

St. Francis Early Learning Academy

Parent/Student Handbook 2020-2021



Message from the Pastors

Dear Parents and Families of St. Francis Early Learning Academy,

Thank you for giving your child the gift of Catholic education.

Our community has many schools that offer good academic programs. You have chosen to send your child to a Catholic school because we offer not only excellent opportunities, but because of the faith-filled environment it provides. Our foremost goal as a Catholic school is to lead our children closer to Christ through prayer, religious instruction, character & virtue development and, most importantly, teaching them to live and love their faith.

This handbook has been prepared to help our staff, students and families understand the expectations at St. Francis Early Learning Academy. These expectations are based on our desire to help our students and their families to be worthy when God calls each of them.

Parents are the first and greatest teachers of their children. Your child's acceptance of the rules and policies of our school, and of the values of our faith, is ultimately dependent on your own acceptance. It is of utmost importance that you as a parent assist our teachers and staff in upholding the policies in this handbook.

Thank you for making the sacrifices necessary to give your child the gift of Catholic education. I pray that your child's days at our school will be a blessing to your entire family.

Immaculate Heart of Mary, cause of our joy, pray for us.

Message from the Director

Dear Parents and Students,

The faculty and staff of St. Francis are excited to begin the 2020-2021 school year. We have many exciting things planned for the year ahead. It is our greatest joy to work with your children to strengthen their academic and spiritual lives.

The teachers, and I are always seeking to improve. We welcome your input throughout the year. Our schools have always been noted for a strong family atmosphere. We encourage you to find ways to be involved. We love having you at our school and appreciate all of the ways that you support our teachers and students.

The policies and procedures in this handbook are designed to create a sense of order which will allow students to flourish. Please use this resource to educate yourself on these policies so that we may work together to strengthen our school community.

May God continue to send His blessings upon you and your family!

Joyfully in Christ,

Betsy Tuholski

Director

Administration may amend or add policy as needed.

DIOCESAN MISSION STATEMENT

The Mission of the Catholic people of North Central Indiana is to proclaim the Kingdom of God, to praise the name of Jesus and follow Him by:

loving God and our neighbor especially those in need;

worshipping God as a faith community in word and sacrament;

responding to ongoing personal conversion;
teaching of the Gospel message in the Catholic tradition; and
engaging in renewal, outreach, evangelization and ecumenical cooperation.

We, the people of the Local church, gathered by the power of the Holy Spirit, are committed to responsible stewardship of our human and financial resources.

LAFAYETTE CATHOLIC SCHOOLS MISSION STATEMENT

The Lafayette Catholic School System, centered on Jesus Christ, educates the whole person in a culture that is:

- sustained by Gospel witness and service;
- imbued with a Catholic worldview;
- supported by a community of faith;
- distinguished by academic excellence; and
- committed to student success.

VISION

He Shepherds, We Shape, They Shine

S Strong Catholic Formation

H High Academic Standard

A Accessibility

P Positive Christian Environment

E Excellent Teachers and Facilities

GOALS AND OBJECTIVES OF THE PRESCHOOL/PRE-KINDERGARTEN PROGRAM

Fine motor activities: improve sorting small objects; manipulating small objects; develop finger and hand dexterity; develop eye-hand coordination; tearing.

Gross motor: improve skills walking, skipping, galloping, running, hopping, throwing and catching.

Language development: improve talking and listening skills.

Spirituality: Students deepen their relationship with Jesus Christ through education, prayer and service to others.

PHILOSOPHY STATEMENT

The LCSS Preschools provide developmentally appropriate activities where children can discover for themselves their ever changing world. Group activities are planned so that children learn the give and take of everyday living, sharing, taking turns and respecting the rights of others. They learn to work and play happily, and to grow and develop emotionally, physically, socially, intellectually and spiritually at their own pace. Each day is centered around God's command, "Love one another as I have loved you." ~ John 15:12

PARENT NOTICE: This ministry is not licensed under the law of Indiana. However this ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. It is the parent's responsibility to ensure that the nutritional and health needs of the child are met while their child is at the ministry. This notice does not absolve a ministry from liability for injury to a child while the child is at the ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the ministry or an employee of the ministry.

