

# ST. LOUIS PRESCHOOL PARENT HANDBOOK

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## **SECTION 1 PHILOSOPHY AND GOALS**

The philosophy of St. Louis Preschool is deeply rooted in the great commandment that Jesus has given us: "Love of God" and "Love of Neighbor."

Education is a life process that involves the development of the whole person: spiritually, intellectually, emotionally, socially and physically.

The school strives to set up a center whose operations and progress engages the joint participation of families, teachers, pastor and civic community.

## **SECTION 2 ACADEMICS**

### **2.1 Curriculum**

The preschool curriculum is based on the standards issued by the Superintendent of Catholic Schools for the Diocese of Toledo, in cooperation with the Diocesan Educational Consultants and representative faculty members of Diocesan Elementary Schools. In addition, the Ohio Department of Education Preschool Standards are also followed. *Creative Curriculum* is the curriculum chosen for use by St. Louis School. This curriculum is aligned with the standards developed for Ohio's preschools.

### **2.2 Music Programs**

Students are encouraged to participate in a Christmas and spring music program. Attendance is optional but highly recommended. Preschool has music class one day per week.

### **2.3 Growth and Development**

In preschool, the primary emphasis is based on developing socialization skills, faith development, creating a safe and comfortable learning environment, and school readiness. The school environment should foster independence and a love for learning. Parents and the teacher will work closely together to determine the best placement for the child for the following year.

### **2.4 Student Records**

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted. Parents wishing to view their child's records must make a written request twenty-four hours in advance.

In the absence of a court order to the contrary, St. Louis School will provide the non-custodial parent access to academic records and other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

On file, in the school office will be a cumulative record for each child enrolled in the school. This record contains yearly educational data. This is sent to the child's

receiving school of transfer upon written consent of parent/guardian or by request of the receiving school.

Reports of all special services received will also be included in this file (i.e., speech therapy, psychological testing, counseling). These files are in a separate folder attached to the cumulative file and available to all certified members of the staff and any parent of students, or eligible students, over the age of 18 requesting to see or have copies of these records. This request must be made known in writing and is to be on file. The school has 45 days to produce the records. On file also, is a permanent record card, which is kept indefinitely by the school.

A health record folder is maintained separate from the child's academic record. Such folder contains all health information and accurate records of all immunizations required by law. The health record is also forwarded to the receiving school upon transfer and request of records. The school nurse keeps records of students' immunization dates on file. Items in this file include physical exams, immunization records signed by the physician, and any documented health issues provided to the school. All immunization dates must include the month, day, year, and physician signature to be considered acceptable. All files must be complete by October 15<sup>th</sup> of the current school year.

## **SECTION 3 ADMISSIONS/REGISTRATION**

### **3.1 Admission Requirements**

When registering a child for the first time, the person responsible for the child must present the school with a copy of the child's birth certificate and court custody documentation, if applicable. If proper records are not presented, the school director shall notify the proper law enforcement agency (Section 3313-672, Ohio Revised Code) as required by law.

All students enrolled at St. Louis School Preschool are required to have proper immunizations in accordance with established regulations of the State of Ohio. At the time of registration, the following information is required:

- Registration form
- Birth certificate and Social Security number
- Child custody documentation (if applicable)
- Records from dental examination, physical exam and immunizations

### **Preschool Admission**

For admission to preschool, the child must be three for the three-year old class or four for the four-year old class by August 1 of the academic year. St. Louis School provides two half days for 3-year olds per week - Tuesday and Thursday mornings and three half days for 4 year-olds per week - Monday, Wednesday and Friday mornings. Both the three year old and four year old class attend from 9:00-11:30 a.m.

## **SECTION 4 ATTENDANCE**

### **4.1 Procedure**

Children are not expected to attend class when they are not feeling well. Children in preschool should experience joy and satisfaction in their play and accomplishments. Attendance will be taken each day but if your child is ill, please do

not send them. Notify the school office if your child will not be in attendance by 9:30 a.m. If you do not notify the school office of an absence, the school will make every attempt to contact you. Tardiness is not encouraged. The teacher and secretary keep absentee records. The absences are crosschecked every quarter.

