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**Saint James School
Faculty & Staff
2021-2022**

3 Year-old Preschool Teacher	Kim Farrell	kfarrell@sjknights.org
3 Year-old Preschool Associate	Leticia Atilano	latilano@sjknights.org

4 Year-old Preschool Teacher	Nicole Stoutner	nstoutner@sjknights.org
4 Year-old Preschool Associate	Flor Marcelino	fmarcelino@sjknights.org
Kindergarten	Julie Timmins (1st semester)	jtimmins@sjknights.org
Kindergarten Associate	Kaitlyn Schultz	kschultz@sjknights.org
School Associate	Susan Moeller	smoeller@sjknights.org
First Grade	Tara Luers	tluers@sjknights.org
First Grade	Jamie Moeller	jmoeller@sjknights.org
Second Grade	Carol Spears	cspears@sjknights.org
Third Grade	Lynne Sheetz	lsheetz@sjknights.org
Fourth Grade/4th/5th Technology	Amy Heisdorffer	aheisdorffer@sjknights.org
Fifth Grade	Barb Matheson	bmatheson@sjknights.org
Faith Formation	Lori Fritz	lfritz@sjknights.org
Literacy Interventionist/ELL	Julie Timmins	jtimmins@sjknights.org
Library Associate	Shelley Blakeney	sblakeney@sjknights.org
Physical Education	Mitchell Drey	mdrey@sjknights.org
Music	Sydney Taylor	staylor@sjknights.org
School Secretary	Becky Adam	badam@sjknights.org
School Custodial Staff	Francisco Lopez	flopez@sjknights.org
Parish Custodial Staff	John Colbert	jcolbert@sjknights.org
Food Service Director	Michelle Glatch	mglatch@sjknights.org
Kitchen Assistant	Karla Stout	kstout@sjknights.org
Elementary Principal	Rebecca Clarahan	rclarahan@sjknights.org

Our mission is to glorify God through word, worship, and service.

Business Manager	Mary Sue Marek	mmarek@sjknights.org
Parish Secretary	Genoveva Diaz	gdiaz@sjknights.org
Parish Priest	Fr. Bernie Weir	bweir@sjknights.org

St. James Catholic School Vision Statement

St. James Elementary is a Catholic School open to students of all faith traditions and perspectives. St. James is committed to nurturing and celebrating a love of God, self, others, and learning. At St. James, we develop a climate of high expectations while keeping in touch with and integrating Christian values.

St. James Catholic School Mission

The mission of the St. James Catholic school is to provide an education that encourages continual progress through the improvement of one’s abilities, expansion of interests and knowledge, growth of character anchored in the teachings of life-long learning of their Christian Faith.

St. James Parish Mission

Our mission is to glorify God through word, worship, and service.

Philosophy

St. James School proposes to provide an atmosphere of learning, which pursues academic excellence, and at the same time stresses the message of the Gospel.

We believe a child needs to be challenged and guided to develop:

- A sense of God
- A sense of responsibility
- A sense of direction
- A sense of mission
- A sense of humor

Our Goals

- To develop spiritual and moral values
- To develop a love of Jesus Christ
- To develop a spirit of prayer and worship
- To develop skills in reading, writing, speaking, and listening
- To develop pride in work and a feeling of self worth
- To develop leadership and citizenship skills
- To develop a desire for learning
- To develop an awareness of a global society

Our mission is to glorify God through word, worship, and service.

- To develop an appreciation of individual differences
- To build community
- To educate meeting diverse academic potentials of all students
- To provide vast opportunities for additional growth

ADMISSIONS

St. James School maintains a policy of open enrollment toward students meeting the school's reasonable academic and financial requirements regardless of race, ethnic origin, or creed.

We will continue to:

- Promote the development of the whole child through an integration of Christian values in all aspects of the students' education.
- Provide innovative and engaging teaching through close student interaction with gifted and dedicated teacher-mentors, thus encouraging all students to excel.
- Encourage students to engage in school-sponsored community service activities in order to instill a life-long attitude of Christian service.
- Promote STO (Student Tuition Organization) and scholarship opportunities to allow for an affordable education.
- Provide a clean and safe learning environment, in which students can communicate effectively, think critically, solve problems, are technologically literate and are academically competitive with counterparts in our geographic area while keeping in touch with and integrating Christian values.
- Foster the cross grade interactions building community and family in our PK-5th environment.
- Continue to strive for retention of students from Pre K to 5th grade as well as to increase family and community involvement.

