

Holy Angels Preschool

Parents Guide



Holy Angels School
720 Kensington Place
Aurora, IL 60506
630-897-3613

Dear Preschool Parent:

It is with great pleasure that I welcome you to Holy Angels School. As your principal, I look forward to the upcoming school year and the opportunity to share in the educational and social development of your child.

We certainly realize the importance of these early years in establishing a solid foundation for the future. Our focus is to provide an environment for the total development of each child. Holy Angels School is proud of its Preschool educational programs which are characterized by organizing activities having both educational and social values. These programs have been carefully selected for your child's growth and development because a positive self-image and a positive attitude toward learning are critical to a child's personal growth and academic achievement throughout his/her school years. Our pre-school program is dedicated to developing these qualities in a happy, secure, Christian atmosphere.

We have prepared this Parents Guide to answer some of the questions you may have about the procedures and regulations of the Holy Angels Preschool Program.

If you have any questions concerning any information in this handbook, please feel free to contact me at 630-897-3613 or by email at tforbes@holyangelsschool.net. Once again, welcome and thank you for choosing Holy Angels to begin your child's education. I look forward to working with you and your child.

Blessings,
Mrs. Tonya Forbes, Principal

Admission and Acceptance

The parent or guardian will be notified of his child's acceptance into the preschool in a timely manner. All children are accepted on a trial basis for a period of (6) weeks. We make every effort to help each child adjust to school and enjoy a happy experience.

A child must have on file certain forms before being admitted to preschool. These forms are: enrollment information, emergency and release information, and a medical record including all required immunizations. We follow the State of Illinois laws for immunizations requirements. Our preschool provides each parent with the required forms and these must be returned to the office before the first day of school. We cannot allow your child to remain at the preschool in our care if the proper forms are not on file. This information is kept confidential and is important for your child's safety and well-being.

Approved Snacks

Your child should bring *one simple nutritious* snack. Only if a child will be staying for Extended Daycare should a lunch be packed, and it should be packed separately from the simple snack.

No peanuts, tree nuts, or foods containing peanuts and/or tree nuts are to be sent to preschool as a snack because of life-threatening allergies. Any other food allergy or dietary concerns will be handled on an individual basis between parent and teacher. Due to an extremely high risk of cross- contamination, all foods and treats served must be commercially made, individually wrapped, and have an ingredient label. No homemade treats of any kind will be served. Any questionable treats will be referred to the principal. If a severe allergy is identified in a class, the school reserves the right to be more restrictive on allowed foods and treats.

For school sponsored events where food (homemade or commercially made) is served or shared by students and/or adults such as, but not limited to, the hot lunch program, all school picnic, Open house, Grandparents' Day, Parent/Teacher Conferences, the school cannot guarantee cross-contamination. Therefore, parents assume liability, as participation is voluntary.

In an effort to make it easier to comply with Holy Angels' preschool peanut and nut free policy, here is a short list of approved snacks:

Annie's Organic - Cheddar Bunnies, Bunny Graham Friends, Bunny Grahams Cinnamon, Snack Mix Bunnies, Fruit Snacks

Barnum's Animal Crackers

Fruit - store bought, pre-packaged if bought for an entire class, applesauce or other fruit cups, dried fruit, free-dried fruit

Great Value Honey Graham Crackers or Nilla Wafers
Kellogg's:, Nutri-Grain Fruit Breakfast Bars, Fruit Snacks, Special K Cereal Bars (strawberry, blueberry, peaches & berries, vanilla crisp, chocolatey drizzle),
Kraft Handi-Snacks
microwave popcorn
Nabisco Nilla Wafers, Teddy Grahams (no chocolate chip), Graham Crackers, Triscuits, Fig Newton Bars/Cookies, Ritz crackers – plain/whole wheat, regular size (not mini bites),
Wheat Thins, Teddy Grahams
Pepperidge Farm Goldfish Crackers
Raisins – no trail mix
Rold Gold Pretzels
Sunshine Brand Crackers – CheezIts, regular and white cheddar
Trader Joe's Pretzel Slims, Pita Bite Crackers
Vegetables – store bought, pre-packaged if bought for an entire class

Arrival

The morning session is 8:00 AM until 11:00 AM. Morning students who arrive before 7:30 AM must enter at the library entrance and will be required to be registered in the Extended Day program.

