



Our Lady of Joy Catholic Preschool

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2016-2017

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www.oloj.org/preschool

Diocese of Phoenix Department of Catholic Schools Mission Statement

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by integrating faith throughout an educational process that promotes academic excellence, moral values, and lifelong service.

Our Lady of Joy Preschool Mission Statement

To provide quality Catholic education in a faith-filled environment serving the community as one family in the body of Christ. We are fostering active Christians, lifelong learners, effective communicators, responsible citizens, and self-aware individuals.

Our Lady of Joy Preschool Philosophy

Because our children are our hope and our joy, the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the community, the school will impart an understanding of the Catholic faith, doctrine and moral perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the parish, Diocese and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect and respect for others, and growth in learning to deal with issues in a real world.

Because each child needs a strong and caring environment of learning, the school, like the home, must be supportive yet not smothering, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally and physically.

Director's Right to Amend

This Handbook is developed with the parish and staff and will be reviewed and revised, at least annually, in efforts to keep parents clearly informed of Diocesan and preschool policies and procedures. It is the intent of Our Lady of Joy Catholic Preschool staff to abide by all Federal and State laws. The Director has the right to amend, at any time, this living document. Revisions that are made during the school year will be communicated as they are made to all parents, guardians and staff members. The Handbook is a guide, but not necessarily an all-inclusive one. Situations may arise which are not specifically named or covered in the Handbook.

Student Learning Expectations

Our Lady of Joy Catholic Preschool students will strive to be:

Active Christians who:

- Show respect for God's creations, self, family, and others
- Actively participate in mass and Religion class to learn about faith
- Demonstrate appropriate behavior and positive leadership
- Serve others
- Learn and say prayers

Life Long Learners who:

- Are enthusiastic about learning
- Demonstrate basic academic skills
- Are able to locate information
- Use self-discipline in the classroom to learn
- Use problem solving and critical thinking skills to understand
- Follow new directions when routine changes

Effective Communicators who:

- Demonstrate what listening looks like and sounds like in order to use listening skills
- Learn to read, write, and speak correctly
- Ask appropriate questions
- Use technology
- Learn about and pay attention to body language (nonverbal language)

Conscientious Citizens who:

- Take responsibility for what they do and say
- Tell the truth and follow the rules
- Contribute to the community's well-being
- See each person as important in the community
- Work together to reach common goals
- Show positive leadership

Self-Aware Individuals who:

- See themselves and others as unique and talented
- Take pride in themselves and their efforts
- Set goals and review progress
- Participate in art activities (drama, drawing, painting, writing, singing, etc.)
- Have healthy eating habits and participate in a variety of activities.

General School Information

Our Lady of Joy Catholic Preschool is licensed with Arizona Department of Health Services. Annual inspections are conducted and reports are available for viewing upon request, or through contacting the Office of Child Care Licensure, 150 North 18th Avenue, Suite 400, Phoenix, AZ 85007.

Preschool Office Hours

The office is open Monday through Friday 8:30 a.m. – 2:30 p.m.

Classes Offered

We offer a 3's class and s PreK classes. Before care if offered at 8:30 a.m., please sign up via sign up genius.

Arrival and Departure Procedures

Parents/Guardians are expected to sign-in their child upon arrival and sign-out their child upon departure in the lobby with the Procure fingerprint check in/out station.

Parents/Guardians are responsible for maintaining custody of younger children, as well as school children, at all times. For their safety, parents/guardians will see that all children obey the rules of the school and are supervised at all times.

Custodial Parents

Recognizing the educational needs of the children and the unique circumstances related to legal custodial situations, the following requirements have been established to assist all parties concerned.

In situations where a student's custody is legally defined, it is the responsibility of the custodial parent to provide the preschool office with legal documentation stipulating all custody provisions (i.e. joint vs. sole custody.) If requested in advance, custodial parents may each receive separate copies of school communication documents.