What We Offer

- Faith focused environment values based education
- Rigorous curriculum based on Common Core Standards
- Safe and welcoming environment
- Small class sizes
- 3 Year Old DHS Licensed Prek
- 4 Year Old StateWide Voluntary Preschool Program
- Kindergarten - 5th grade
- Specials (Faith Formation, Art, Music, PE, Library, Technology)
- Title I Reading and Math
- English as a Second Language (ESL/ELL) Instruction
- Speech Services
- Special education services through Washington Community School District

Our mission is to glorify God through word, worship, and service.

PRESCHOOL

- Children are eligible for 3-year-old preschool if they are 3 years old on or before September 15th of the enrollment year.
- Children are eligible for 4-year-old preschool if they are 4 years old on or before September 15th of the enrollment year.
- All preschool students must be toilet trained by the 1st day of school.

KINDERGARTEN

- Children are eligible for kindergarten if they are 5 years old on or before September 15th of the enrollment year.

1ST GRADE

- Children are eligible for 1st grade if they are 6 years old on or before September 15th of the enrollment year.

MANDATORY REPORTERS/REPORTING

TEACHERS AND ADMINISTRATION ARE MANDATORY REPORTERS IN ACCORDANCE WITH DIOCESE OF DAVENPORT BOARD OF EDUCATION POLICY 750.1 WHICH IS IN ALIGNMENT WITH IOWA CODE 232.67-75.

ATTENDANCE

ARRIVAL

- Teachers are in the building at 7:45 a.m. and available in the classrooms at 8:05 a.m. Students are not to be in a classroom unless a teacher is present.
- School doors will not be open until 7:50 a.m. Students are not to be in the building before 8 a.m.
- All students arriving before 8:05 a.m. will be seated in a designated waiting area.
- All students are to enter the building through the main entrance door. (South side)
- Students entering the classroom after 8:10 a.m. will be counted tardy.

LATE STARTS

School may be delayed 2 hours due to weather. Parents will be informed via KCRG TV 9. Arrival procedures remain the same, but 2 hours later. 3 Year-old preschool will be cancelled in the event of a weather delay. Parents may also register for notification from the public school of cancellations, late starts or early outs at this link: <https://asp.schoolmessenger.com/washingtonk12ia/subscriber>.

DAILY SCHEDULE

- 8:05 K-5th students allowed to proceed to classrooms
All teachers present in classrooms
- 8:15 Morning prayers in Tobin Hall...All staff present
- 8:35 Instruction begins

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9:50-10:05 K-2nd Recess

Lunch Shifts	11:45-12:05	Preschool, Kdg-2 nd
	12:10-12:30	3 rd -5 th
Recess Shifts	11:25-11:45	Kdg-2 nd
	11:45-12:05	3 rd -5 th
	1:55-2:100	3 rd -5 th Recess
	3:00	Afternoon prayers in Tobin Hall/Dismissal

Specials and classroom schedules can be provided by your child's teacher and are posted on Google Classroom for your child's class and on a private Facebook group for your child's class.

NOON

- All students are involved in a lunch/recess break at sometime between 11:25 and 12:30 p.m.
- Students are encouraged to eat the nutritious lunch provided at school. Students may opt to bring lunch from home.
- Students **are not** to bring commercial fast food for lunch; i.e. McDonalds, Subway, etc.
- Students may go home for lunch following the procedure below:
 - a. Advance permission from parent to the office
 - b. Student's absence does not exceed the time allotted for recess/lunch break.
 - c. Student checks out and in with the office upon departure and return.
- Free and reduced lunches are available for students who qualify. Guidelines are available in the school office.

ABSENCES

A child's consistent attendance is essential for his/her academic progress. Parents are urged to support and model positive attendance habits and expectations for their children. If it is necessary for a child to miss school because of illness, family trip or other reasons, please inform the office and the child's teacher with as much advance notice as possible. If advance notice is not possible, the student should bring a note upon his/her return to school. In the event of advance absences, students should obtain assignments and work to finish prior to returning to school. Any work missed will be provided by the teacher and an appropriate amount of time will be allowed for its completion. It is the teacher's responsibility to provide make-up work and the student's responsibility to obtain and complete it.