All morning students arriving by car are to be dropped off in the rear of the school using curbside service provided by junior high students from 7:35 – 7:55 AM. Parents may also park in the school lot and walk children to the rear of the building using the furthest east crosswalk at Kensington and Russell. Doors open at 7:45 AM. Preschool, kindergarten, and first grade students will enter the building first.

If you arrive later than 8:00 AM, you are asked to enter the building through the main school entrance where you will need to sign in your child at the office. Each student will be greeted at the door and will then be escorted to their classrooms.

Attendance

The two day option for 3-year olds operates on Tuesday and Thursday. The three day option operates on Tuesday, Wednesday, and Thursday. Students who are absent may not choose another day in the week to attend class.

If a child will be absent, parents are asked to call the sick line (630) 897-8233 to alert the school of the child's absence.

District 129 does not provide bus service for preschool children. All other preschoolers may be dismissed with older siblings. For early dismissal days, preschoolers will be dismissed from 11:15-11:30.

Bathroom Readiness

In keeping with our school health policies, students must be fully potty trained to attend Holy Angels Preschool classes. To be fully potty trained means not having consistent accidents. Our preschool program expects parent cooperation with their child's bathroom readiness. Being potty-trained means that your child must be wearing underwear (not "pull-ups" or diapers) to preschool and be able to use the bathroom independently. Children must be able to take care of their own bathroom needs while at school. The teachers are not permitted to wipe bottoms. A child is expected to be able to manage clothing, (we suggest easy pull-up shorts or pants, no belts) be able to wipe after a bowel movement, and wash hands. We will assist a child with a button, or snap and be sure he/she has washed hands after using the bathroom. If your child has a BM accident at preschool, we will call you to come in to take care of this.

Birthdays

Your child may celebrate his/her birthday during the school year. You may send or bring in a special treat for a birthday snack. Please ask your child's teacher in advance. Simple, non-messy items such as mini cupcakes, muffins, small-decorated cookies or ice cream cups are suggestions. Large cupcakes with lots of frosting are too messy for preschool. Due to the many food allergies, birthday and party treats must be store bought, sealed and list the ingredients on the package. Sheet cakes, party hats, noisemakers, balloons, or other party favors are not permitted. The teachers are not permitted to put party invitations in backpacks unless the whole class is invited.

Clothing

Children will get dirty in preschool! We play outside every day. We use paint, markers, water, glitter, and play dough during craft time. Therefore, please do not send children to school in clothes that you do not want to get dirty.

Preschoolers do not wear school uniforms. Your child should be dressed in comfortable clothing with gym shoes only. This helps prevent slipping or tripping accidents both indoors and out. Open-toed shoes, Crocs, backless shoes, or flip-flops are not allowed at preschool. Kindly refrain from short tops and leggings for girls as they tend to "ride up" on them with activity. Please be sure that they can manage their clothes independently in the bathroom. Jackets and hats should be clearly marked inside with your child's name.

Communication

We strive to maintain close communication with our parents concerning the development and adjustment of their child. All parents are invited and encouraged to discuss with the teachers and/or director any problems or concerns regarding the school, its staff or program. Please contact your child's teacher first to resolve any problems or to discuss

concerns. Please ask to set up an appointment after school hours so as not to delay the start of class time. You are reminded to check your child's folder & backpack at the end of each day's class to receive notes, flyers, newsletters, or other important information that will be sent home.

Your child's teacher will check their email daily and it is a good way to send any questions or comments you might have about your child or class. They will send newsletters, announcements, calendars, and reminders to your email account on a weekly basis.

Conferences

Progress report conferences will be scheduled in the fall and spring for those in the 4-year-old program. Additional conferences can be scheduled at any time.

Dismissal

We require that you give your child's teacher a signed, dated note if someone other than a parent or regular carpool person will be picking up your child. If your child is going home with someone else for a play date or if a friend or family member is picking up your child, please send a note to the teacher.

Parents are asked to drive slowly and with caution whenever entering or exiting the parking lot. For morning pick up, please wait outside by the flag pole for your child to be dismissed. You must pick your child up at the flag pole. For the safety of the children, we will not send a child over to your car. Morning pick up is at 11:00.

