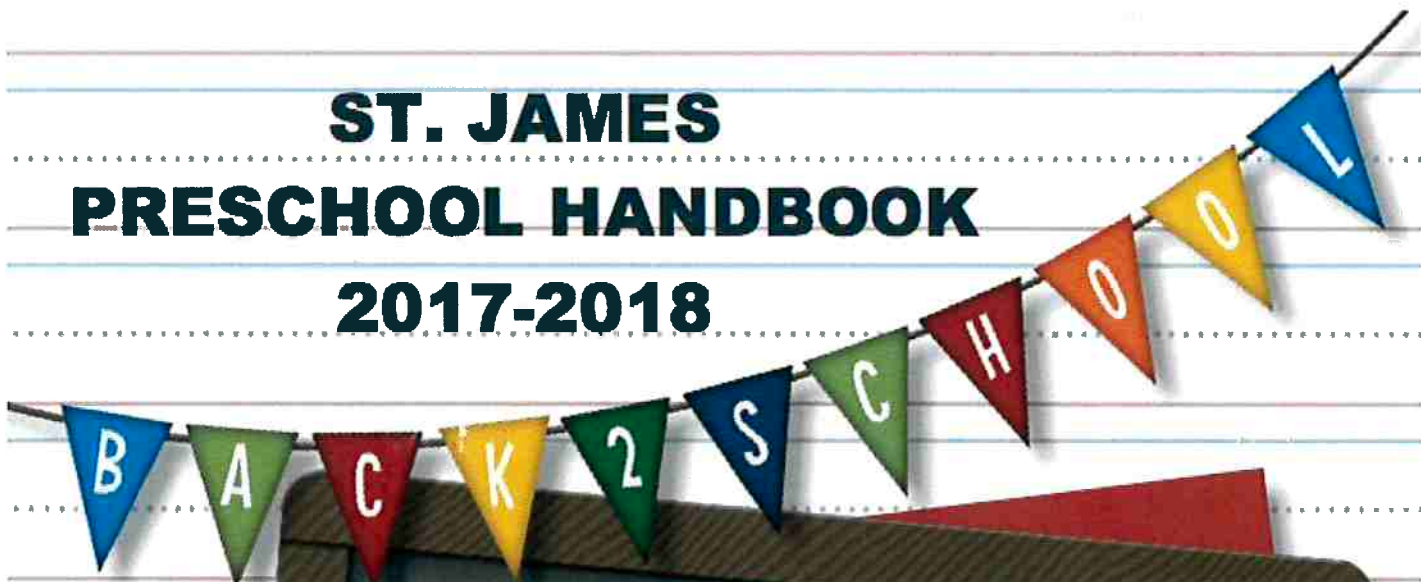


**ST. JAMES
PRESCHOOL HANDBOOK
2017-2018**



TEACHERS:

MRS. MONIKA CHALUPA

MRS. SONYA LOVE-SMITH

ASSOCIATES:

JEAN MACENSKI

CINTHYA CANCHOLA

PRINCIPAL:

BETH MCBRIDE

**St. James Phone:
319-653-3631 SJS Fax: 319-653-4019
Website: stjameswashington.org**

**Saint James School
Preschool Program Handbook
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SAINT JAMES PRESCHOOL

I. MISSION

The mission of St. James Preschool, in partnership with families & community, is to prepare students for lifelong learning and productive membership in a global society by continually providing educational opportunities appropriate for the individual's total development.

II. PHILOSOPHY

We believe:

- All young children can learn and succeed in a warm, supportive, caring atmosphere, with opportunities to explore & interact with materials, adults and other children.
- Children learn best through developmentally appropriate play activities and will achieve cognitive, motor, social and emotional growth.
- All children can move toward a healthy self-image through positive reinforcement and opportunities to take risks, make decisions and solve problems.
- Parents are their children's most important teachers and the strongest influence in their lives. Building a comprehensive program is dependent on the collaborative efforts of home, school & community agencies.
- Health and well-being are critical to the overall development of the whole child.
- A successful early learning lays the foundation for continued school success and lifetime problem solving skills.