- St. James School Board has adopted the following policy regarding student attendance:
 - a. **“The minimum requirement of attendance is 148 days per year. The child must attend at least 37 days each school calendar quarter to meet this requirement.”**
 - If a student is not present by the end of morning prayers and the school has not been notified in advance, the parents will be contacted. This is to ensure the safety of the student.
 - The following will be the standard in recording attendance:
 - a. 1 hour or less late in the morning or afternoon = tardy
 - b. More than 1 hour late in the morning or afternoon = 1/2 day absence
 - c. Medical/dental appointments of 1 hour or more = 1/2 day absence

TARDIES

A student is tardy if s/he is not present in the classroom at the opening of school at 8:10 a.m. or at the beginning of afternoon instruction. When a student arrives after morning prayers, s/he should report to the office with a parent, or a note from the parent acknowledging the tardiness.

DISMISSAL

· **The school office and classroom teacher need to know in advance:**

- a. The end of the day routine for each student.
- b. Any changes in the daily routine.
- c. Who is allowed to pick up your child.
- d. Who is NOT allowed to pick up your child.

· **Students who walk home:**

- a. Will be escorted off school grounds by the teacher on duty.
- b. Are expected to walk while on school grounds.
- c. Will wait to be instructed by a teacher to cross the street.
- d. Are expected to use the crosswalk when crossing the street.

· **Students who ride their bikes:**

- a. Will walk their bikes until they are a block beyond school.
- b. Need to wait until the buses have left before leaving school grounds.

· **Students who are picked up by their parents:**

- a. Must be picked up at the main entrance (south side) or
- b. Must meet their parents inside the school.
- c. Must use the crosswalk with an adult.

· **Students who ride the public school bus:**

- a. Will be escorted to the bus.
- b. Will be expected to follow the bus rules.

1st Offense Driver will send home a disciplinary note.

2nd Offense Conference will take place between the student, parents, principal, and head of transportation.

3rd Offense Student loses bus privileges for 5 days. Parent will be responsible for transportation.

· **Students who ride the mini-bus:**

- a. Will be picked up out front.
- b. Will be escorted to the bus by a teacher.
- c. Parents are responsible for making and canceling ALL mini-bus transportation arrangements.

EARLY DISMISSALS, POSTPONEMENT, OR CANCELLATION

· School will be dismissed approximately 2 hours early prior to Thanksgiving and Christmas breaks.

· If the Washington Public Schools delay, cancel, or dismiss school early because of weather, St. James School will do the same.

· In the event of an early dismissal, SJS will do so 15 minutes earlier than the public school.

- KCII and WMT radio stations and KCRG-TV9 and KGAN-TV2 will carry Washington Schools' announcements.
- A Flocknote will be sent out announcing the change in schedule.

LEAVING SCHOOL GROUNDS

This is allowed only if the parent has sent prior written notice to the school.

CURRICULUM AND INSTRUCTION

St. James School prides itself in offering our students highly skilled and innovative teachers. St. James that reflects current best practice. Providing developmentally appropriate content and learning strategies is always at the forefront of our goals, while recognizing that each student is an individual. Much effort is made to meet the needs of the unique learning styles of every student. Instructional time components meet the guidelines and requirements outlined by the Diocese of Davenport and the state of Iowa.

PRESCHOOL

The 3 year-old preschool is licensed by the Iowa Department of Human Services (DHS). The 4 year-old preschool program is part of the Statewide Voluntary Preschool Program (SWVPP). Both programs follow *The Creative Curriculum*. The focus of the preschool experience at St. James is to bridge the gap between home and school by guiding children to develop a positive self-image while building social skills in a school setting. The classroom routine encourages active involvement, meaningful experimentation, and reinforcement through repetition. Activities are varied in order to provide a balance of structure and free choice, as well as active and quiet times.

KINDERGARTEN AND FIRST GRADE

Hands-on activities and social skills are the foundation of instruction at this level. Students are provided a wide variety of opportunities to achieve their individual level in a self-contained classroom. Literacy and numeracy become a focus of the child's school day.