Please be prompt in picking up your child. If you must be late please inform the school (630-897-3613) so that we may explain to your child and ease his/her fears. If you have arranged to have someone else pick up your child, the preschool teachers must have the name of the individual and his/her relationship to your child.

Dismissing a Child from the Program

All children who enter our preschool are invited to participate in and enjoy a successful preschool experience. All children will be accepted on a trial basis for a period of at least six (6) weeks. During this adjustment period, if the teacher or principal feels that the child is not benefiting from the program or his/her needs are not being met, the child will be asked to leave the program and seek a more suitable placement elsewhere. Enrollment will be continued upon the recommendation of the teachers. Dismissal of a child may be based on: inability to separate from the parent, frequent and reoccurring bathroom accidents, severe disruptive or aggressive behavior, late or unpaid tuition or fees, or the inability of the school to meet a child's special needs. A child will never be dismissed without previous discussion with his or her parents. The teacher and principal will make

every effort to work with the parents to improve the situation. If any reimbursement of tuition is warranted, a fair amount will be determined solely by the principal.

Discipline Policy

At Holy Angels Preschool, we expect good behavior from all children every day. Children will have days when they need direction and guidance in assessing and selecting choices and behaviors. It is our goal to teach and guide the children in a manner in which they will begin to develop or improve upon their own ability to make the right choices. Acceptable behavior will be encouraged with smiles, words of praise, and positive rewards. When discipline is required for unacceptable behavior, the teacher will provide helpful guidance, redirection, problem solving, and encouragement to make the right choices. Discipline will never humiliate, shame, or frighten a child. Parents will receive written and verbal reports concerning their child's behavior. Parents are encouraged to team with the teachers to encourage proper behavior at school. Children who continually hit, bite, or otherwise hurt other children after being given many opportunities to make better choices may be asked to leave the program.

Behavior notices will be sent home daily. A green slip indicates that a child made good choices throughout the day as a good friend or enthusiastic learner and a red slip indicates that a child could have made better choices to be a good friend or an enthusiastic learner.

Fire Drills and Lockdown Drills

To keep the children safe, we will practice these drills throughout the year. Plans and rules for evacuation are posted in each classroom and the teachers have been instructed in proper safe evacuation procedures. In case of fire, children will be evacuated quickly and remain a safe distance away from the building, until the all clear is given by the fire department to re-enter the building. If this is not possible, parents will be called to pick up their child. The building is inspected annually by the Fire Marshall.

Illness

If you need to call off your child from school please call the call off line at 630-897-8233 by 8:15AM.

To safeguard the health of his/her classmates, your child should not come to school when ill. Please follow these guidelines:

- Keep your child home 24 hours after the break of a fever. If your child is sick during the night or before school, keep him/her home.
- If you suspect a strep throat and have a culture taken, do not send your child to school until you receive the results of the culture.
- If your child has an open cut, it must be covered with a bandage or plastic strip

- If a child has a temperature of 100 degrees or more, a skin rash, diarrhea, vomiting or evidence of lice, the parent will be called and the child will be isolated until the parent arrives. Children may return to school only after symptoms have disappeared or, in the case of serious illness, after receiving a release from the physician.

Please inform us if your child becomes ill with a contagious illness so that parents of his/her classmates may be informed of their child's possible exposure to communicable disease.

For your reference, a list of the most common communicable diseases and their symptoms follows:

CHICKEN POX. Fever and rash in the form of small pimples which, in a day, fill up with a clear fluid. The incubation period is from 14-21 days. The child should be isolated at least seven days.

MEASLES (Rubeola) Fever, watery eyes, sneezing and blotchy, red rash on the face and body. Incubation is from 7-14 days. The child should be isolated at least five days from the time the rash appears.

GERMAN MEASLES (Rubella three-day measles) Blotchy, red rash on the face and abdomen, swollen glands toward the back of the neck. Incubation is 14-21 days. German measles are communicable for 48 hours after the rash appears.

MUMPS Fever, swelling of the face and jaws as glands become swollen and tender. Incubation is 12-26 days. The child should be isolated until swollen glands have disappeared and he/she has completely recovered.

SCARLET FEVER and STREPTOCOCCAL (sore throat) Fever, headache, sore throat, vomiting and a fine rash. Incubation is 2-5 days. The child should be isolated for 48 hours after the start of antibiotic treatment and will not be readmitted to school until released by the physician.