III. ENROLLMENT POLICY

Saint James Preschool maintains a policy of open enrollment. Any student meeting the school's reasonable requirements is to be admitted regardless of race, ethnicity or creed. In the event the demand for the preschool program exceeds the number of spots available, the admission priority will be as follows:

- children of registered Saint James Parish members
- siblings of students enrolled in the K-5 program
- children currently enrolled in the preschool program

The following guidelines for eligibility are as followed:

- children who are 3 years old by September 15 may enroll in the 3 day program
- children who are 4 years old by September 15 may enroll in the 4 day program
- all children enrolling in preschool must be toilet trained prior to attending
- Students who turn 5 ON or BEFORE September 15th of that year: and ARE eligible for Kindergarten; may attend the four-year-old preschool program at the parent's request, with tuition.
- If the 3-year-old program is full; students who turn 4 AFTER September 15th ON or BEFORE December 31st of that year may be eligible for the four-year-old program. This will be available by tuition only. This is available only AFTER the three-year-old program is filled.
- This is only available until the four-year-old program is filled.
- This policy is in compliance with the Iowa Code Section 256.7(5) and the 2007 Iowa Acts, Houses File 877, section 10 and Chapter 16, "Statewide Voluntary Preschool Program," Iowa Administrative Code.

IV. ATTENDANCE

Definite experiences are planned for each class day. Each child should be in school and on time every day s/he is physically able in order for a continuum of learning to occur. Parents should call the school office to inform the staff of any absences.

Schedule (Your child's teacher will provide a schedule at the beginning of the school year.)

- 3 year-old-program 8:05-11 a.m. Monday, Tuesday, Thursday, Friday
- 4 year-old-program 8:05-3:00 p.m. Monday, Tuesday, Thursday, Friday

Arrival

- Students are not to be in the preschool room until 8:05 for the a.m. session.
- Students need to be brought to the classroom and signed in and checked out.

Dismissal

- Students are to be picked up promptly at 11 a.m. for the a.m. session.
- Students are to be picked up promptly at 3 p.m. for the p.m. session.
- Students' dismissal plans are posted at the entrance of the preschool room.
- The parent is to inform the preschool staff of a child's departure plans.
- The parent is to inform the preschool staff of changes in the child's routine.

V. SCHOOL YEAR

K-5th classes begin the 3rd week in August and end the last full week in May and will follow the Saint James School calendar, which is aligned with that of the Washington Community School District. **Preschool students will start school on August 28th in the 2017/18 school year.** The school will also follow the public school's lead with weather related delays and dismissals. All delays and dismissals will be announced on KCII.

- **Late starts due to weather:** 3 year old preschool will be cancelled
- **Early dismissals due to weather:** 4 year old preschool will follow St. James dismissal

Classes missed due to delays or early dismissals will not be made up. Classes missed due to school cancellation **may** be made up, depending upon the scheduling of the make-up day for the K-5 program.

VI. STUDENT HEALTH

Records

The records below are required to be on file in the office by June 1st before a child may attend preschool:

- copy of birth certificate
- up-to-date medical form (including dentist & physician contact information)
- physical examination dated no earlier than May 1st for the fall term
- enrollment forms, including parent emergency & medical consent forms
- official, up-to-date required (by law) preventative vaccination record
 - ✓ DPT (diphtheria, pertussis, tetanus)
 - ✓ Polio boosters
 - ✓ MMR (measles, mumps, rubella)
 - ✓ vaccination for or verification of certified case of chicken pox

**PHYSICIAN DOCUMENTATION IS THE ONLY ACCEPTABLE
WAIVER FOR VACCINATIONS**

Illness

In order for optimum learning to take place, a child needs to have adequate rest and feeling well. If a child is not feeling well, not only is learning inhibited, but s/he is more vulnerable to infection. It is

in the best interest of all for a child to be kept home in the event of illness. The following guidelines will be followed by the preschool staff regarding student health:

- A child with symptoms of illness, fever over 100, who has vomited or has diarrhea will be sent home.
- A child who is sent home is to be picked up promptly by an authorized adult.
- A child must be free of symptoms for 24 hours before attending or returning to school.