SECOND AND THIRD GRADE

Students continue to build upon the skills they develop in kindergarten and 1st grade while increasing their knowledge in the core curriculum. Hands-on experiences in a self-contained classroom environment are still vital to the academic growth of the child as s/he continues to develop independent cognitive and interpersonal skills.

FOURTH AND FIFTH GRADE

Students receive instruction in a departmentalized setting. Great care is made to teach and assess the students as an individual learner, providing assignments that meet individual student needs as well as provide the necessary course content.

FAITH FORMATION

Our mission is to glorify God through word, worship, and service.

The faculty and staff at St. James School strive to provide a well-rounded Christian-based education for our students. Our primary goal is to live our mission. This is approached in a variety of ways:

Daily:	Morning gathering (Prayers, Song and Fellowship) Lunch Time Prayer Afternoon Prayers before dismissal
Weekly:	Weekly Mass
Twice weekly:	Faith Formation Instruction
Other:	Instruction in receiving the sacraments Regular Service Projects Advent and Lenten offerings Special Offerings

MASS FAMILIES

Students in kindergarten through 5th grade are placed in multi-age Mass or School Families led by a teacher. These groups are multi-aged and will participate together in extended learning activities periodically throughout the year as well as celebrate Mass together on a regular basis.

Students participate in a variety of cross-grade activities such as reading buddies, and serving as mentors for one another.

MUSIC, P.E.

All kindergarten through 5th grade classes will be scheduled for specials twice per week.

ART, LIBRARY, TECHNOLOGY

All preschool through 5th grade students have 1 library class weekly. Books may be checked out 2 weeks at a time. Lost or damaged books are the responsibility of the student. Students will have art and technology time embedded into their core subject instruction.

ENRICHMENT

Enrichment opportunities are provided in a variety of student grouping which may include technology, spelling bee, quiz bowl, invention, etc. Although some experiences may be offered only to qualifying students, all students will be involved in enrichment at some time during the school year.

STUDENT SUPPORT SYSTEM

Students will be assessed at the beginning and periodically throughout the year by the classroom teacher. Students in need of additional assistance may receive support from the Title I support, temporary intervention or special education services if they qualify. Assistance will be provided in the form of individualized or small group instruction.

HOMEWORK POLICY

Primary Grades **K-3**

Homework for primary children will be avoided except for special information seeking projects or work that has not been completed in the allotted class time. Students in 3rd grade do begin to receive some homework in preparation for 4th grade during second semester.

Intermediate Grades 4-5

Homework for intermediate grades is more frequent than primary grades and may include, but is not limited to:

- Short or long-term projects
- Routine studying
- Assignments not completed during the allotted class time
- Assignment requiring more time than that allotted in class
- Make up work due to absence from class/school
- Assignments that are not handed in on time

Students will have assignment books to help them with organization, and an incentive program is used for students with few late assignments.

SPECIAL SERVICES

Grant Wood Area Education Agency

Hearing screenings are provided annually by GWAEA. All students in kindergarten, first, second and fifth grades are routinely checked. Specified grade levels and students with previously identified losses are checked for hearing. All new students who do not have a record of a previous hearing screening and students with a history of known losses will be tested. Parents not wishing to have their child's hearing tested should contact the school office. Parents with concerns about their child's hearing should contact the school.

Speech therapy is available on site to students identified with such need. Evaluations are done at the parents', teachers', or principal's request or recommendation.

Psychologist services are available through GWAEA and services are available at parents', teachers', and principal's request or recommendation.

Resource Services are available for those students who qualify for such learning support. Eligibility for these services is determined through observation, testing, and/or referral. These services are provided at the public school site and transportation to and from is provided at no cost to the parent.

Vision

3 and 4 year old preschool vision screening is done by the Lion's Club.

K-5th grade vision screening is done by local optometrists.

TITLE I & ELL

Eligible students needing assistance in reading and/or math may receive these services at St. James. St. James also offers English Language Learner, for those students who qualify.

FIELD TRIPS

Field trips should be educational and related to curriculum. Teachers will not be limited to the number of field trips his/her class takes unless this becomes excessive. The field trip policy for staff, students and parents is outlined as followed by the St. James School Board.