ADMISSION

The primary function of St. Francis School is to teach Catholic students to live and love the Catholic faith.

Admission priority to St. Francis Early Learning Academy is given to children of the local parishes. All other students are welcome when space is available. **St. Francis will not discriminate on the basis of race, color or national origin.**

The following policy is established by the School Governance Council:

- a) If there is not sufficient space to enroll all who desire admission, first priority will be given to:
 1. students enrolled during the previous year who submit a registration form and deposit before the priority registration deadline.
 2. for students entering preschool, a corresponding priority registration deadline for members of the parishes will be established.
 3. following the priority registration deadline, students will be enrolled in the order in which registration forms and deposits are received.
 4. Once classes are filled, a waiting list will be established by grade.
- b) Enrollments may be limited to a distribution of students based on room size.

- c) Once a non-Catholic student is accepted, re-registration is not denied due to increased class size.
- d) Students meet age requirements for kindergarten in conformity with Indiana school law which states a child is to be five (5) years of age by August 1.
- e) Students with disabilities are accommodated when the student can benefit from the school environment and academic programs provided in small and large instructional groups. Neither schools nor school staffs of the Diocese of Lafayette are equipped to provide one-to-one instruction. If the school administration determines that the needs of a student cannot be met by our school due to any reason, admission will be denied/rescinded.
- f) All fees and tuition must be paid or arranged, as established by the School Governance Council, prior to enrollment for the semester. Since local parishes financially support the operation of the school, families with students in the school are expected to support their respective parishes.
- g) Parents will accept their responsibilities as outlined in this parent/student handbook. Parents are expected to be positive role models for their children. Catholic parents are expected to be practicing Catholics and ensure that their children attend Mass on the weekend.

ADMISSION REQUIREMENTS

At the time of a student's registration, each parent or guardian is to present the following:

- a) Birth Certificate
- b) Record of Immunization/physical
- c) Baptismal Certificate, if baptized
- d) Social Security Number
- e) Health Records/Emergency medical authorization & treatment policy
- f) Signed discipline policy
- g) Court-issued custody papers, if applicable

Children may be unable to attend class until the record of immunization is presented.

ARRIVAL/PICK-UP

Parents/guardians are responsible for their child until the doors open at 7:30 a.m. (7am for those enrolled in the extended day program) Students at the St. Patrick Building are to enter the front door. The lane in front of the school is used for drop-off only. If parents wish to accompany their child to the building front door, please park in the lot across the street and accompany your child

all the way to the front door. Students should not be escorted to the classrooms by parents until further notice.

Security doors are located at the front door of the St. Francis building. Doors are locked during the school day, so parents arriving late with their child need to ring the buzzer at the security door to gain entry into the school building. All students arriving after the start of the school day must be signed in at the school office.

Student dismissal is at 11:00am for half day/am classes and 3:00pm for pm half day/school day classes. All students should be picked up by no later than 30 minutes after the dismissal bell.

ALTERNATE CARE POLICY

In the event that your child/ren's teacher becomes ill and cannot report for duty, takes vacation or extended medical leave, St. Francis will use the support staff and/or substitute teachers to fill in for the teacher. In extreme emergencies administrative staff may be called in to assist in teaching. All who are left to attend to your child/ren will have a background check and FSSA checks completed.

ATTENDANCE

Parents should notify the school by 9 a.m. if their child will be absent for all or part of the school day. Notification should include a reason for the absence.

If a pattern of absences is observed or if a student has a high number of absences, a parent conference will be required. If a student is absent for five or more consecutive school days, a doctor's statement is required to return to school.

Excessive Absences

If a student is absent nine or more days during the school year, a doctor's statement will be required for all future absences. The academic performance of a student who has accumulated 15 or more absences will be reviewed to determine if the child is academically ready to advance to the next grade. After 5 or more absences or tardies a reminder note will be generated and sent home with your student.

Tardies

A student who arrives after 8 a.m. is tardy for school. Parents should sign students in at the school office when tardy. If a student misses 90 minutes or more of the academic day, it will be recorded as a half-day absence. If a student reaches seven tardies, a parent conference will be required.