Head lice

The preschool center takes precautions in preventing the transfer of head lice by keeping children from sharing hats, combs, etc. Random head checks are conducted if the situation warrants it. The following guidelines will be followed:

- A child found to have head lice will be sent home immediately.
- The child must be treated with a commercial lice killing product and all remaining nits picked out of the hair BEFORE s/he may return to school.
- Once a child having had head lice returns to school, s/he will be rechecked.
- A child with nits but no live lice will take home a note informing the parents that the nits need to be removed prior to the child returning to school.
- Once a child having had nits returns to school, s/he will be rechecked.

Student Hygiene

The preschool staff will exercise universal precautions in the handling of any blood or other bodily fluid borne pathogens. The preschool staff will emphasize and reinforce healthy hygiene practices with the children.

- Students will be supervised in hand washing before snack and after the use of the bathroom.
- Students will be reminded to cough/sneeze into the inside of their bent arm.
- Anti-bacterial hand gel is available and its use will be supervised.

Children with Communicable Diseases

Parents or guardians of any child enrolled at Saint James Preschool or making application for enrollment must notify the principal of any medical condition which requires special attention or consideration. Children with communicable diseases shall not be admitted to Saint James School. When a child is free of the disease, a physician's written verification must be submitted to the office prior to readmission.

Medication

The preschool staff and the Saint James School office staff are trained to administer medication. Medications will not be administered by anyone except these individuals. Children will use only the medication prescribed to them. Sharing of medication is not allowed unless we have a written note from a doctor. All medications will be kept locked in the school office. Parents must deliver the medication directly to the teacher or office. **Children are not to transport medication by themselves.** In the event that administration of any medication, over the counter as well as prescription, is necessary, the following information must be on file:

- doctor's authorization
- signed permission by the parent stating
 1. ...who the medication is for
 2. ...what the medication is
 3. ...when it is to be administered
 4. ...the dosage to be administered

VII. STUDENT SAFETY

The safety of our children is our primary concern. The staff is trained, not only in seeing to a child's immediate safety, but also in recognizing and preventing potentially hazardous situations for the children.

Anti Bullying and Harassment Policy (Appendix A)

Student Supervision

- Student to teacher ratio, at minimum, follows DHS guidelines.
- Students are supervised by staff at all times in accordance with DHS ratio requirements.
- In the event of off-site events, an additional staff member is in attendance.
- A complete off-site field trip policy may be found in (Appendix F).

Playground Procedures

- Students are counted before & while they are going outside, while they are outside and upon returning to the building.
- Staff maintains close and involved supervision.
- Children are in sight at all times.
- Monthly playground inspections are conducted to insure equipment safety.

Child Abuse

- The preschool staff is required, by law, to report suspected cases of child abuse.
- The preschool staff receives Iowa mandated training in reporting child abuse.
- The preschool staff receives initial and ongoing Diocesan training in *VIRTUS*.