In situations where one parent has sole custody, the custodial parent shall provide the preschool office with written and signed guidelines to be followed between the non-custodial parent and the preschool. These guidelines must be reviewed and updated annually prior to the first day of classes for each school year and will remain in effect until one of the following occurs: 1) the end of the preschool year, 2) revised and/or updated in writing by the custodial parent, or 3) a written statement is received from the custodial parent revoking the guidelines.

Visitors on Campus

All parents or other visitors to the preschool must sign in at the Preschool Office and wear a visitor badge. All visitors to a classroom must have permission in advance from the teacher. **Parents are welcome anytime of the day to visit our preschool.**

Volunteers

Our Lady of Joy Catholic Preschool welcomes and relies upon volunteers to help provide many services to our children. Our volunteers include parents, members of our area parishes, and members of the greater community. All volunteers must sign in at the Preschool Office and wear a volunteer badge.

Each Our Lady of Joy Catholic Preschool family is required to provide a minimum of 10 volunteer hours per preschool year. There are many opportunities to volunteer; home and offsite events included.

Volunteer Guidelines

All preschool volunteers are expected to do the following:

- Mandatory Completion of Safe Environment Training through the Diocese of Phoenix: <http://safeenvironmenttraining.org/index.php>
- Obtain permission from the teacher for a day and time to volunteer
- Check in at the Preschool Office. Sign out in the office when you leave
- Ask the teacher for specific directions/plans for the day
- Wash hands before working in a classroom
- Wear gloves when handling food

- Maintain the utmost level of confidentiality and professionalism while in the classroom and on the parish grounds especially if one becomes privy to information or situations pertaining to a preschool child or preschool family.

The Arizona Department of Health Services requires that children must be supervised at all times by an employee. Children may never be left alone in the care of a volunteer.

General School Policies

School Uniforms and Dress Code

All students are required to wear the approved preschool uniform. Uniforms can be purchased through the Preschool Office. If a child comes to school and is not dressed according to policy he/she will be sent to the office and a uniform will be loaned to them.

Our Lady of Joy sells all embroidered logo polo shirts, jumpers, skorts and spirit shirts. Boys must wear uniform khaki shorts or pants, no cargo pants or pants with pockets on legs.

- Closed-toed shoes are mandatory. No sandals, flip flops, CROCS, boots or shoes without socks are not allowed.
- No tattoos.
- No distracting jewelry, or piercing, other than ears for girls are permitted. Girls may wear one pair of small posts. Jewelry other than religious medallion is not permitted.
- Jackets, coats, hats and caps are not to be worn inside the classroom.
- Girls may wear white, navy blue, grey or black leggings/tights during cold months. No sweatpants, jeans, etc. may be worn under jumpers.
- Girls must wear bike short/shorts under jumpers.
- **No fad or distracting hairstyle or hair coloring is permitted. Boys' hair must be kept cut in traditional boys' short hairstyles. Hair must be trimmed around the ears so that hair does not hang over the ears, on the forehead so that it does not hang in the eyes, and in the back to a length short enough so that it does not touch the shirt collar.**
- **Girls' hair must be trimmed so that it does not hang in the eyes.**

All students are expected to attend preschool modestly and neatly dressed and groomed. The final decision on preschool dress questions is reserved for school personnel.

Attendance

Our Lady of Joy Catholic Preschool class time begins promptly at 9:00 am and ends 2:15 pm. Doors to the preschool are unlocked at 8:50 am.

Technology Acceptable Use Policy

All students are educated in iPad usage skills on a weekly basis. This is a privilege and proper conduct with regard to all equipment and access to applications and programs must be used. Student's use of iPads will be closely supervised. Internet use will be restricted to teacher demonstrations and links approved by the Director.

No Field Trips and no transportation provided at Our Lady of Joy Catholic Preschool.

Party Invitations

Party invitations are not to be distributed at preschool unless the entire class is invited.

Withdrawal from School

Parents/Guardians are required to provide a minimum of one months' notice when withdrawing a child from the preschool. An appointment needs to be made to inform the Director of a family's intentions to withdraw. All fees, fines, and tuition payments must be taken care of. Any refund of tuition will depend on the status of the account, as well as date of withdrawal. Contact the Preschool Office regarding this information.