A parent picking up a student early for a medical or dental appointment should send a note to the teacher that day. Parents must sign students out at the school office.

No student will be allowed to leave during the school day with any adult other than a parent or guardian unless proper permission has been given by a parent in writing and identification has been presented if requested. **No phone calls will be accepted in changing the pick up list.**

If a student misses school due to family travel, teachers will not prepare lessons or homework in advance. Families may look at teacher websites to monitor missed work. Students will be expected to make up all missed work with one make up day for each day missed.

BIRTHDAYS

Class birthday treats are permitted. Parents are to speak to the teacher first to make arrangements. Invitations to parties may be distributed at school if **all** students are invited (i.e. all boys or all girls or all in the class.) If this is not possible, invitations may not be distributed at school.

BULLYING

Bullying is defined as including the following behaviors directed toward others: talking or writing about others; drawing weapons or death pictures; using verbal threats; badgering; intimidating; singling out; pointing out one's weakness; calling names; making fun of; encouraging others to make one an outcast. Bullying via internet social networking sites will be subject to the same consequences as any type of bullying. Bullying is considered grounds for suspension or expulsion. All students have a responsibility to report bullying when they witness it. If it is determined that a student has witnessed bullying and failed to report it, that student may face disciplinary actions.

CANCELLATION OR DELAY OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school administration is aware of the hardship that can be caused by abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Cancellation of school will be announced via flocknote, on our school website, and our school facebook page as well as over radio stations: WAZY 96.5 FM

WASK 98.7 FM and 14.5 AM

WBAA AM and FM

T.V. Stations: TV Channel 18

Parents are encouraged to utilize free notification services offered by many of the television stations.

If a delay is announced and conditions worsen, a cancellation will be announced. Please continue to listen to the radio or check our web site after a delay has been announced. At times, delays have had to be changed to cancellations. Listen to the radio before leaving your children at school on a weather emergency day.

We will do our best to hold class even when weather conditions are somewhat inclement. Our responsibility is to provide a Catholic education for children. If St. Francis is not cancelled or delayed and the school district in which the family resides is cancelled or delayed, please make the decision that is best for your family/situation. We do not want anyone injured traveling to school.

In the unusual circumstance that school must be cancelled during the school day, teachers will follow the procedure that you have given them concerning your child. Announcements will be made on the school web site and the stations previously listed if early dismissal occurs. Cancelled days must be made up.

CODE OF CONDUCT

Sts. Francis Early Learning Academy strives to teach and foster self-discipline for the well being of both the student and the school community and for the creation of a Christian atmosphere for learning. The collaboration of parents, teachers and students is necessary to achieve success in this most important area of growth and development.

In guiding the child's growth in habits of virtue and Christian attitudes, it is helpful to emphasize the positive rather than the negative. Students need to understand that when they choose one behavior over another they must take upon themselves the consequences of that chosen behavior.

To create and foster a positive learning atmosphere, all students are expected to demonstrate increasing maturity as they develop in three important areas:

Respect

Spirituality

Responsibility

A *respectful person* is one who believes in the dignity and worth of individuals and acts accordingly. While involved in all St. Francis Early Learning Academy activities, students are expected to:

- Be respectful and attentive to others' needs;
- Be gentle and sensitive in their attitudes toward others;
- Play safely on the playground in designated areas;
- Create positive solutions when resolving differences with others through conflict resolution;
- Show common courtesies and good manners toward teachers, other adults and fellow students.

A *spiritual person* is defined as one who lives his or her faith. Students are expected to:

- Have a reverent attitude during prayer, prayer services and liturgy;
- Treat religious symbols in a reverent manner;
- Recognize and affirm the goodness of others;
- Participate in special service projects with the parishes, school and community.

A **responsible person** is one who responds to meeting personal, school and community obligations. To make school a positive learning experience, Sts. Francis students are expected to:

- Complete school work on time;
- Follow directions;
- Handle all school and church property with care;
- Participate in class with attentiveness and effort.