**When a student has been ill with fever or vomiting, he/she should be kept home at least 24 hours after the body temperature has returned to normal and vomiting has stopped.**

#### **4.2 Early Dismissal Procedure**

A written note is required when a student is leaving school early for any reason. The teacher then forwards the note to the school office. When coming to pick up the child, a parent must go to the office and sign the child out of school. If a child will be late to school because of an appointment, it is necessary to call the school office for accurate attendance purposes. Once a child is on school property, he/she may not leave school grounds without written permission from the parent/guardian and approval from the school principal or designated person.

#### **4.3 Personal Convenience Absence**

School attendance is important. When a child will be absent because of a vacation during the school year, a Personal Convenience Form (available in the school office and on the school website) should be filled out in advance of the date and signed by the parent and director.

### **SECTION 5 COMMUNICATIONS**

#### **5.1 Address/Phone Changes**

When a place of residence has changed, please send in a note stating the new address and phone number to the school office with a copy to the teacher. Please send any cell phone and work telephone number changes to the school office and teacher also.

#### **5.2 Parent and Teacher Conferences**

Parent-Teacher conferences are scheduled twice each school year (fall and spring) for the four-year old class. A skill summary sheet is shared with the parents at conferences. Times and dates of the conferences will be worked out with both the parent and teacher. The parent or teacher may request additional conferences at any time throughout the year. Conferences for the three-year old class will take place in the spring.

#### **5.3 Handbook**

Parent handbooks are available on the school website. The school administration retains the right to amend the handbook for just cause and parents will be given prompt notification in the school newsletter if any changes are made.

#### **5.4 Student Party Invitations (Birthday)**

If a party is held for a student outside of school, it is suggested that invitations be sent to those invited through the postal service. The only exception to this procedure is if all students or all students of the same gender within the grade are included in the party, then invitations may be given to the children at school.

### **5.5 Weekly Thursday/Friday Envelope Distribution**

Families are notified of school events via an office folder (this year the folder is yellow) and through email. The weekly information includes a school newsletter and community announcements. The newsletter and other flyers are sent home on Thursday/Friday with the youngest child attending St. Louis. The folder needs to be returned on the child's next school day to be refilled for the next week. Please do not send any correspondence for your child's teacher in the office folder.

The school office publishes a weekly school newsletter. This newsletter includes important information on all school activities, dates, and times of events. The weekly newsletter is also sent via *FastDirect*.

## **SECTION 6 DAILY SCHEDULE**

### **6.1 Preschool Schedule**

The teacher will be in the classroom by 8:00 a.m. The aide will be in attendance at 8:30 a.m.

7:30 a.m.	School doors open for Extended Day
8:40 a.m.	Children may enter the classroom
9:00 a.m.	Preschool begins
11:30 a.m.	Preschool dismissal

Four-year-old class meets Monday, Wednesday and Friday. Three year olds meet on Tuesday and Thursday. **On a two-hour delay, preschool runs from 1:00 – 3:00 p.m.**

### **6.2 Arrival/Dismissal Procedures**

All students should enter the school through the front doors. Children should arrive between 8:45 and 9:00 a.m. and go directly to their classroom. Children are released to their parent/designated pick-up person on an individual basis. Parents are encouraged to wait outside the front doors.

### **6.3 Extended Day**

St. Louis School assists parents in providing a safe and happy environment for learning. Another means of responding to the needs of children and parents is the Extended Day Program.

The Extended Day Program functions as an extension of home and school. It provides quality care for children and parents. This program is for preschool as well as school age students of St. Louis School and the area schools.

