: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; 3) bullying which may be emotional, physical, racist, sexual, or verbal (e.g. name calling, sarcasm, spreading rumors, excessive teasing); and 4) hazing.

Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Archdiocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal, C/DRE, Director of Catechetical Services, or the Superintendent of Schools (or designee) for the Archdiocese of Dubuque. This policy is in compliance with Iowa Code Chapter 216 and Archdiocesan Board of Education policies 2515.1, 2515.11

School Dress Code and Good Grooming Policy

Approved and published yearly by the St. Francis Xavier Board of Education is located on the school website. Early Childhood students do not have to wear school dress code clothes. They may wear comfortable clothing following the dress code guidelines established by St. Francis Xavier Board of Education which includes no flip flops or sleeveless shirts.

Search and Seizure

It is the policy of the St. Francis Xavier Board of Education to operate its educational programs in a Catholic, orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, St. Francis Xavier School adopts the policy as stated in AB 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

Weapons and Dangerous Instruments

It shall be the policy of the St. Francis Xavier Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in AB 5131.7a.

Tobacco, Drinking, Use of Non Prescribed Drugs

Students are not to use, possess, sell, or be under the influence of drugs, beer, or other intoxicating beverages on the school grounds at anytime or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student's possession of tobacco, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (see also AB 5131.6, AB 5131.61, AB 5144 and/or AB 5144.1 concerning Substance Abuse, Tobacco and Discipline)

VII. Extracurricular Activities

Activity options

Students have opportunities to participate in various activities as coordinated through St. Francis Xavier School.

Student Activities

We are all identified with St. Francis Xavier School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

Public Conduct on School Premises

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in an sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an

activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Further reference can be found in Archdiocesan Board of Education Policy Manual, AB 1251

VIII. Health/Safety Issues

Abuse

In compliance with School Laws of Iowa and AB 4116.30a any certificated or licensed employee of St. Francis Xavier School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level-one investigator (the principal) and alternate (Associate Directors of Educational Services), and will contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1 — .15 (280) and Archdiocesan Board of Education policy 4116.30a.

AIDS

Children diagnosed as having any bloodborne pathogen disease, or with laboratory evidence of infection with a bloodborne pathogen associated virus (HIV-III/LAV) and receiving medical attention may attend classes in a unrestricted educational setting in accordance with AB 5141.2 .

Alcohol/Drug Policy

The St. Francis Xavier School Board of Education develops guidelines that are in accordance with AB 5144 and AB 5144.1 on student responsibility and discipline. Students who self-refer for drug and/or alcohol treatment to any member of the faculty, will not be subject to the disciplinary code as long as treatment is ongoing and positive.

Asbestos

Federal regulations and AB 7113, require us to inform you that there is asbestos in the St. Francis Xavier School building. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated.

Biting See Appendix B - Page 24

Blizzard (Severe Inclement Weather)

If road conditions are such that driving is difficult or impossible, children, staff and any parents in the building will remain until roads are passable. All parents will be notified of the situation and appropriate arrangements will be made. Typically, any weather-related early dismissal announced by Western Dubuque Transportation will apply to our school.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal.

Chemical Spill

If there is a minor chemical spill of a non-hazardous substance, the area would be blocked off and cleaned up immediately. However if it is a serious or hazardous chemical spill, the children would be removed from the building and we would call 911. If there would be a chemical spill within the community, we would follow the City of Dyersville and St. Francis Xavier School Crisis Management Plan.

Fire and Tornado Drills

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. Emergency plans for fire and tornado are posted in the classroom and by exits. Fire and tornado drills are practiced monthly so that the children become familiar with the procedure and are not frightened by related loud noises. The Early Childhood tornado shelter is in the hallway outside the classroom. The Extended Care tornado shelter is the auditorium lower level under the kitchen.

Fundraisers

Families with children in the St. Francis Xavier Early Childhood will be asked to participate in the fundraising activities of St. Francis Xavier Catholic Grade School. There will be no fundraising exclusive to Early Childhood or Extended Care Programs.

Intruder

Door security procedures will be implemented. In the event that an intruder would enter the building, they would be asked to leave immediately and the police would be notified. Lock Down Procedures would be followed.

Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Lost or Abducted Children

In the event that a child would become lost or abducted, 911 would be called and the parents or guardian would be notified immediately. The director will be stipulated as the search person. Steps are outlined in the emergency response plan.

Mandatory Reporting

As outlined in the Iowa code, all providers of Early Childhood and Extended Care services are mandated by law to report any suspected cases of sexual abuse, physical abuse, or neglect. Iowa law states that personal may take, at public expense, photographs of the injured area. Any person participating in the making of, or in the investigation of, a report shall have immunity from any liability, civil or criminal, which might otherwise be imposed.

Medication

Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record. Contraceptives will not be dispensed.

Dispensing of non prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

It is recommended that all medications be given at home. Only under extreme circumstances will any medicines be given before or after school. All medications require a permission slip signed and dated by the doctor and the parent/guardian before medications will be administered to the child. Each prescription drug shall be in the original container and must be accompanied by the physician's order. Medication forms can be located on the school website.

Parking for Parents

Parking for parents is provided in the school parking lot on the west side of the school. No child may be dropped off unattended. You must accompany your child to the classroom/school building.

Power Failure

In case of a power failure, flashlights are available. Children would be kept calm and occupied with songs and games. The power company would be called if needed. If it would get too hot or too cold for the children, parents would be notified to pick up their children early.

Radon Testing

During 1991 all schools of the Archdiocese were tested for radon. The test results indicated the radon levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for radon needs to be done at this time. Early Childhood Radon Tests are conducted every two years.

Smoking / Smoke Free Building

St. Francis Xavier School has been designated a "Smoke Free Building". At no time will smoking be permitted within the building.

Snacks and Meals

Early Childhood students will receive a calendar stating when it is your turn to provide snacks. Your child's teacher will also give you suggestions concerning types of snacks to provide. Milk will be provided for all snacks. Extended Care students snacks will be purchased

and served with milk for a fee. Breakfast and Lunch will be provided for a fee by the lunch room staff.

Structural Damage

In case of structural damage to the school, the children would be taken out of the building immediately and relocated to another site on parish property, for example, the church basement. 911 would be called as well as parents if we are unable to return to the school. We would not return to the school until the building is declared safe.

IX. Services

Bicycles/Motorized Scooters

Students who live a distance from school are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks. They are to be walked across the street at the main crossing by the stop sign. No bikes/motorized scooters are allowed on the school side of the street where buses load and unload.

The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

Bus

Transportation is provided by the Western Dubuque Community School District and through other arrangements. Rules established by these agencies are to be followed as though they were rules of St. Francis Xavier School. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

Lockers

Lockers are to be kept clean and orderly. Please do not put valuables in your locker. No decals, are to be pasted on lockers nor may scotch tape or paste be used for pictures. Masking tape may be used. Lockers are subject to inspection by the administration. Lockers are to be used only by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing student and school values.

Lost and Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, play equipment, etc. There is a box of found articles if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

Lunch

Lunch is available at the hot lunch program. Fees are deducted daily from student lunch accounts for breakfast, lunch and milk. Free and reduced lunches are available through the program. Applications are welcome anytime during the school year.

School Supplies

A listing of school supplies will be distributed yearly.

Textbooks

Textbooks are provided to all students. Materials such as workbooks which are consumed by the student during the year are charged to the student at cost. Undue wear, damage, or loss will require payment at the end of the school year. Books belonging to the school are to be covered at all times. Covers are available at the office. Students sign an annual request form for textbooks provided under the state reimbursement program.

Tuition Tax Credits:

Expenses incurred by parents may qualify for tuition tax credits. Information is distributed annually, usually at the end of the calendar year.

Tuition Grants

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition. Please ask the principal for further information. Confidentiality is maintained.(AB 3240.1)

X. Staff

Staff

Teacher - personnel hold degrees that are assigned to the preschool classroom program. Some teachers have early childhood endorsements/certificate or advanced degrees in early childhood.

Paraprofessionals - personnel trained in early childhood education that carry out activities under the supervision of the teacher.

Volunteer Aides

Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time. They are required to sign an acknowledgment form indicating that they have received and read all Archdiocesan required notifications and to also authorize a criminal background check.