In their effort to learn to be respectful, spiritual and responsible students may make mistakes. Just as it is important to celebrate students' achievements toward becoming more respectful, spiritual and responsible, it is also important for students to learn when their behavior departs from this path. Toward that end, there will be fair and just consequences at St. Francis for students' behaviors that interfere with the attainment of these goals. Disciplinary procedures are in place to stop improper action, give students opportunity to explain and reflect on action and cause, modify and/or teach appropriate behavior and to keep concerned parties informed.

CATHOLIC DIOCESE OF LAFAYETTE-IN-INDIANA CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

COMMUNICABLE ILLNESS

Our school has a responsibility to provide a safe and secure learning environment for all students. In the case of severe contagious disease, strict adherence to safety measures is required.

Students diagnosed with a communicable disease can be denied attendance unless they have a physician's statement indicating that the student does not pose a health threat to the school community.

Confidentiality with respect to students who are diagnosed with a contagious disease such as HIV or who are diagnosed with AIDS will be respected.

COMMUNICATION

Teachers will use a variety of communication tactics including but not limited to in person conversations by appointment or at drop-off and pickup, use of parent communication app, parent teacher conferences, email, and phone calls.

If a teacher needs to communicate with a parent in regard to injury or behavioral problems, they will attempt to make contact with the parent directly and discreetly as soon as possible.

Parents may call the school to access their child's teacher but their availability will vary based upon the needs of the students in the classroom.

CONFERENCES

Parent-Teacher Conferences are held at the end of the first nine-week period. Students and parents may also schedule conferences with the teacher or principal via email or by contacting either school office. It is expected that parents always discuss their concerns with the teacher prior to visiting the principal. Please contact a teacher within twenty-four hours after an incident or concern has arisen so that the issue can be properly addressed.

COSMETICS

Cosmetics are not to be worn by students in Preschool and Pre-Kindergarten. Cosmetics that are brought to school may be held until the end of the day then returned to the student. Repeated incidents of students bringing cosmetics to school will result in the product(s) being sent to the school office, parent called, and product given to the parent at the school office.

CUMULATIVE RECORDS

Information in the cumulative record includes, but is not limited to the following:

- a) Parents' or legal guardian names(s), address(es), phone number(s);
- b) Emergency phone numbers;
- c) Medical information (allergies, etc.) is maintained in its own folder;
- d) Baptism dates;
- e) Results of all standardized tests;
- f) Results of professional psychological tests maintained in a separate file;
- g) Academic grades for each school year;
- h) Attendance records;
- i) Date when student exits school;

Records are kept on school premises at all times and are open to school officials, authorized school personnel upon request, parent(s), guardian(s), or a case working agency upon request or court order per federal and state policies. Student records are available and can be reviewed only on school premises by persons noted above.

CURRICULUM

St. Francis teachers develop lessons that utilize the Early Learning Matters curriculum. Joan of Arc & Patrick's curriculum meets and exceeds the Indiana State Standards.

DISCIPLINE PROCESS

The discipline process at St. Francis Early Learning Academy provides opportunity for student growth and development in the area of self-discipline. The discipline sanction is commensurate with the offense and/or the repeated violation of the discipline criteria. Teachers respect age

appropriate procedures and have worked as a team to identify classroom and building expectations in regard to student behavior and academic performance. Disciplinary measures are taken when students behave in an unacceptable manner.

Inappropriate behavior includes:

- 1) Lack of reverence in church,
- 2) Lack of respect for others,
- 3) Repeated infraction of classroom rules,
- 4) Hallway, restroom, or playground disturbance,
- 5) An excessive number of tardy arrivals to class as determined by teacher and principal,
- 6) Use of profane or inappropriate language,
- 7) Disruption
- 8) Arguing
- 9) Inappropriate lunchroom behavior,
- 10) Using hands, feet or other objects in an inappropriate manner,

Inappropriate behavior or refusal to complete assignments at the classroom level will result in one or more of the following consequences:

1. Verbal warning from the teacher
2. Student relocated to reflection area
3. Student reflects and identifies the virtue(s) that he or she has fell short in and identifies the person(s) harmed by his or her actions.
4. Student creates a plan to correct the action including consequences. Teacher works with child to finalize this plan.
5. Plan is shared with family and principal
6. If problem continues the principal, teacher, and family will work together to correct the behavior.