**Morning session:** Offers group and/or individual activities for St. Louis children from 7:30 a.m. to 8:40 a.m. each morning school is in session. This program is designed for children whose parents find it necessary to bring their children to school earlier than 8:40 a.m. No food is provided. Students may bring breakfast to eat while waiting for school to begin.

Billing is done on a regular basis and must be paid promptly. Cost is \$4.50 per hour for the first child and \$3.00 per hour for any additional children. There is a 1-hour minimum charge. There is also a \$10.00 registration fee per family. These fees ensure your child has a place in the program and helps defray the costs of snacks, supplies and the hourly wage of the Extended Day staff.

The Extended Day Program can be used daily, several times a week, or on an occasional basis. The program will be in session each day there is school. If school is cancelled, so is Extended Day. If school is delayed, there is no morning session.

Attendance is taken each day for safety and security. All school policies, discipline code, administrative procedures, and rules apply to the Extended Day Program. Only those listed, as a pick up person on the child's file, will be allowed to leave with that child. All those picking up a child must come into the building to get the child.

#### **6.4 Playground Rules**

Children are expected to follow the playground rules that include but are not limited to:

1. Every child has the right to play.
2. Play for fun. Show kindness, respect and consideration for others on the playground.
3. Take turn on slides, swings and equipment.
4. Do not pick up or throw sticks or stones.
5. Only an adult may retrieve balls that go into the fields or adjoining property.
6. Play only in the designated area behind the school.
7. Children must be sitting down on the slide with feet first.
8. Line up immediately to prepare to enter the school. Quiet voices upon entering.
9. Respect and obey instructions given by the adult.
10. Prohibited - fighting, shoving, snowball throwing, spitting, bad language, and name-calling

### **SECTION 7 DISCIPLINE CODE**

#### **7.1 Discipline Policy**

Three and four year old children are filled with exuberance, and bubble over with energy when they come through the doorway of the classroom each day. It is a natural characteristic for them to be egocentric and see things from only their point of view. However, children of this age level are also "eager to please" the adults in their world, and gain a sense of satisfaction when they are made to feel important. They are able to handle and accept some responsibility for their words and actions. In addition, many times they thrive on praise when they do a good job.

With the above characteristics of three and four year old children taken into consideration, the staff of the preschool program will use a positive proactive approach to discipline during the preschool day. One of the things staff members want to do in the preschool program is help the children develop a sense of self. In an environment where the children are encouraged and genuinely respected, they will be able to develop self-confidence. The children will be given opportunities during the day in their normal interactions with peers to learn how to take initiative, and experience success in performing difficult tasks to aid in developing a positive self- image. When disagreements arise between children, the teacher will discuss with the children what happened, giving each child time to explain his/her point of view. The children will be encouraged to express how they feel using their words. The teacher will aid in this by modeling appropriate language for the children. The teacher will remind the children of the rules that are posted in the classroom and encourage the children to follow them. If the children return to their playtime and continue to disagree, they will be redirected

to another play activity. In the event the child/ren continue to choose not to follow the rules, they will be directed to spend time sitting in time out. At the end of time out, the child and teacher will discuss the kind of choices that were made and how they affected others in the classroom. The child will be encouraged to return to classroom activities. If the child seems to have reoccurring incidents that he/she needs to continually be removed from the class activities, a parent/teacher conference will be held.

Adult Behavior - the following shall apply to all adult persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh or corporal punishment administered.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short time period, such as a protective hug, so the child may regain control.
4. Discipline shall not be imposed on a child for failure to eat or toileting accidents.
5. Techniques of discipline shall not humiliate, shame or frighten a child.
6. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
7. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **7.2 Student Code of Conduct**

1. Open defiance of authority
2. Abusive language and/or disrespect toward a person in authority
3. Repeated use of profane, indecent or foul language
4. Bringing and/or sharing objectionable materials, such as books, magazines, CD's, or pictures
5. Serious defacing or destruction of private or school property
6. Fighting with other children
7. Stealing
8. Leaving school premises without permission
9. Disregard for classroom and/or school policy
10. Bullying other children