Emergency Procedures

- Emergency procedures are posted at the entrance of the preschool room and throughout the building.
 - ✓ Animal Disturbance
 - ✓ Bomb Threat
 - ✓ Bugs/Rodents
 - ✓ Chemical Spills/Environmental Hazards
 - ✓ Earthquake/Structural Damage
 - ✓ Fire
 - ✓ Flood
 - ✓ Fumes in the Building
 - ✓ Intoxicated or Substance-Impaired Parent
 - ✓ Intruder/Threatening Individual
 - ✓ Kidnapping
 - ✓ Missing Child
 - ✓ Neighborhood Disturbance
 - ✓ Storms/Ice/Snow
 - ✓ Tornado/Severe Weather
 - ✓ Weapons (St. James Weapon Policy—See Appendix B)
- General Practice:
 - ✓ Teachers will take attendance roster and 1st aid kit along to any drills, safety sites and evacuations.
 - ✓ In the event of evacuation, parents are notified via KCII when and where children may be picked up.
 - ✓ Parents will need to sign out their child before s/he will be dismissed from the evacuation site.
 - ✓ Emergency drills are conducted in the preschool room monthly. Documentation of drills is on file in the preschool room.
 - ✓ In the event of an actual emergency, students will be taken from their immediate safety stations to an alternate location once the danger is passed.
 - ✓ Notice will be broadcast on KCII that the children may be picked up at the alternate location.

- ✓ Parents will need to provide identification and sign out when they pick up their children.

Large Blood Spills (as a serious nose bleed)

Employees should provide a barrier between skin and the blood of others. This can be done with rubber gloves. Teachers can also encourage the child to apply pressure with their own hand over a bloody nose or wound. Adults can press down on the child's hand. A thick layer of paper towels or cloth can also provide a barrier.

Cleaning & Decontamination of Spills & Blood

All spills of fluid containing visible blood should be promptly cleaned up using EPA approved germicide or a 1:00 solution of household bleach in the following manner while wearing gloves.

- Visible blood should be first removed with disposable towels or other appropriate means that will ensure against direct contact with blood.
- The area should then be decontaminated with an appropriate germicide.
- Hands should be washed following removal of gloves.
- Soiled cleaning equipment should be cleaned & decontaminated or placed in an appropriate container & disposed according to school policy.
- Non-reusable contaminated items should be placed in a plastic bag & disposed as conventional garbage.
- Plastic bags should be available for removal of contaminated items from the site of the spill.

Earthquake/Structural damage

- Children indoors will take cover under tables and door frames away from windows
- Children outdoors will move away from the building and sit down together

Field Trips & Transportation

It is the practice at Saint James School and Preschool that field trips be meaningful, purposeful and connected to the curriculum. Field trips can enhance and extend a child's learning experience. In the event of an off-site field trip, the Saint James School Board has developed a very specific field trip and transportation policy.

VIII. CURRICULUM

Saint James Preschool has adopted The Creative Curriculum as its foundation in providing a balanced, developmentally appropriate, nurturing learning environment. This research based curriculum focuses on the social/emotional, physical, cognitive and language development of the child.

The teaching staff will maintain a balance between guided and unguided and between formal and informal experiences. These are noted in the teachers' weekly lesson plans, which are available from the teachers.

IX. CHILD GUIDANCE & DISCIPLINE

Children learn best through experiences. It is our responsibility as educators to lovingly guide children in order to help them learn to interact with their peers. Our primary goal is to provide positive, educational experiences, which encourage children and enhance growth and development. This is accomplished by:

- use of group management techniques
- monitoring the number of children in one area
- observing the state recommended ratio of adults to students
- reinforcing appropriate behavior; i.e.: "walking only, please"
- using positive language; i.e.: "I like the way you're sitting"

- observing and noting patterns in individual children's behaviors

Teaching staff will equitably use positive guidance and planning to prevent problems. They will encourage appropriate behavior through the use of constant clear rules and involving children in problem solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear and understandable to the child.

Student Discipline

Staff will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs and learn to take turns.

For acts of aggression and fighting (biting, scratching, hitting), staff will set appropriate expectations for children and guide them in solving problems. Positive guidance will be the usual technique for managing children with challenging behavior, rather than punishing them for having problems they have not yet learned to solve. In addition, staff may:

1. Separate the children involved.
2. Immediately comfort the individual who was injured.
3. Care for any injury suffered by the victim involved in the incident.
4. Notify parents/legal guardians of children involved in the incident.
5. Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administer corrective action if there is another incident.