Students engaging in any of the following actions subject themselves to suspension or expulsion:

- a) Reasonable cause of possible harm to another person such as the use of force, violence, noise, coercion, threat, intimidation, bomb threat, fear, passive resistance, bullying, and/or behaviors interfering with school purposes or urging others to engage in such behaviors;
- b) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;

- c) Blocking the entrance or exits of any school building corridor or room or depriving others of lawful access;
- d) Setting fire to or substantially damaging school property or building;
- e) Possessing, handling, or transferring an object that could be considered to be a weapon or urging others to do so;
- f) Possessing, using, or transmitting any controlled or abused substance, such as a narcotic, alcoholic beverage, or mind-altering agent;
- g) Unlawful selling of a controlled or abused substance;
- h) Substantial number of instances disrupting classroom or educational functions, or meetings on school property;
- i) Continuously and intentionally making noise or acting in any manner as to disrupt the educational program;
- j) Stealing or attempting to steal school property or private property;
- k) Use of profane or inappropriate language;
- l) Intimidating any student with the intent of bodily harm or taking something of value from another person;
- m) Any activity interfering with the ability of a teacher to teach or any other school personnel to conduct the educational function under one's supervision;
- n) Repeated violation of any rules;
- o) Engaging in unlawful activity on or off school grounds if it is considered to be an interference with school purposes or educational function;
- p) Harassment of others - the school is to be free of discrimination and inappropriate and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or person are inappropriate. Differences among students and staff are to be respected and celebrated.

q) Persistent and/or serious behavior problems, which cannot be successfully resolved.

r) Aggressive/violent behavior toward others is unacceptable. If students fight at school, the students will be removed from class, the issue will be resolved, parents will be called.

DISCIPLINE PROCEDURES AND PARENTAL RESPONSIBILITIES

1. If a child is sent home for behavioral reasons, the parent will be expected to confer with the teacher and/or the principal before the student may return to the classroom. In the case of persistent, serious behavior problems the parent may be expected to spend the “return” day with the student.

In accordance with Licensing Rules for Child Care Centers, actions that may be psychologically, emotionally, or physically painfully, discomfiting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats, derogatory remarks about the child or the child’s family; physical restraint, binding or tying the child to restrict the child’s movements; enclosing the child in a cruel aversive, humiliating or frightening the child; or punishing a child for lapses in toilet training. These forms of punishments will never be used, even at a parent’s request. Please sign and date the attached form acknowledging that you are aware of the school’s discipline policy.

Students are provided substantive due process in discipline situations.

DRESS CODE

Preschool/Pre-Kindergarten

BOYS and GIRLS

- No spaghetti strap shirts or dresses
- Shoes must have backs. No heels higher than 1 inch.
- Boots may be worn to school when weather warrants but must be removed and replaced with shoes before entering the classroom.
- No skull and cross bone designs
- No clothing with passages, words or images contrary to our mission, vision, and goals
- Clothing free of rips, tears, stains, holes

ELECTRONIC EQUIPMENT

All student-owned electronic equipment such as (but not limited to) CD players, cell phones, MP3 players, games, ipods, etc. are not to be brought to school unless special permission has been granted. Electronic equipment brought to school will be forwarded by the teacher to the school office until the end of the day and then held at the school office for an adult family member to obtain.

EMERGENCY DRILLS AND PROCEDURES

Fire drills are held monthly. The Fire Department conducts an annual fire drill during “Fire Prevention Week.” Fire extinguishers are inspected regularly. Faculty and all responsible persons in the building know the location of each fire extinguisher. Lock down drills and storm drills are held as well.

In case of an emergency that would require an evacuation, students will be evacuated through the nearest safe exit. An attendance form and list of phone numbers for parents will be taken along to ensure that all children are accounted for and all families notified.

In the event of a tornado warning, the students will proceed to the nearest safe area within the campus. The attendance form and emergency contact information will be brought along.