1. Plan ahead **Out of town = 3 weeks** **In town = 1 week**

2. Once approved

- a. Information for parents, permission slips, and student contracts sent home
- b. Line up drivers and send home drivers contracts
- c. Begin collecting money from students
- d. Note field trip date and location on master calendar
- e. Notify lunch director and specials teacher of field trip

3. Impromptu field trips will not be allowed.

4. All field trips should depart after the start of the school day and return before the end of the school day. Exceptions require advance board approval.
5. Teachers need to familiarize themselves with the terms of the parent and student contracts and see to it they are followed. All terms of the parent/driver contract are to be followed.
6. Chaperoning parents should not bring other children along on the field trip.
7. Parents will also have Diocesan requirements to fulfill prior to driving.
8. Procedural information should be gone over with the parents and students in advance. Students and adults represent St. James School when they are in public and are expected to act accordingly.
9. Teachers will take along with them student emergency information and a 1st aid kit.
10. A cell phone must be available in each vehicle. The driver is not to operate a cell phone while driving. The office is to be given a list of cell phone numbers of teacher and / or chaperones in the event of an emergency. If an emergency arises at the field trip site, the school office should be notified immediately.
11. Students are to be supervised at all times.
12. No students will ride in the front of the vehicle.
13. All students will use lap/shoulder harness seat belts.
14. All students will follow state and federal seat belt laws.
15. Every driver is expected to drive the predetermined route and the legal speed limit. The office must be informed at the time the field trip group is leaving and upon return. If some groups arrive before others, these students are to wait in the lobby (or location) with their chaperones until all cars have returned, at which time a final roll call count is to be taken.

Additional Field Trip Practices/Responsibilities**Students:**

- Wear PRIDE attire to field trip.
- Deliver field trip communication to and from school and home
- Bring necessary items (ie: sunscreen, etc.)
- Dress appropriately for field trip
- Be aware of behavior expectations and conduct self in respectful manner

- Know assigned parent chaperone and stay in group

Parents:

- Provide lunch for your child (if needed)
- Provide child spending money (if needed)
- Read all field trip information in advance
- Contact **teacher** if there are *any* questions regarding the trip.
- Make certain your child is dressed appropriately for the trip.
- Remind your child how to behave in public
- If the students are scheduled to arrive back at school later than the school day ends, have someone at the school to pick them up.

DRESS REGULATIONS

The following policy regarding student dress has been adopted by the St. James School Board.

1. **School Pride** days will be Wednesday, Friday, and every time we celebrate Mass as a student body. School pride attire for students is as follows. **1st day of school SCHOOL PRIDE attire will be worn.**

- Navy blue or light blue polo shirt with St. James insignia
- Khaki pants, shorts, capris, skirts, jumpers, etc.
- Sweaters, jackets, etc. worn over the pride shirt must be open with the St. James insignia visible.

2. **School pride** attire will be worn to all field trips and on the first day of school.

3. Students are expected to dress appropriately for school everyday.

4. The major responsibility for appropriate dress and grooming rests with the students and family.

5. Students may not wear or display at school or school activities, clothing which can be seen as disruptive to the school environment or unreasonably infringes on others. If clothing is seen as disruptive or unreasonably infringing upon the rights of others, the offending student will be required to correct the situation.

6. The following list includes examples of clothing/accessories that are not permitted.

- Halter-style, backless or strapless attire
- Bare midriff, chest or torso
- Thin t-shirts worn over colored undergarments
- Low slung pants, slacks, or shorts
- Pants, slacks, or shorts with holes in inappropriate places
- Hats or other head coverings, including bandanas and fashion bead head scarves
- Clothing or accessories that promote the use of alcohol or drugs, include profane or offensive language or pictures or include sexually inappropriate or racially biased material or references.

7. Students are to wear shoes or sandals.

8. Accessories that could be used as weapons are not allowed. This includes, but is not limited to, wallet chains and spiked jewelry.

9. Students are not allowed to carry cell phones or electronic pagers at school.

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10. If there are medical or religious reasons creating extenuating circumstances, parents must request an exception. Such an exception must be approved by the administration in advance.
11. Students need to have and wear gym shoes for P.E. and should wear comfortable clothing on P.E. days.
12. Students should dress in accordance with the weather. Parents are asked to make sure their children have coats, mittens, scarves, boots, etc. as needed. Students not having boots when playground conditions warrant will remain on the cement while outside.