Prohibited Practices

The program does not, and will not employ any of the following disciplinary procedures:

1. Harsh or abusive tone of voice with children or make threats or derogatory remarks.
2. Physical punishment – including hitting, spanking, shaking or grabbing.
3. Any punishment that would frighten, humiliate or subject a child to neglect.
4. Withhold nor threaten to withhold food as a form of discipline.

X. STUDENT DRESS

Students should be dressed in clean clothing which is comfortable and appropriate for weather conditions and the active life of a preschool child.

- The child may be working with markers, paints and glue while at preschool.
- The child will play outside when the weather permits. (Wind chill has to be 20 or above)
- Please send snow pants, snow boots, coat that buttons or zips; hat, gloves or mittens everyday during the winter season.
- All coats, hats, boots, mittens, etc. should be clearly marked with the child's name to avoid loss and confusion.
- Parents should send extra clothes in their child's back pack. We have limited extra clothing available and children prefer to wear their own clothing when they have an accident, get water spilled on them or get messy.

XI. NUTRITION POLICY

A nutritious mid-morning snack will be provided by the parents of preschoolers on a rotating basis. To comply with USDA Child and Adult Care Food Program regulations, a snack needs to consist of at least 2 of the 4 food groups.

- Fruit needs to be whole.
- All necessary handling of food will be done by preschool staff on site.
- A refrigerator is available to store perishable items.
- Snacks must be prepackaged.

- Snacks served to preschool children are documented and parents are asked to follow these guidelines:
 - ✓ Sample snack menus are provided to parents (See handbook)
 - ✓ Snack calendars will be sent home monthly.
 - ✓ Teachers will provide a list of approved snacks.
 - ✓ A child may bring a special treat for a birthday

If a child is not able to eat a particular food because of allergy or other reason, the preschool director must receive written notification prior to the child's first day of attendance. The parent will be asked to bring a non-perishable, nutritious snack to be used as need arises.

XII. COMMUNICATION

It is the goal of the preschool staff and administration to maintain open communication with parents in order to provide a positive learning environment for the children. At the beginning of the year you will sign up on the school web-site to be included in "Flock-Notes" a correspondence tool used by the church and school. All special announcements and newsletters will go directly to your email or can be sent as a text on your cell phone. School staff can help you get set up for this.

Newsletters

- The lead teacher sends home an electronic newsletter via "Flocknotes" each week.
- The administration sends home an electronic school wide weekly newsletter each Friday via "Flocknotes". If you do not have email, you may request a hard copy of newsletters to go home in your child's backpack.
- Parents should read both newsletters thoroughly.

Notes

- Children are encouraged to check their bags for notes from home for the teacher.
- Parents are asked to check bags daily for notes from school.

Website & e-mail

- www.stjameswashington.org is updated weekly
- newsletters are posted on the website
- preschool administration and staff members have e-mail access:
 - ✓ mchalupa@stjameswashington.org
 - ✓ jmacenski@stjameswashington.org
 - ✓ slove-smith@stjameswashington.org
 - ✓ canchola@stjameswashington.org

Phone Calls

- Parents may contact the administrator or teacher by phone 319-653-3631
- Teachers will not be called out of class to take a phone call.

Student Progress

- Parents may schedule a conference with the preschool staff at any time throughout the year.
- Formal parent-teacher conferences are scheduled in November and April.
- A written report of student progress will be provided for parents in May or end of school year.
- Home visits are offered to all preschoolers enrolled in the 4-year-old program.
- 3-year-old preschool encourages children to bring items that pertain to the weekly theme.