## **Consequences**

1 <sup>st</sup> offense	Oral warning by authority
2 <sup>nd</sup>	Parent/Director/Teacher conference
3 <sup>rd</sup>	In-school suspension
4 <sup>th</sup>	One day out of school suspension
5 <sup>th</sup>	Three day out of school suspension
6 <sup>th</sup>	Expulsion from the program

### **7.3 Suspension/ Expulsion**

Suspension must be used only in extreme cases and only after consultation with the director, parent/guardian and teacher. When giving a suspension, the director should follow these guidelines:

1. Determine whether the "In School" or "Out of School suspension" is warranted.
2. "In school" suspension requires the student to report to the office for the school day where he/she will remain.
3. "Out of school" suspension involves the child not reporting to school.
4. Within two days, a meeting will be scheduled at which the director, teacher and parent/guardian and child will discuss the problem and seek a solution.
5. Suspension will be as follows:
  - a. First time                      One day suspension
  - b. Second time                    Three day suspension
  - c. Third time                      Parents will be asked to withdraw their child or the school will proceed to expel the child.
6. The following are considered serious violations of discipline standards. However, a child may also be suspended or expelled for serious offenses other than those listed as determined by the school director.
  - a. Leaving the school grounds without permission
  - b. Arson or attempted arson
  - c. Assault and/or battery of school employee
  - d. Bullying/Harassment
  - e. Purposely causing a false fire alarm
  - f. Malicious destruction of property
  - g. Open defiance, serious disrespect, and/or serious disruptive behavior directed toward school personnel or other children

### **7.4 Search and Seizure**

For the safety and protection of all students within St. Louis School care and custody, certified staff members have the responsibility to search for and seize weapons or other dangerous or illegal objects, if they have reasonable grounds to believe that such are in the possession of a child, especially where the child has no reasonable expectation of privacy; e.g., lockers, desks, coats, books, and book bags. Thus, the policy of St. Louis School is "anything brought onto the school premises by a student (in a car, in a book bag, on their person) is subject to search."

## **SECTION 8 GENERAL**

### **8.1 Dress Code for St. Louis Preschool**

- Preschool children should dress for comfort and ease of toileting.
- Jeans/athletic clothing may be worn.
- Tennis shoes are the best footwear.

- St. Louis School sweatshirts and T-shirts are offered through the PTAA. These items are available to order in the fall and spring.
- If preschool attends Mass, it is considered a dress-up day so please dress as you would for church.

## **8.2 Faith Experiences**

**Liturgy:** A basic reason for the existence of a parish is the worship of God. The four-year old preschool children have the opportunity to worship during weekday Masses once each quarter and for special Masses.

**Prayer:** There is prayer at the beginning of the day, at snack time and at closing. Preschool participates with the entire school in Morning Prayer on Mondays and Thursdays.

## **8.3 Field Trips**

Field trips are an important supplement to classroom teaching, enabling students to see the practical application of what they are learning. Because the school is legally responsible for each student's safety while attending class, no student will be permitted to leave for a field trip without the written consent of the parent/guardian. Permission slips will be sent home with the student prior to each trip and must be signed by the parent/guardian and returned to the teacher. Parent/guardian drivers provide transportation. Every driver **must** submit a statement of insurance policy having the minimum of \$100,000/\$300,000 bodily injury and liability insurance coverage. All students transported to and from St. Louis School are expected to be in compliance with Ohio Law and are to be in car seats/booster seats. It is mandatory for all volunteers who plan to work with the youth of our school take a brief online training course titled *Protecting Youth and Those Who Serve Them*. Please call the school office for more information.

## **8.4 Library**

St. Louis has a library that houses a wide selection of books. The four-year old class visits the library once each week. Preschool children are read one or two stories and pick out one library book to take back to the classroom. The books remain in the room for one week.

Volunteers help children check out books, shelve books, keep the library in order and read to younger children.