APPENDIX A AN OVERVIEW of TYPICAL DAILY ACTIVITIES

A typical day in the Early Childhood Program consists of a daily schedule with both formal and informal learning opportunities. While a child's overall daily schedule may vary, all programs will include the following in order to provide a balance of learning opportunities.

Morning Activities

- * arrival/playtime
- * greeting/prayer
- * calendar/weather/flag
- * story time
- * small group centers (art, language development, math, science)
- * indoor play
- * bathroom
- * preparation for lunch
- * lunch
- * outdoor play

Afternoon Activities

- *story/show and tell
- *rest time
- *story time
- *bathroom and snack
- *music
- *library
- *reinforcement activities
- *games
- *dismissal

EXTENDED CARE PROGRAM

Morning Schedule

6:30 - 7:30	Free Choice - Puzzles/Games/Computers
7:35 - 7:40	Breakfast students go to breakfast line
7:40 - 7:45	Clean Up/Dismissal to grade level tables

Afternoon Schedule

3:15 - 4:00	Homework/Free Choice/Puzzles/Games/Outside Play
4:00 - 4:20	Snack
4:20 - 5:15	Physical Activity/Outside Play/Pick up equipment
5:20 - 6:00	Fine Motor/Free Play Activities (Lego's/Blocks/Crafts)

APPENDIX B BITING

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers and sometimes preschoolers and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents and teachers. Understanding the reason for biting is the first step of changing a child's behavior. Children bite for a variety of reasons: teething, simply sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents or their teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters but to change the environment and help children change their behavior.

- It is important that the caregivers remain calm and in control of their emotions when biting occurs. Staff should not show anger or frustration toward the child. The caregiver should calmly respond to the child, letting them know that biting is not ok. In addition the following steps will be taken:
- The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
- Encourage the biter to help take care of the child that was bitten (Hold ice pack, comfort the child).
- The caregiver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-if able) instead of biting. This should be done in a short simple way.
- It is important to explore the reasons for biting when it occurs. Staff need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of some triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain.
- Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.
- The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions.
- Was the space too crowded.
- Were there too few toys.
- Was there too little to do or too much waiting.
- Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting.
- The teacher will change the environment, routines or activities if necessary.

- The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
- The teacher will observe the child, to get an idea of why and when they are likely to bite.
- The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
- The teacher, parent and administration will meet regularly to regulate an action plan and to measure the outcome of these changes.
- If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

First Aid in response to biting (both child and adult)

Wear gloves, clean wound with soap and water. Run water over wound for 5 minutes.

Apply ice or cool compress to help reduce the pain or swelling.

Bandage the wound as necessary.

Write a detailed incident report for both children involved with the incident.

First Aid if bite breaks the skin. (both child and adult)

Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.

Control the bleeding.

Cover the wound with sterile dressing and bandage.

Contact parents of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.

Write a detailed incident report for both children involved with the incident.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on our standard incident form which is completed and signed by teacher, parents and an administrator is notified. One copy is given to the parent and one copy is kept in a locked file cabinet in the room.

When biting occurs, here's what you can expect from us:

We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.

We will provide appropriate programming for children to help prevent biting.

We will make current information and resources on biting available to you.

We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.

We will take your concerns seriously and treat them with understanding and respect.

We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.

We will respond to your questions, concerns and suggestions--even when our response to some suggestions are no.

We will work to schedule conferences about biting with you, at a time you can attend.

We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know. We are here to help you and your child on their journey to independence!

APPENDIX C UNAUTHORIZED ACCESS POLICY

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, not be counted in the staff to child ratio.

*“Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.

*It is imperative that centers not allow people who have not had a record check assume child care responsibilities or be alone with children. This directly relates both to child safety and liability to the center.

Persons who do not have unrestricted access will be under the direct “supervision: and “monitoring” of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.

“Supervision” means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly. “Monitoring” means to be in charge of ensuring proper conduct of others.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the ‘intruder in the center’ procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692)A:

-Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.

-Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.

The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.

If written permission is granted it shall include the conditions under which the sex offender may be present, including:

- The precise location in the center where the sex offender may be present.
- The reason for the sex offender's presence.
- Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
- The written permission shall be signed and dated by the director and sex offender and kept on file of review by the center licensing consultant.