XIII. SPECIAL DAYS

We celebrate the following:

- Fall Party We dress up and parade around the school.
- Winter Holiday We enjoy snacks and play games. There is no gift exchange.
- Valentine's Day Everyone exchanges Valentines with everyone.
- Birthdays These are so special to the children. Each preschooler receives a pencil and a birthday card from the principal and is recognized at school gathering. Birthday treats are welcome and encouraged to help make this day a true celebration for the child. Parents are asked to notify the teacher in advance of plans to bring birthday treats. Children with summer birthdays will celebrate a "half-birthday."

XIV. VISITING GUIDE/UNLIMITED ACCESS POLICY

Parents are welcome and encouraged to visit their child's preschool class. In doing so, several guidelines must be followed to insure student safety and to avoid interruption of instruction:

VISITORS

- Parental visits do not need to be announced or arranged.
- Parents must sign in at the office upon entering and leaving the building.
- Parents should not bring other siblings or children to the preschool room to visit. Special days, such as holidays and classroom parties, are not optimum times to observe children's accomplishments.
- If you are interested in sharing a special talent, story or age appropriate item of interest, please feel free to contact the teacher in order to work this in to the program schedule.
- Parents placed in a supervisory role will be made aware of their duties by the teacher prior to doing so.

ACCESS

- Only the owners, staff and volunteers or subcontracted staff or volunteer of Saint James Preschool, who have current criminal record checks, are allowed unlimited access to the children of the center.
- Any person other than those described above **shall not** have any unrestricted access to the children of the center and will not be allowed with the children **except** with a staff member present. The only exception to this would be the parent of a child who would be allowed with their own child to be unattended by a staff member.
- Center staff will approach anyone who is on the property of the center without their knowledge to ask their purpose. If staff is unsure about the reason, they will contact the 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 children on the premise.
- At no time will a convicted sex offender be allowed on the property of Saint James Preschool nor will said offender have any access to the children of the center. The only exception to this is if the convicted sex offender is a parent, guardian or custodian of a child at the center. In this case the offender will be allowed on the property for the reasonably necessary time to transport the offender's own minor child or ward to and from the center. At no time will said offender be allowed on the property without staff supervision.

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 692A):

- a. *Shall not operate, manage, be employed by or act as a contractor or volunteer at the childcare center.*
- b. *Shall not be on the property of the childcare 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.*
 - i. *The center director is not obligated to provide written permission and must consult with the DHS licensing consultant first*
 - ii. *If written permission is granted it shall include the conditions under which the sex offender may be present, including:*
 - 1. *The precise location in the center where the sex offender may be present.*
 - 2. *The reason for the sex offender's presence in the facility.*
 - 3. *The duration of the sex offender's presence.*
 - 4. *Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.*
 - 5. *The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant*

XV. SECTION 504 STUDENT AND PARENTAL RIGHTS

Saint James School does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspection and review of your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

XVI. FINANCIAL INFORMATION

Tuition & Payment Policy

A tuition and payment schedule may be found in your packet or on-line.

- Parents may mail or personally deliver payments to the school office.
 - ✓ All cash payments must be made in person to the principal, business manager or school secretary.
- Tuition and other payments made by check may be sent to the school via the child and

should include the following:

- ✓ Child's name and "tuition," "book order," etc. noted on the check memo
- ✓ Placed in an envelope with the child's name & "tuition," "book order," etc
- Parents should instruct children to deliver notes/payment to the teacher.

Financial Assistance

State Voluntary Preschool Grant

Children who are 4 years old on or before September 15th and enrolled in the 4-year-old program may do so free of charge due to funding being provided by the State of Iowa Voluntary Preschool Program.

XVII. DISCHARGE

A child may be discharged from the preschool at the discretion of the school in the following situations:

- The parents fail to meet center policies.
- The parents fail to meet tuition payment requirements.
- The child consistently exhibits disruptive, dangerous behaviors and the parents and staff have exhausted intervention strategies.