IMPETIGO Blister-like lesions, irregular in outline, which develop into crusted pus-filled sores. Impetigo is communicable from the onset of symptoms until the sores are healed. The child must be treated and kept home from school until sores are no longer draining.

CONJUNCTIVITIS Redness and swelling of membranes of one or both eyes, burning or itching sensation, discharge and sensitivity to light. Conjunctivitis is communicable until the discharge from the infected membranes ceases. The child must be isolated until he/she has received treatment and has completely recovered.

Our teachers do not administer medications. However, in life threatening situations such as allergic reactions or asthmatic attacks, a parent may give written permission for a teacher to administer the child's asthmatic inhaler, Epi-pen or Benadryl. The parent will supply said item, with a doctor's note and detailed written directions on dosage and how to administer the medication to the school nurse. Parents will be called if emergency medications need

to be administered. In addition to the parents, the paramedics will be called if an Epi-pen needs to be administered so they may assess if the child needs to be taken to the hospital.

Inclement Weather/Emergency

Holy Angels reserves the right to cancel school in the event of severe weather, or other emergencies for the safety of our children and families.

- If West Aurora School District #129 closes or cancels school for bad weather, we will also close or cancel school. You will be notified through our automated phone system (School Reach). Please be sure that your emergency contact information is up-to-date.
- No refunds of tuition will be issued for snow days. It is always the parents' decision to keep their child home if so desired.
- If an early dismissal is eminent, we will make every effort to contact you as soon possible.

In case of severe weather, the children will be taken to a safe place in the building or other building on the church grounds until parents are called to pick up their child. If early dismissal is necessary for any reason, and the building is not accessible, the children will be taken to a safe place in Holy Angels Church located north of our parking lot. The parent will be notified when and where to pick up their child.

Items Needed for School

Your child should bring a regular size backpack to carry things to and from school. It should be large enough to hold art projects and a pocket folder and have your child's name clearly marked on the inside. Backpacks on wheels are not permitted. Please check your child's folder daily for notes and papers from school.

Each child will keep a change of clothing at school all year. Please send in a change of clothing in a gallon-size zip lock bag marked with your child's name. It should include: underwear, socks, shorts, long pants and a shirt. If your child has an accident at school, the soiled clothing will be sent home in the zip lock bag. Please replace the soiled clothing with a clean set and send it back the next school day.

Medical emergencies

Serious injury/illness: In the event of a serious injury or illness, the parent will be contacted immediately and the necessary steps will be taken to obtain medical aid. Medics will be called to administer first aid and /or emergency transportation. The office will attempt to reach the parents, the emergency contact persons, or the physician/dentist (in that order) listed on the Emergency Transportation Authorization. Please keep contacts and all phone numbers current. The nurse will complete a written incident report.

Minor injury: In the event of a minor injury, (scrape, minor cut) the child will receive treatment by the school nurse. Information will be supplied explaining the injury and what treatment was administered.

Illness: If your child becomes ill at school, we will call you to take your child home. This includes fever, vomiting, diarrhea, complaining of stomach, ear or throat pain or suspected communicable diseases.

Music

Each week your child will be exposed to music. Every child will learn a sense of rhythm (pre reading skill), an appreciation for music of different cultures, and experience a time of free expression using a variety of instruments.

Personal Items

Please label personal items such as backpack, folders, lunch box, water bottle, coats, sweaters, hats, and boots, etc. Children often forget which coat, sweater, etc., they wore to school and have a difficult time identifying their belongings from those of others. Please be sure to label all items brought into school.

Your child's toys and other personal belongings should be left at home. The teacher will let you know when to send toys or other items for Show & Tell. For the younger child, a comfort item such as a blanket or stuffed animal may ride along to school as needed, but will need to stay inside the backpack at school.

Pictures

The teacher will frequently take pictures of the children at work and play to display or use for a project. You are asked to sign a photo release about these photos. We will also have a photographer come to our school to take pictures of the children. They come in the Fall and in the Spring. Purchase of these photos is optional, no purchase is required.