Fire Drills (held monthly)

- A. Close classroom door and outside doors.
- B. Do not close any windows that may be open.
- C. Students walk silently in an orderly single line.
- D. Exit following directions posted in the classroom.
- E. Once outside, students join their teacher on the parking lot.
- F. Teacher takes role and gives the thumbs up to show all students accounted for.
- G. Stay in designated spot in silence until signaled to return to building.

Tornado/Disaster Drill (once each semester)

- A. Students follow the posted directions in the classroom and walk silently in an orderly single line to their designated area in the lowest level.
- B. Students take position of facing the wall, kneeling, and covering heads with hands until signal is given for release. Students should not be near a window or door.
- C. Teachers check role.
- D. Return to classroom quietly when released.

Earthquake Drill (once a year)

- A. Drop, cover head immediately and crawl under desk or table.

Intruder in Building

- A. Announcement for procedures will be given.
- B. Close and lock classroom doors.
- C. Remain in classroom until otherwise notified.
- D. Do not let students leave the classroom.

EMERGENCY LOCKDOWN– The school administration may declare an emergency lockdown due to threatening conditions including but not limited to nearby criminal activity or threatening weather conditions. Students will not be allowed to leave the school while a lockdown is in effect. Parents may not be allowed to enter a school building or may not be allowed to leave with their child during an emergency lockdown.

EVALUATION POLICY

Annually STSJP will invite staff and parents to participate in an evaluation of the Preschool/Pre-Kindergarten programs.

EXPULSION FROM SCHOOL

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

Staff will try to redirect child from negative behavior (outlined in the discipline policy)

Staff will reassess classroom environment, appropriate of activities, supervision.

Staff will always use positive methods and language while disciplining children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to regain control.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors. The parent will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation.
Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payment. Failure to complete required forms including the child's immunization records.

Verbal abuse to staff.

Parent threatens physical or intimidating actions toward staff members.

CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time.

Uncontrollable tantrums/angry outbursts.

Ongoing physical abuse to staff or other children.

Unable to toilet train in our three year old program.

A CHILD WILL NOT BE EXPELLED If child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

FIELD TRIPS

Field trips are designed to supplement aspects of the classroom curriculum. A student must have a school issued permission slip signed by his/her parent/guardian to participate in school-sponsored trips of any kind. If a parent wishes to deny permission for a specific field trip, the parent must notify the teacher. Diocesan policy requires all volunteers to participate in Safe and Sacred Environment Training and background check. Parents/adults must abide by the deadlines for the forms. To volunteer as a chaperone a parent must submit the appropriate form by the deadline. **Last minute registration and money cannot be accepted the day of the field trip.**

Chaperones are expected to abide by the rules established by the teachers and Safe Conduct Protocol. As a chaperone it is necessary to focus attention on the children assigned to the chaperone. Younger siblings or other children are not allowed to attend field trips unless an exception has been expressly communicated by teachers in writing to all parents/guardians.

Chaperones should not take children into the gift shop or snack shops if the teacher has requested not to do so. With teacher permission, chaperones may purchase treats for all children but not just a small group.

Appropriate behavior is expected when students are on a field trip. If a student disrespects others while participating in field trips, he/she may subject himself/herself to missing out on the next field trip.

Parents who wish to have their child leave a field trip destination with the parent or other adult must submit a written request **signed by the parent or guardian** at least one day before the field trip.

On occasion, classrooms may choose to go on neighborhood walks or walk through the Franciscan campus to visit the adoration chapel. In signing the attached handbook form, you grant permission for your child to participate in on-site field trips.

HEAD LICE

Students are checked for head lice several times throughout the school year. Head lice include both the live adult louse and louse eggs called “nits.” When head lice and/or nits are found, parents are called, advised of procedures to follow at home to eliminate head lice, and students are sent home. Students are not allowed to return to school until lice and nits are treated and removed. Treatment and removal of nits should not take more than an afternoon/evening to fulfill. A student absence of up to 2 school days is allowed for the family to treat head lice and remove all nits. When the student returns to school, the student and parent/guardian report to the school office for a head check. Students may not ride the school bus until the follow up head check has occurred and the student has passed the head check. Students are not allowed to have live adult insects or louse eggs called “nits” in the hair.