Children are encouraged to choose books from the library and are reminded of the necessity to take proper care of books borrowed.

## **8.5 Missing Children's Act**

The Missing Children Act, which is law in Ohio, requires that at the time of a child's initial entry to school, the person responsible for the child shall present to the person in charge of admission, a copy of the child's birth certificate. Unless satisfactory records are presented, the school director shall notify the law enforcement agency in the area in which the child resides of the possibility that the child may be a missing child. Section 3313-672 Ohio Revised Code.

## **8.6 PTAA/School Advisory**

**PTAA** - All parents of children attending St. Louis School are members of the PTAA and are encouraged to volunteer for one or more activities during the school year.

PTAA holds regular meetings and all parents are welcome to attend. PTAA meetings are set at the beginning of each school year and parents are notified through the school newsletter. One of the major lifelines of St. Louis School is the time and energy freely given by our volunteers.

School Advisory Council - The School Advisory Council meets once each month. The date/time for each meeting is published in the school newsletter and in the Sunday Parish Bulletin. The council serves as an advisory body to the pastor and director. The other members are either members of the parish, or are non-parishioners who have a child/children in St. Louis School.

### **8.7 School Pictures**

School pictures are taken in the fall and again in the spring. Parents are under no obligation to purchase any school pictures.

The fall picture is used for inclusion in the classroom composite. If a child is ill on the day of fall picture taking, a retake date is scheduled at a later date. The procedure for ordering fall pictures is that a package must be ordered and paid for by Picture Day. No late orders can be accepted. If you are not satisfied with the pictures, one retake will be taken.

For spring pictures, no pre-order is necessary. The company prints a package and parents examine the pictures. If you choose to purchase the pictures, you select the ones you want and pay according to the items you keep. Order sheets and envelopes are included in the package. Payments are made payable to the Lifetouch Company and are collected by the school office or you may pay online directly to the company.

### **8.8 Sharing**

Children are welcome to bring a sharing item from home on designated days. Please do not allow them to bring anything of extreme value or breakable. The items will be shared with the class and brought home the same day.

### **8.9 Valuables**

Students are prohibited from keeping money or other valuables in the classroom. St. Louis School will not be responsible for the loss of valuables brought to school in violation of this rule. Money collected by the school, such as field trips and fundraisers, is to be sealed in a clearly marked envelope and promptly given to the teacher who will send it to the office.

### **8.10 Volunteers**

Parent volunteers are essential to a private school and most could not function successfully without them. We need parent volunteers for many of our programs. The Parent Association coordinates many of the volunteer needs. Multiple requests for volunteers are sent out during the school year in the weekly folder. You may decide at any time to participate in any event held during the school year.

Volunteers are needed for:

1. Transporting students on field trips
2. Assisting students and teachers in the classroom
3. Helping with the weekly Hot Lunch
4. Hosting holiday classroom parties

The Diocese of Toledo requires volunteers to take an online class. Some volunteers may need to be fingerprinted. Call the office for more information.

### **8.11 Visitors**

Visitors are always welcome at St. Louis School. All visitors must report directly to the office and sign in, after identifying themselves at the front door, before entering any other area of the building in accordance with the Missing Children Act.

### **8.12 Weather**

St. Louis School follows decisions of Bowling Green City Schools as to delays or closings due to inclement weather. If Bowling Green Schools are delayed 2 hours, St. Louis School is delayed 2 hours. If Bowling Green Schools cancel, St. Louis is also canceled.

When school is delayed 2 hours, preschool will begin at 1:00 p.m. and end at 3:00 pm.

Please listen to the following radio stations for any weather/school announcement.

**Please be sure to listen for Bowling Green Schools as we follow whatever they do.**

WNDH 103.1 FM	Napoleon
TV Channel 13	Toledo

If there is an early dismissal due to inclement weather, please call the school office to make special arrangements for transportation if needed.