At the discretion of the Director, a child may be removed from the school if it is deemed appropriate and necessary. Situations may include, but are not limited to, failure of payment without a special arrangement, inability to meet the needs of the child, in consideration of the best interests of the child, other children in the classroom, or as a result of a student's serious and repeated behavior infractions.

Student Health and Wellness

Our Lady of Joy Catholic Preschool is committed to providing a preschool environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating habits and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The following components will be addressed during the preschool year:

- Nutritional guidelines
- Nutrition education
- Physical activity
- Other school-based activities
- Parent and staff involvement
- Evaluation

The Diocese of Phoenix Catholic Schools Office encourages preschool fundraisers to offer non-food items or healthy food choices.

Preschool Snack and Lunch

Lunch will be eaten in the classrooms or if weather permitting, outside. Each child will need a separate snack, water bottle and sack lunch each day. Please send prepared food that does not require microwaving, cutting, or peeling. Please limit the sugar in the lunches. Candy and soda are NOT allowed. Juices must be 100% juice. Good nutrition enhances learning!

Illness

In order to prevent the spread of disease, we require parents to adhere to the following policies:

- Children should be taken to the bathroom prior to entering the classroom each day
- If your child has any symptoms of a contagious disease, they must be kept home from preschool. These signs or symptoms include:
 - **Fever**
 - **Diarrhea**
 - **Vomiting**
 - **Swollen glands**
 - **Sore throat**
 - **Cough**

- **Thick or colored nasal discharge**
- **Rash**

Children who have had a fever, vomiting or diarrhea, should be free from those symptoms a full 24 hours before returning to preschool.

If your child has been prescribed antibiotics, they must have completed a 24 hour cycle of medication before returning to preschool.

Please notify the Preschool Office when your child has a contagious disease such as strep throat, chicken pox, etc. State licensing requires the preschool to post the symptoms of such illnesses so teachers and parents are aware of potential infection and can hopefully identify additional cases effectively.

Medication Administration

The staff will not administer any medications to a child enrolled in preschool, prescription or other. The only exception to this is an emergency situation such as treatment for an asthma attack or the use of an Epi-Pen for a severe allergic reaction.

Urgent Care Procedures

In the event a child is injured or becomes ill at preschool, parents/guardians will be contacted. If a parent/guardian cannot be contacted, those listed as emergency contacts will then be called.

If a child suffers a medical emergency, the preschool will call 911 and the child will be transported to the nearest medical facility as determined by the emergency personnel. Parents/guardians will be contacted immediately.

Insurance Regulations

In accordance with Arizona Department of Health Services, Our Lady of Joy Catholic Preschool carries liability insurance. The Catholic Diocese of Phoenix provides accident insurance while a student is on preschool grounds, when preschool is in session, or while taking part in a preschool activity.

Admissions

Admission Policies

The Catholic schools in the Diocese of Phoenix, in compliance with Gospel values and the teaching mission of the Church, extend an invitation to students regardless of their race, color, national and ethnic origin, gender, status with regard to public assistance, or disability. A disability, either temporary or permanent, is not a disqualification of admission provided that with reasonable accommodation the school can meet the needs of the student. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.

Admission Requirements

To enter into the Preschool, the child must be potty trained.

At the time of registration, parents/guardians must present the following:

- The child's immunization record
- Completed enrollment forms
- Signed financial agreement/policy agreement forms
- Required non-refundable registration fee
- Emergency card

Application

Upon request, families will be provided an enrollment application packet to be filled out and returned to the Preschool Office. A student is formally admitted only when: space is available, all health records have been received and evaluated. Prior to the first day of class, all fees must be paid and all documents requested in the enrollment packet must be returned to the Preschool Office. Our Lady of Joy Catholic Preschool does not discriminate on the basis of race, color, national, or ethnic origin in its admission and educational policies.