ILLNESS OR INJURY

A parent/guardian will be informed immediately when any one of the following events occur:

- a) Temperature of 100 degrees or higher,

- b) Severe abdominal pain;
- c) Nausea, vomiting and diarrhea, if persistent;
- d) Injury where there is swelling, severe pain, or visible evidence of sprain or broken bone;
- e) Injury where there is significant bleeding or if bleeding does not stop in a short period of time;
- f) Chipped or avulsed tooth;
- g) Eye injury or inflammation (conjunctivitis)
- h) Rash accompanied with fever;
- i) Animal bite; additionally must be reported to proper authorities after emergency care has been given;
- j) Burns;
- k) Head injury;
- l) Poisoning;
- m) Any problem about which there is concern.

Students should not return to school until they are symptom-free (fever, vomiting, diarrhea, etc) for 24 hours.

IMMUNIZATION REQUIREMENTS

School Year

Indiana State Department of Health (ISDH)

School Immunization Requirements & Recommendations

Quick Reference Guide

	3-5year olds	K	1	2	3	4	5	6	7	8
DTaP/DTP/DT/Td	4	5*	5*	5	5	5	5	5	5	5
Polio **	3	4	4	4	4	4	4	4	4	4
Measles	1	2	2	2	2	2	2	2	2	2
Mumps	1	2	2	2	2	2	2	2	2	2
Rubella	1	1	1	1	1	1	1	1	1	1
Hepatitis B ***	3	3	3	3	3	3	3	3	3	3
Varicella ~	1	1	1	2	2	2	2	2	2	2

Tdap	0	0	0	0	0	0	0	1	1	1
MCV	0	0	0	0	0	0	0	1	1	1

P/DT are acceptable if the fourth dose was administered on or after the child's fourth birthday.

**Three doses of polio vaccine are acceptable if 3rd dose administered on or after child's fourth birthday and the three doses are all IPV or all OPV.

***Two dose alternative adolescent schedule Recombivax HB given at age 11-15 years x 2 doses) is acceptable if properly documented.

~Parental written report of a child's history of chickenpox is proof of immunity. A signed statement from the parent/guardian indicating date(s) of disease is required. A physician statement is NOT necessary.

Education material to be distributed:

All Grades: Meningococcal Disease Information 6th Grade (Parents of 6th grade girls): HPV letter/response form and FAQ sheet. Completed response forms should be returned to the school. The school will supply a summary of responses to ISDH.

MEDICATION/ALLERGIES

Parents must bring the medication a student requires during school hours to the school office. All medicines, both prescription and non-prescription must be dropped off by the parent, not the student, in the original bottle or container. Students should not bring medications on the bus. **The director designee will dispense the medication only upon written permission of the parent and written with orders from the physician.** Medication permission forms can be obtained in the school offices. All medications are secured in a locked area. Students may not self-medicate. At no time are students to give medication to each other.

Parents are expected to notify a child's teacher and office personnel and also specify on the blue emergency cards any allergies your child may have. A doctor or other health official must provide documentation regarding a child's allergy to milk, milk products, peanut, etc. A food allergy form may be obtained from the school office if needed. Any other significant health issue should also be reported and documented.

NONDISCRIMINATION STATEMENT

It is the policy of St. Francis Early Learning Academy not to discriminate on the basis of sex, race, national origin, creed, faith, age, marital status or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitations Act of 1973.

It is also the policy of St. Francis Early Learning Academy that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. It shall be the intent of the school's curriculum to: reduce stereotyping; eliminate bias, foster respect for; add an awareness of; the rights, duties, and responsibilities of each individual of our society on the basis of sex, race, ethnic origin, or physical disability.

OUTDOOR RECESS POLICY

All students are expected to participate in outdoor recess in Pre-Kindergarten and Preschool. Students are expected to dress appropriately for cold weather by wearing hats, gloves or mittens, and warm jackets. Outdoor recess is held during the winter months unless the temperature or wind-chill factor is below 30 degrees. Student medical conditions that necessitate a child remain indoors must be documented by a physician.