STUDENT BEHAVIOR

Saint James School is committed to being a PBIS (Positive Behavior Intervention Supports) school; one that looks at choices in behavior as skills to be taught, rather than actions to be punished. Saint James Students are expected to conduct themselves with **Safety, Respect and Responsibility**, Students with exemplary behavior will be recognized for their efforts. Students struggling with the Knight Expectations will be taught and re-taught certain skills and/or receive consequences (including parent notification) for their actions. **Elementary students, teachers, staff and parents are expected to follow the philosophies, procedures and guidelines developed in an effort to maintain a positive school culture.**

GENERAL SCHOOL RULES

- Everyone is expected to follow the PBIS expectations.
- Everyone at St. James School is expected to treat each other with dignity and courtesy. Name-calling, arguing, and rudeness do not have a place in our school environment and will be appropriately addressed.
- Appropriate language and tone of voice are expected at all times. (Profanity, name calling, ethnic slurs, off color remarks, sexual innuendo, using “God” and “Jesus” in other than a Biblical reference etc. are considered to be inappropriate.
- A NO TOLERANCE policy is enforced with regards to name-calling, inappropriate language, bullying, fighting, etc.
- The following should not be brought to school at any time
 - a. GUM
 - b. WEAPONS (REAL OR TOY)
 - c. FIREWORKS
- Candy should not be brought to school unless as birthday treats.
- Personal stereo systems should not be brought to school unless arrangements are made in advance with the teacher or principal.
- Personal possessions which are lost or stolen are the responsibility of the student.
- Students will show respect to the school building and property. Any defacing of the building, equipment, playground materials, etc. will be considered vandalism and will be dealt with accordingly.
- The use of tobacco and the use and possession of alcoholic beverages or controlled substances (other than which is prescribed by an individual’s doctor) are strictly prohibited. Those violating this rule are subject to suspension or expulsion by the board.

CLASSROOM MANAGEMENT

Each teacher will establish the guidelines for his/her individual classroom in accordance with the school philosophy, general rules of the school; all founded upon PBIS principles. Teachers are responsible for the management of their respective classrooms with the support from parents and principal. Students who repeatedly interrupt the classroom function interfere with others' rights to learn. If this becomes the case for a particular student, a behavior plan may need to be implemented to help the students, teacher, parents and the principal monitor the student's behavior.

PROCEDURES TO BE FOLLOWED BEFORE SUSPENSION

The following procedure is in accordance with the St. James School Board policy #540.3 regarding suspension.

- 1.Meeting between student and teacher/staff member to discuss the misbehavior and ways to correct it. If behavior continues, move to step 2.
- 2.Meeting between the student and administrator to discuss the misbehavior and ways to correct it. If behavior continues, move to Step 3.
- 3.Discussion with the parent (in person or by phone) and the administrator about the behavior and ways to correct it. If behavior continues, move to step 4.
4. The student will be removed from the building by the parent or guardian and will be not be allowed to return until one entire school day (following the day the suspension has been imposed) has passed.

STUDENT HEALTH

RECORDS

The records below must be on file in the office before a child may attend school:

- Dental screening verification (kindergarten)
- Physical examination (preschool and kindergarten)
- Official, up-to-date required preventative vaccination record (DPT, polio boosters, MMR, chicken pox, or certified case)
- Documentation from a doctor is the only acceptable waiver for vaccinations.
- Up-to-date emergency/medical information

Washington County Public Health will report to the state department any delinquent immunization records within 30 days of the first official day of school. Students without the necessary records will not be readmitted to school until these are obtained.

ILLNESS

In order for optimum learning to take place, a child needs to have adequate rest and be feeling well. If a child is not feeling well, not only is learning inhibited, but s/he is more vulnerable to infection. Sending a child to school who is sick or is not fully recovered also puts the other children at school as well as staff at risk. 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 school staff regarding student health;

- **100.4 degrees is considered a fever.**

- A child with a fever or who has vomited or has diarrhea will be sent home.

The child should not return for 24 hours from the time s/he was sent home. Parents of any child returned to school before 24 hours has lapsed, will be contacted to pick their child up and keep them home for the remainder of that school day.

- A child who is sent home is to be picked up promptly by an authorized adult.

HEAD LICE

The following guidelines will be followed by the school staff regarding head lice:

- Upon finding live lice on a student, parents will be notified immediately.