Our Lady of Joy Catholic Preschool does not discriminate on the basis of race, color, national, or ethnic origin in its admissions and educational policies. Continuing families and parishioners are given priority enrollment over new families applying to the preschool.

Children with special needs will be accepted into Our Lady of Joy Catholic Preschool only if the preschool can provide the services to meet that child's needs. In the case of medical or physical situation, parents will be required to provide additional documentation related to any special care or requirements.

Tuition and Fees

Tuition and fees are determined by February 1 for the following preschool year. A copy of the most current tuition/fee schedule and payment methods and policies may be obtained from the Preschool Office and found on the preschool website.

Financial Obligation

Registration fees are due at the time of the application and are non-refundable. This deposit does not apply to the annual tuition. Parents/guardians may choose one of the following four payment plans to fulfill their tuition obligation to the preschool.

- ONE tuition payment in full (check/cash/credit card) due by August 1
- TWO tuition payments (check/cash/credit card,) half due August 1, second half due January 1
- TEN monthly payments due the 1st of each month – August through May
- TEN monthly payments due the 1st of each month – September through June

A late fee will be assessed on all late payments. Please notify the Preschool Office of any special financial circumstances. For returning families, any outstanding fees or payments from the previous year must be paid for re-registration to take place. All issues regarding tuition payments should be brought to the Director.

Tuition Assistance

Please see the Director for tuition assistance provided by the preschool or parish.

Parent Service Hours

Parents are asked to provide 10 hours per family per year. Volunteering enhances our preschool's family spirit, and enriches the opportunities offered to our students. Volunteer hours can be earned in a variety of ways, including in the classroom, take-home work, fundraising and other school events, etc.

Instructional Program

Curriculum

Curriculum is the plan for learning which identifies the student's interactions with content, materials, resources, other learners, and procedures for assessing the attainment of educational outcome.

Our Lady of Joy Catholic Preschool follows the curriculum guidelines of the Diocese of Phoenix and Arizona State Department of Public Instruction.

In keeping with the Diocesan Schools standards, the preschool curriculum is based upon the philosophy of The Creative Curriculum. This is a hands-on approach to learning where the classroom is designed to promote learning through exploration. Learning centers are set up, and materials are provided to foster growth and education of each child at their own developmental pace. A combination of teacher-directed and child-selected activities are offered within a daily schedule.

Using an integrated thematic approach, weekly themes, daily activities, and Catechesis of the Good Shepherd are provided to help foster a Catholic identity, social and emotional development, physical development, cognitive skills, and creativity.

Each area of our preschool's educational program is in the continual process of being integrated with the values, principles, teachings, and traditions of the Catholic Church. The educational program for Our Lady of Joy Catholic Preschool includes:

- Religion: Catechesis of the Good Shepherd/Allelu!/Courtyard Prayer
- Phonics/Language Art: Zoo Phonics
- Science: Discovery Centers
- Mathematics: Early Childhood Arizona Guidelines
- Physical Education
- Spanish
- Music
- Nutrition
- Art

Academic Progress

Throughout the preschool year, progress is evaluated on an on-going basis through projects, teacher observation, subject area testing and progress reports. Communication with parents/guardians is on-going throughout the preschool year by means of daily student report, e-mail, phone calls, conferences, and parent contact sheets.

The teachers keep the parents/guardians informed of progress, achievements, and problems. If problems occur, the parents/guardians are notified and become part of the process of strategizing for a positive solution.

Communication with Families

Our Lady of Joy Catholic Preschool believes it is essential to have good communication between parents, staff and administration. This communication is accomplished through:

- Daily Student Reports
- Weekly Email Updates
- Monthly Classroom Newsletters
- Parent Orientation
- Progress Reports
- Written discipline notes/signed by parents
- Parental involvement in the classroom
- Parent Advisory Committee
- Parent/teacher Conferences
- Monthly School Newsletters
- Posted reminders and notices
- Preschool Website

Social Media Use by Adults

The use of social media by staff, parents, volunteers and other associated persons is for the sole purpose of communicating school events and accomplishments. When school staff, parents, volunteers or associated persons engage in any social media, on either personal or school accounts, they are held to the general standards of conduct outlined in *The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures*.