***FastDirect Alert System:*** St. Louis School uses *FastDirect* to notify parents of school delays, cancellations, upcoming events, etc. It is important that the phone system information is current and accurate. **It is the parents' responsibility to update contact information.**

## **SECTION 9 HEALTH/MEDICAL**

### **9.1 Administration of Medication**

School policy prohibits any student from keeping medication in his/her possession. Thus, all medication must be turned in at the school office. Before school personnel can be authorized to administer medication to any student, they must have a written request from both parent and physician. **The original medication container must be labeled with the student name, name of medication, dosage, time of administration, when it was last given, and also if it needs refrigeration. This includes over-the-counter medication.**

Please do not send in pills in a baggie and expect the school personnel to administer. School personnel will destroy any medication received in this manner. Without a way to identify the medication, school personnel cannot administer it. Any time your child needs to take medication (prescription or over-the-counter) at school, it is suggested a parent talk with the school office before sending in the medication. We do not stock Tylenol, Advil, cough drops, Benadryl, or any other over-the-counter medications. If your child needs this medication during the school day, please send it into the school office in the morning as instructed above.

Children needing inhalers for asthma related illnesses must contact the school office and discuss the procedures for inhaler usage and accessibility.

No preschool child may be given any kind of medication, prescribed or non-prescribed, without a doctor's signature.

If your child has a severe allergy, such as an allergic reaction, it is imperative to speak with your child's teacher as soon as possible.

## **9.2 Communicable Disease**

The following precautions shall be taken for children suspected of having a communicable disease.

1. The school will notify the parents or guardians when a child has been observed with signs and symptoms of an illness.
2. A child with any of the following signs or symptoms shall be dismissed to his/her parent or guardian.
  - a. Diarrhea (more than one abnormally loose stool within a 24 hour period).
  - b. Severe cough causing the child to become red or blue in the face or to make a whooping sound.
  - c. Difficulty or rapid breathing
  - d. Yellowish skin or eyes
  - e. Conjunctivitis (pink eye)
  - f. Temperature of 100 degrees F and above
  - g. Untreated infected skin patches
  - h. Unusually dark urine and/or gray or white stool
  - i. Stiff neck
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. The teacher and the parent or guardian shall determine decisions regarding whether the child should be discharged immediately or at some other time during the day. The child, while isolated from the program, shall be carefully watched for symptoms listed above as well as the following:
  - a. Unusual spots or rashes
  - b. Sore throat or difficulty swallowing
  - c. Elevated temperature
  - d. Vomiting
  - e. Evidence of lice, scabies or other parasitic infestation
4. If your child has been exposed to a communicable disease, a letter will be sent home with all students.
5. A licensed registered nurse is available on call: Mrs. Joyce Walker (419-669-3741) local nurse.
6. A communicable disease poster is posted in the classroom.
7. If a child is found to have one or more of the above symptoms, he/she will be isolated from the other children.

8. A cot and blanket is available to be used by a sick child. These are cleaned and laundered before use by another child.
9. Disinfecting procedures will be implemented.

Following a communicable disease, the child will be able to return to school when the child is relieved of any symptoms as explained on the Communicable Disease Chart. This chart is available to view online at: [www.odjfs.state.oh.us](http://www.odjfs.state.oh.us). Keyword – Communicable Disease Chart.

### **9.3 Emergency Medical Forms**

Ohio State Law requires an Emergency Medical Authorization Form be filled out at the beginning of each school year and kept on file for each child. This form must be filled out **completely** by the child's parent/guardian. The form must be completed and returned during the first week of school. All forms are passed out in the office folder at the beginning of the year.

### **9.4 Health Services**

A licensed school nurse conducts vision and hearing screenings each year. The nurse is also available for consultation on an as-needed basis.

### **9.5 - Immunizations**

Your child's pediatrician is the best source for information concerning your child's immunization schedule.