Reinforcing Classroom Learning

Your child's experiences at home are just as valuable to total development as classroom learning. Please communicate with the teacher to determine your child's progress. She will be happy to recommend ways in which you can help improve areas of deficiency. In the meantime, the following are some general suggestions for helping your child learn at home. They require little time and no expense. All that is needed is a desire to help your child develop self-confidence, curiosity about his/her environment and an enjoyment of learning.

- Stoop to your child's level when talking. He/she will listen better.
- When disciplining your child, explain what he/she has done wrong (just as the teacher explains in class).

- Be patient. Youngsters must have new ideas repeated many times. Remember, the attention span of a preschooler is approximately 15 minutes.
- Offer praise each time your child completes a task.
- Teach your child to wash hands before meals and after using the toilet; to brush teeth after meals; and cover coughs and sneezes. These good health habits are taught in the classroom and reinforcement at home is very helpful.
- At the appropriate times, remind him/her to say "please," "thank you" and "excuse me."
- Teach your four-year-old to state his/her name, address, and age.
- Read to your child and discuss pictures. Using books or magazines, teach him/her the names of animals and relate them to the sounds they make. For example: cow - "moo"; cat - "meow."
- Also, use magazines or books to teach the names of vegetables, fruits, alphabet letters, etc.
- Turn helping into a learning experience. Ask your child to hand you two spoons, three carrots, four napkins, etc.
- Show your child the difference between shapes by using household items such as a round pillow or square book. Let him/her, in turn, show you various shaped objects.
- Teach colors by showing your child the color of various objects. Then ask him/her to show you something blue, something yellow, etc. Encourage your child to color and draw.
- Also encourage creativity by permitting your child to play with household items such as paper bags, empty boxes, jar lids, cake pans, pot lids, spoons and empty spools.
- Let your child plant a seed, water it, and watch it grow. Watermelon seeds, which usually sprout within a few days are recommended.
- Encourage your child to make a collection of some type (stones, leaves, seeds, etc). An empty egg carton makes a good container. Let older children help with your preschooler.
- Summer is a special time for your child - a time for play and family bonding. During the relaxing summer months, your child's motor skills will continue to develop through play. Learning concepts can be reinforced through family activities. Following are some suggested summer activities for four year olds.

THREE-YEAR-OLDS

Religion

Take time to talk to your child about God. Summer is full of God's gifts in nature. Explore these, talk about them, praise and thank God. Pray with your child.

Large Motor Skills

Large motor skills involve large muscles. These muscles are strengthened and developed by such outdoor activities as hopping; skipping; jumping; running; climbing; skating; riding bikes; swimming; and catching, bouncing and kicking a ball.

Fine Motor Skills

Fine motor skills involve very small muscles. These muscles are the least developed in children, especially in their hands. The following fine motor skill activities are good for rainy days or quiet times: cutting, pasting, drawing, coloring, painting, baking, stringing beads or playing with clay.

Language Development

Language concepts can be reinforced by:

- encouraging your child to use complete sentences ...recalling finger plays and nursery rhymes
- singing songs
- using words of position such as over, under, behind, beside ...using simple opposites
- playing rhyming games
- recalling the alphabet and letters in his/her name ...reading and discussing stories

Math

Math concepts can be reinforced by:

- sorting and classifying objects
- counting (anything and everything)
- naming colors
- naming shapes
- comparing sizes (larger, smaller, longer, shorter, etc.)

FOUR-YEAR-OLDS

Religion

Take time to talk to your child about God. Praise and thank Him for all his gifts. Pray with your child. Talk about Bible stories your child knows. Go to Mass as a family.

Large and Fine Motor Skills

Encourage your child to use large muscles by allowing him/her to play outside. Running, climbing, hopping, skipping, swimming, riding bikes, and bouncing and catching balls are valuable in developing large muscles. Encourage your child to use small muscles in his/her hands by cutting, tracing, pasting, drawing and coloring. Have your child practice printing numbers, alphabet letters and his/her name.

Reading Readiness

Practice letters and their sounds. Sharing books with your child will help instill a desire to read. Establish a "reading time" and read to your child anything that is of interest to him/her. Encourage your child to "read" picture stories to you. Drawing simple stories with your child will help him/her pronounce words and gather thoughts into sentences.

Math Readiness

Count, classify, sort and measure. Take a walk with your child and count houses, cars, signs, etc. Classify objects into groups. (How many houses? How many cars? How many signs?)