Since recess is a time for physical activity and relaxed interaction with other students, students may not bring handheld electronic toys, such as Gameboy, Yugio cards, CD players, and other electronic devices to play with at recess time.

PROHIBITED ITEMS

There will be no use of alcohol, tobacco, illegal drugs, or firearms on school property.

RELIGIOUS INSTRUCTION

The religious education curriculum is aligned with the Catechism of the Catholic Church and consistent with the philosophy and goals established by the diocese. Program content is developed according to the scope and sequence of the program in collaboration with the school staff, the pastors and the Pastoral Office for Formation.

Work, worship and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are at the center of the school. Instruction is given in Catholic doctrine, Scripture, sacramental preparation, celebration of the liturgy, and observance of the liturgical season. Instruction is given to the effect that action on behalf of justice is a constitutive dimension of the gospel. Instruction is given in accordance with the age and development of the students.

All students receive religious instruction as part of the academic curriculum of the school.

VOLUNTEERS

All adults interacting with students are required to do the Safe and Sacred Environment Protocol Training. Background checks will also be required. **Register or renew online at :** <https://safeandsacred-dlo-in.org>. Please contact the school office for more details.

TUITION POLICY

Because a child's first and most important teacher is his/her family, it is the policy of St. Francis that all families receiving the parishioner rate support their local parish. This is accomplished through regular Mass attendance, financial support of the parish and participation in the parish ministries. Whenever a decision needs to be made regarding the allocation of classroom slots and/or the application of the parishioner rate, the Director and Admissions Committee will use these criteria to make their decision.

ABUSE AND NEGLECT REPORTING

Indiana mandatory reporting policy:

Professionals Required to Report Citation: Ann.

Code § 31-33-5-1 Any person who has reason to believe that a child is a victim of abuse or neglect must report. .

If an individual is required to make a report in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately make a report to either the Department of Child Services or the local law enforcement agency. After making the report, the individual shall notify the individual in charge of the institution, school, facility, or agency that the report was made.

A medical institution or other public or private institution, public or nonpublic school, corporation, facility, or agency may not establish any policy that restricts or delays the duty of an employee or individual to report under this chapter.

VISITORS

St. Francis Early Learning Academy has an open door policy for visits from parents/guardians, but due to the COVID-19 outbreak, visits by both parents and organization representatives will be by appointment until further notice. All visitors are required to sign in upon arrival at and departure from the school. Visits should be scheduled with the classroom teacher in advance.

VOLUNTEERS

All volunteers are required to participate in the Safe and Sacred Environment training program sponsored by the Diocese. If you are going to volunteer in any capacity, please call the school office for more information.

WEAPONS

No weapons are allowed on campus, except those carried by law enforcement officers.

WEATHER

It is important that parents monitor weather conditions. The school administration is aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will only be cancelled when a significant safety risk has been created by unusual circumstances. It is important that parents/guardians monitor school announcements on the school web site or on local radio stations.

If a tornado warning is in effect at dismissal, students will be kept on school grounds

St. Francis Early Learning Academy
Preschool/Pre-Kindergarten Parent Handbook Form

- I. General Information
 - a. Mission Statement, Goals and Philosophy
 - b. Parent Notice
 - c. Communication
- II. Enrollment & Discharge of Enrolled Students
- III. School Fee Policy
- IV. Child and Provider Closing
 - a. Child Absence
 - b. Emergency Provider Closing

- c. Alternate Care Policy
- V. Health
 - a. Child Illness and Injury
 - b. Medications
 - c. Smoking
- VI. Nutrition and Wellness
- VII. Lunch Policy
- VIII. Activities and Outdoor Policy
- IX. Child Guidance
- X. Transportation
 - a. Field Trip Policy
- XI. Emergency Plan
 - a. Fire Notice

I, the parent, by my signature below attest that I have received a copy of these policies. I further attest that I have read and understand these policies, and I agree to abide by them.

Parent/Guardian Signature: _____ Date: _____

Email address: _____

LCSS Representative: _____ Date: _____