Please go to the following links for the current immunization schedule of for more information: [www.cdc.gov/vaccines/parents/downloads/parent-ver-scho-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-scho-0-6yrs.pdf), or [www.odh.ohio.gov](http://www.odh.ohio.gov)

Ohio Revised Code (Section 3317.671) requires "exclusion" on the 15th day of school entrance of all children who do not meet the established requirements as set forth by the Ohio Department of Health.

The Parent/Guardian needs to provide the dates for the immunizations to the school.

### **9.6 Health Records/Immunizations**

The school nurse keeps records of students' immunization dates on file. Items in this file include physical examinations, immunization records signed by the physician, and any documented health issues provided to the school. All immunization dates must include the month, day, year and physician signature to be considered acceptable. All files must be complete by October 15<sup>th</sup> of the current school year. If not, the student will not be permitted to attend St. Louis School. This is in compliance with the State School Immunization Law.

If there is any pertinent information regarding the health of your child (allergies, diabetes, asthma, hearing, etc.), please inform the school so that we may properly respond when the need arises.

## **9.7 Medical Procedures**

Children who become ill during school hours will be sent home only after contact has been made with the parent/guardian. If the parent/guardian cannot be reached, the persons named on the Emergency Medical Authorization Form will then be contacted. The school nurse will call local EMS personnel for serious illnesses/medical emergencies as deemed necessary. In the absence of the school nurse, the director will make the decision to call the EMS. Any child with a temperature of 100 degrees or higher and/or is vomiting will be sent home for proper care. The student will be isolated and attended to by a staff member until the parent/guardian arrives. A doctor's excuse is required for re-admittance after a communicable disease absence. **Students must be fever-free and have not vomited for 24 hours before returning to school.**

## **SECTION 10 SAFETY**

### **10.1 Abuse/Neglect**

Under the Ohio Revised Code, any teacher or school authority that knows, or has reason to suspect, that a child has suffered, or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that normally indicates abuse or neglect, must immediately report the information to an appropriate agency.

### **10.2 Disaster Drills**

**Fire Drills:** Drills are conducted each month. Drills are executed promptly, silently and in an orderly fashion. Children are taught to use their regular exit, as well as an alternate exit. Each class has an assigned area to report to away from the building. Each teacher must be the last one out of the room. The teacher takes an attendance sheet along and verifies that all students are accounted for.

**Tornado Drills:** The directions for the Civil Defense Authority are implemented in the school to ensure the safety of the children in an emergency. Drills are conducted during the months of March-May but may be held more often. The children have assigned areas to take cover and are taught how to best protect themselves.

**Rapid Dismissal Drills:** Rapid dismissal drills are used to instruct children in the correct procedures to follow should a situation arise where the building must be evacuated quickly and it is known that children will not be able to or will not be permitted to re-enter the building for a lengthy period of time. During rapid dismissal drills, children will be instructed to exit the building using the same procedures that are used in a fire drill.

### **10.3 Emergency Operation Plan**

The safety of your child is our top priority. As of November 18, 2002, under the direction of the Diocese of Toledo, St. Louis School implemented an Emergency Operation Plan, which helps the staff handle emergencies, which could occur during a normal school day. Along with this plan, specific lockdown and evacuation procedures will be followed. This plan will be updated every school year.

**Lockdown:** Lockdown is a response or procedure designed to protect children, faculty and staff from an internal or external threat, such as a violent person, by excluding or

isolating that threat, securing classrooms, and exterior doors. Movement of children and school personnel should be limited; protective cover should be sought.

**Evacuation:** Evacuation is the rapid removal of all children, faculty, and staff from school facilities. Designated areas are pre-selected and routes to the areas are also pre-established.

**Red Alert:** The following procedures have been instituted for Wood County should our geographic area come under a Threat Level RED alert. If this alert happens outside of school time, schools will be closed and all activities cancelled until such time as safety personnel indicate otherwise.

If the alert happens during school time, schools will be secured and students will remain in class until normal dismissal time. All activities will be cancelled. Parents are asked not to call or come to get their children until an All Clear is given.