- Once the child has been treated with a commercial lice killing product s/he may return to school.

- Once a child having had 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.

MEDICATION

The St. James School office staff is trained to administer medication. Medications will not be administered by anyone except these individuals. All medications will be kept locked in the school office medicine cabinet. In the event that the administration of any medication, over the counter as well as prescription, is necessary, the following procedures are in place:

- Doctor's authorization must be on file.

- **Signed permission by the parent stating the following must be on file;**

- a. Who the medication is for,

- b. What the medication is,

- c. When it is to be administered,

- d. The dosage to be administered.

- A bottle of medication should be left at school for administration while at school.

- A measuring spoon should be supplied by the parent if needed.

- All medications (with the exception of asthma inhalers and epi-pens cleared in advance) need to be turned in to the school office at the beginning of the day. Students will not be allowed to keep medicine in their possession. See Medication form: Appendix

SCHOOL LUNCH PROGRAM

- Daily cost = **\$2.95**

- One milk is served with lunch. Extra milk = .45

- Students may opt to bring lunch from home. Commercial fast food i.e.: McDonald's, Subway, etc. is not allowed.

- Students may also go home for lunch following the procedures outlined earlier in the handbook.

- Free and reduced lunches (.40) are available for students who qualify. Guidelines are available in the school office.
- Students may sign up for an additional entree for an additional charge of \$1.75.

EMERGENCY PLANS

Emergency plans for Anaphylaxis, Asthma and Food allergies will be completed and filed for those students to which these pertain. (Appendices B, C, D)

EMERGENCY PROCEDURES

St. James School has an established Crisis Management plan. The students participate in the drills required by the Department of Education.

STUDENT SAFETY

BULLYING & HARASSMENT

Saint James School takes a no tolerance position on bullying of any kind. The following is the policy on bullying and harassment as outlined by the Diocese of Davenport.

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 alternatives 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.

SAINT JAMES PRESCHOOL

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.

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.

Our mission is to glorify God through word, worship, and service.

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 year-old program
- children who are 4 years old by September 15 may enroll in the 4 year-old 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 4-year-old preschool program at the parent's request, with tuition, IF there is room in the 4 year-old program.
- 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 4-year-old program. This will be available by tuition only. This is available only AFTER the 3-year-old program is filled.
- This is only available until the 4-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.

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, Wednesday, Thursday
- 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.

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 September 8 for the 2020-2021 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 and KCRG.

- **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.

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 99.0, 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.

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.

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 # 430 Page 21.a, 21.b, 21.c

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.

- If evacuation of the premises is necessary
 - The administrator will announce via intercom or available address system that an evacuation is necessary.

- Staff will quickly take 1st Aid Kit and line up children.
- Staff will lead children out of the classroom, down the hall (North) and through the gymnasium doors outside.
- Children follow teacher North across the school parking lot.
- Staff will make sure all children cross the street safely & meet inside the KC Hall.
- Teacher/staff take attendance, making sure all children are safe.
- Parents are notified via KCII when & where children are to be picked up.

Evacuation/Reunification with Parents/General Practice:

- Teachers will take attendance roster and 1st aid kit along to any drills, safety sites and evacuations.
- In the event of evacuation of the premises', 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 station 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.

Shelter in Place:

- See school wide tornado procedures.
- Staff and students will follow procedure and go to Tobin Hall basement.

Lock Down Protocol:

- Follow school wide procedures for intruder.
- Preschoolers will move away from windows and gather in the coatroom.
- Classroom door will be locked.
- Teacher will take attendance.
- When all are safe and accounted for, a green piece of paper will be slipped under the classroom door to indicate all is okay in this room.

Universal Precautions

- All staff is trained in the application of universal precautions.
- Staff should provide a barrier between skin and blood of others - such as bleeding wounds, nose bleeds, scrapes etc. - This can be done by wearing rubber gloves.

- Teachers can also encourage the child to apply pressure with their own hands over a bloody nose or open wound.
- A thick paper towel or gauze pad 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.

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.

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.

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 backpack. 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.

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.

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 "FlockNotes" 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:

kfarrell@sjknights.org

latilano@sjknights.org

nstoutner@sjknights.org

fmarcelino@sjknights.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 the 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.

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."

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 ensure 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 into 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 volunteers 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 premises.
- 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*

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.

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.

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.