To teach measurement, bake with your child. Or give him/her a ruler or any length of paper and help measure doors, chairs, toys, etc. Ask which doll is bigger? Which pillow is smaller?

Schedule

A schedule is posted in each classroom. Your child's day includes prayer, outside play, centers, snack, music, group activities, and circle time. Your child's teacher will provide you with additional information about the class.

Separation

- As the beginning of preschool approaches, treat the first day of school in a low-key and matter-of-fact way. Over-stimulating your child with exciting talk about school can increase his/her anxiety.
- It is also normal for parents to have mixed feelings about their child's first day of school. You may feel like crying even though you are excited about this milestone.
- Always say good-bye to your child at school. Don't slip away while he/she is busy with an activity. Instead you may want to reassure your child by saying, "Right before lunch time, I'll be back to pick you up."
- On the other hand, some children separate easily and barely have the need for a quick hug and "good-bye."
- After an apparently easy separation, delayed reactions sometimes occur when the child realizes the separation is going to be a regular occurrence. He/she may then balk at going to school. Giving in and letting your child stay at home will only prolong the problem. It is better to handle the situation in a firm, positive manner. If you need assistance, please don't hesitate to ask the teacher.
- Often, a child will adjust by the second or third class, but after several days at home will be reluctant to return to school. This problem will be resolved once he/she adjusts to the daily routine.

Themes

We have many themes that we use throughout the school year as part of our curriculum. In order to enhance these themes, for example, community helpers, firefighters, healthy bodies, and pets, we would like to invite special visitors to come and talk to the children about their job or profession. If you would like to be a visitor, or know of someone, please talk to your child's teacher. This is fun for everyone involved!

Tuition

Payments should be made by check or money order (Payable to: Holy Angels School). Credit cards can be used but must be set up through the church's website. Please contact Mrs. Sadowski in the office for more information.

- Tuition is paid in full for the year, by semesters or in 10 monthly payments. Monthly payments are due by the 15th of each month, a late fee of \$25 will be charged after the 20th. The tuition and late fee must be paid by the 30th of the month, unless other arrangements have been made with Mrs. Sadowski, or your child will be dropped from the program. The child cannot be enrolled into a new school year until all tuition and fees from the previous school year have been paid in full. If a financial problem arises, please consult with Mrs. Sadowski, and an alternative payment plan may be worked out.
- If the office returns your check twice during the school year for insufficient funds, you must pay with cash or a money order for all remaining payments.
- Gold tuition envelopes are provided for you at Fee Day. Place your check or money order in the envelope and return in the folder. Please do not put cash in the envelope or hand cash to the teachers.
- Please note, there will be one tuition envelope per family. If you have more than one child, the envelope will come home with the youngest child. In the case of multiples, please check all folders.
- There are no tuition adjustments or refunds for illness, holidays, snow days, vacations, moving, changing schools, emergency or special school closings. A child's place in a class without receipt of tuition cannot be held, regardless of his or her attendance. If a child is withdrawn permanently or temporarily or is dismissed from the program, the principal will determine if any reimbursement of fees is warranted.

Updates

It is imperative to keep all phone numbers, addresses, and medical information updated.

Volunteers

We rely on our families to help us with many different activities throughout the school year. Every volunteer must complete the Safe Environment Training class prior to volunteering. This can be found online at www.rockforddiocese.org. Classroom volunteers should have an assigned time with their child's teacher prior. Volunteers need to check in at the office before going to the classroom. There are many other volunteer opportunities throughout the campus year-round. Check out the weekly Bulldog Bite email for more information.

Withdrawing Your Child from the Program

Any parents wanting to withdraw their child from the preschool should notify the principal as soon as possible. Any refunds of tuition or fees, if warranted, will be determined solely by the principal.

Parent Cooperation Agreement

PRINTED FAMILY NAME _____

As members of the community of Holy Angels School, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

- Disrespect to any person at School or at a School-related function;
- Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;
- 3. Any physical assault;
- 4. Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by the School, may result in corrective action, up to and including expulsion from School events and/or expulsion of the parent's child(ren) from the School. Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and expulsion from School events and/ or expulsion of the parent's child(ren) from the School.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events and/or expulsion of the parent's child(ren) from the School. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

Parent Signature

Date