The process preceding discharge may include:

- Notification of parents
- A meeting between parents, administrator &/or preschool teachers
- Documentation of the meeting to be completed, signed by and provided to involved parties
- A mutually agreed upon follow-up meeting will be arranged and will take place to discuss progress and the most appropriate action to be taken.

If, for any reason, a parent wishes to discontinue a child's enrollment at Saint James Preschool, a 30-day notice is required. Without this notification, the parents will be responsible for 1 month's tuition after the child's last day of attendance.

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

STUDENT PERSONNEL**POLICY 430****Anti-Bullying/Harassment Policy**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The board is committed to providing all students with a safe and civil school/faith formation environment in which all members of the school/parish community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school/parish.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of each local boards of education/faith formation committee; while on school/parish-owned or school/parish-operated vehicles; while attending or engaged in school/parish-sponsored activities; and while away from school/parish grounds if the misconduct directly affects the good order, efficient management and welfare of the school/parish.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school/parish employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school/parish volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school/parish grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school/faith formation/youth ministry environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school/parish.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education/faith formation or benefits;
- Submission to or rejection of the conduct is used as the basis for academic/faith formation decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic/faith formation performance by creating an intimidating, hostile, or offensive education or faith formation environment.

In situations between students and school/parish officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education/faith formation or participation in school/faith formation programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, a "no tolerance" stance will be taken. The perpetrator will be suspended from the educational program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school/parish official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school/parish employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school/parish volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school/parish grounds.

The school/parish will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school/parish officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the Diocesan Board of Education and each school/parish board of education/faith formation committee.

Each local board/faith formation committee will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school/parish or school web site, and the Diocesan website
- (other)

And a copy shall be made available to any person at the administrative office of each school/parish/Diocese.

It is the responsibility of all adults who supervise students directly (teachers, recess supervisors teacher assistants, coaching staff, counselors, paraprofessionals, bus drivers, bus associates etc.) to protect students and their well-being. They must

demonstrate that it is safe and worthwhile to report bullying behaviors by responding to students effectively when children report bullying, report what they hear and see to the principal, and follow-up to see if the situation has been addressed. These staff members are empowered to intervene, take measures to ensure the child's safety temporarily, and record incidents.

***The Diocese of Davenport Policies Relating to Sexuality and Personal Behavior must be followed if there is a complaint on Sexual Harassment of an employee or volunteer**

WEAPONS POLICY

The St. James School Board adopts the following addendums to Diocesan Policy #570 regarding student safety:

Threatening drawings, writings, etc.:

- The document will be submitted to the principal.
- The student(s) will have a conversation with the principal discussing the inappropriateness of the action in the school setting as well as different alternatives for writing and drawing.
- Parents will be notified.
- A copy of the document is added to the student's file, a copy sent home to the parents, and the original kept on file in the office.
- A meeting may take place at any time between student, parents, administration, and/or school board personnel.

Playing and Verbal Threats

- The student(s) will have a conversation with the principal discussing the inappropriateness of the action in the school setting as well as different alternative for play.
- Parents will be notified.
- School board members notified.
- A copy of the incident will be written and added to the student's file, a copy of which will be sent home.
- A meeting may take place at any time between student, parents, administration, and/or school board personnel.

Authentic Weapons (as defined by Diocesan policy)

- The student will be brought to the office, parents will be contacted and the student will be taken home immediately.
- The weapon in question is permanently confiscated.
- Law enforcement officials will be contacted.
- The student will be allowed to return to school ONLY in the event that an evaluation of the student take place by a state licensed, non-biased psychologist (at the expense of the parent) and s/he has provided written documentation that the student is deemed to be on no danger to him/herself and/or others.
- A consent to exchange information is signed by the parents.
- Throughout this interim, the student is provided homeschooling services through SJS.
- Upon return, the student will be placed on a remediation plan.
- Failure to comply with the remediation plan may result in expulsion. The bringing of a firearm to school will result in immediate expulsion. The definition of firearm is outlined in Diocesan policy #570.