#### **10.4 Fraternization**

The relationship between employee and child must always be one of adult to child, governed by the moral standards of the Church, the legal standards of the State of Ohio and common sense. As such, this policy prohibits fraternization, not only during school hours and on school grounds, but also at any time or any place. Normally, employees relate with children within the school setting. If there is to be fraternization with children, it will be rare that it will be with a single student. Prior consultation with the administration should take place if the employee is with a child outside the school setting.

#### **10.5 Protecting Youth and Those Who Serve Them On-line Course**

It is the responsibility of local parishes and schools to screen all those who work with our youth whether employed or volunteers to insure that our ministries are truly safe places for youth.

It is mandatory for all volunteers, who plan to work with the youth of our school, to take an online course. This needs to be renewed every 5 years. St. Louis School office will keep a file of parents who have taken the course. Please call the school office for more information.

### **SECTION 11 BULLYING**

#### **ST. LOUIS SCHOOL BULLYING PREVENTION and INTERVENTION PLAN The Diocese of Toledo Catholic Schools Office developed the following plan.**

##### **Annual Staff Training on the Plan**

Annual training for all school staff will include staff duties under the plan, an overview of the steps that the director or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention.

##### **REPORTING AND RESPONDING TO BULLYING AND RETALIATION**

A staff member will report immediately to the director or when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to

report to the director does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reports of bullying or retaliation may be made by staff, children, parents or guardians, and may be oral or written. Oral reports made to a staff member will be recorded in writing. A staff member is required to report immediately to the director any instance of bullying or retaliation. Reports made by children, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. St. Louis School will be using "TIPS" to report and track incidents of bullying.

St. Louis School expects children, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a child to report it to the director. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report, unless verified by clear and convincing evidence.

Children will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the director or designee.

Before fully investigating the allegations of bullying or retaliation, the director will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents.

The director will implement appropriate strategies for protecting, from bullying or retaliation, a child who has reported bullying or retaliation, a child who has witnessed bullying or retaliation, a child who provides information during an investigation, or a child who has reliable information about a reported act of bullying or retaliation.

Upon determining that bullying or retaliation has occurred, the director will promptly notify the parents or guardians of the target and the aggressor of this, and the procedures for responding to it. There may be circumstances in which the director or designee contacts parents or guardians prior to any investigation.

## **Responding to a Report of Bullying or Retaliation**

### Investigation

The director will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the children involved.

During the investigation the director will, among other things, interview children, staff, witnesses, parents or guardians, and others as necessary. The director will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

The director or other staff members as determined by the director as appropriate may conduct interviews. The director will maintain confidentiality during the investigative process. The director will maintain a written record of the investigation.

### Determinations

The director will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the director will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The director will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action are necessary.

Depending upon the circumstances, the director may choose to consult with the child's' teacher(s) and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The director will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation.

### **Responses to Bullying**

#### 1. Teaching Appropriate Behavior through Skill-Building

Upon the director determining that bullying or retaliation has occurred, the school will use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the director may consider include:

- offering individualized skill-building sessions
- providing relevant educational activities for individual children or groups of children
- implementing a range of academic and non-academic positive behavioral supports to help children understand pro-social ways to achieve their goals
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home
- adopting behavioral plans to include a focus on developing specific social skills
- making a referral for evaluation

#### 2. Taking Disciplinary Action

If the director decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the director including the nature of the conduct, the age of the child involved, and the need to balance accountability with the teaching of appropriate behavior.

Discipline will be consistent with the St. Louis School Code of Conduct.

### 3. Promoting Safety for the Target and Others

The director will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the director or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the director will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the director will work with appropriate school staff to implement them immediately.

#### **Counseling and Other Related Services**

The Diocese of Toledo and the St. Louis School nurse have lists of available resources for children and families. Safety plans for children who are the targets of bullying or retaliation are developed by the director, in conjunction with, appropriate school personnel.

*Updated September 2019*