Religious Program

Catechesis of the Good Shepherd is a faith formation experience for children ages 3 – 12 years of age. It is based on the belief that young children can and do experience God. The work of the Catechesis of the Good Shepherd is held in an environment called the Atrium. Children use hands-on materials to explore and reflect on scripture, prayer, and liturgical events. Our Lady of Joy Catholic Preschool intertwines the experience in the Atrium with basic Catholic values in each classroom. All classes begin and end with prayer.

For moral and character development, a specific Fruit of the Spirit is spotlighted each month in the classroom and during Courtyard Prayer. Courtyard Prayer is held weekly for students, families, and all Our Lady of Joy Parish Staff to worship, give thanks, and gather as a faith-based community.

Student Life

Our Lady of Joy Catholic Preschool strives to provide extracurricular activities that further a child's academic, social and spiritual growth and development. As your child's first and primary educator, we ask that you help us in expecting age-appropriate and respectful behavior of all our students at all preschool events, including:

- Courtyard Prayer
- Trunk or Treat
- Thanksgiving Feast
- Breakfast with St. Nick
- Donuts with Dad
- Muffins with Mom
- The Crowning of Mary
- Water Day
- Preschool Graduation Prayer Service

Discipline

Student Discipline

Discipline at Our Lady of Joy Catholic Preschool is to be considered as an aspect of moral guidance. Evidence of discipline is a legitimate interest of the preschool that extends beyond the preschool day and beyond the preschool hours. The purposes of discipline are: to provide a classroom situation conducive to learning, to promote character training, to cultivate the virtues that ensure moral living and to redirect misguided behavior, and to develop self-discipline.

To teach self-discipline skills one must have time, patience, and offer consistent guidance. Our policy concerning unacceptable behavior, defined as a behavior that physically, emotionally, or verbally hurts another child or teacher, is to treat the child with respect and dignity while confronting him/her. Our Lady of Joy Catholic Preschool has implemented a preschool-wide discipline program that is designed to instill appropriate student conduct and respect in our students. With support from all faculty, staff and parents, this program will help students become accountable for their actions and choices and positively affect the learning environment.

“Talk it Out” Program

The “Talk it Out” Program is a problem-solving method that helps children learn to talk out their conflicts as an alternative to screaming or fighting. When children are taught verbal options for working out their problems at a young age, their language and thinking skills are enhanced, and they are more prepared to deal with conflicts as they grow older. Our Lady of Joy Catholic Preschool students use the “Talk it Out” dialogue and problem solving strategies. Students are rewarded for successfully talking out their problems with the peers.

Student Conduct

Our Lady of Joy Catholic Preschool seeks to maintain an environment in the preschool which is conducive to learning, protective of the safety and welfare of all students and staff, and free from unnecessary disruption.

- Students are expected to pursue the educational program at Our Lady of Joy Catholic Preschool and to behave in such a way that their presence does not detract from their own education or the education of others.
- Students shall treat teachers, administrators, employees, other campus visitors and fellow students with dignity and respect and shall behave in such a manner that their presence will contribute to a productive educational environment.
- While on preschool grounds or participating in any preschool-sponsored activity/event, students shall comply with all policies and regulations pertaining to student conduct.
- Student conduct shall at all times reflect consideration for the rights and privileges of others.
- Students shall maintain high personal standards of courtesy, decency, morality, and honesty in the relationships with others.
- Students are expected to be regular and punctual in attendance.
- No student shall engage in or encourage behavior which disrupts or poses a clear and convincing threat of disruption of the preschool operations or interference with the rights of others or with the ability of the school to provide educational opportunities to other students.
- No student shall engage in activity which is in violation of criminal law.
- No student shall engage in or encourage behavior which is detrimental to the welfare or safety of students, teachers, administrators, employees, or other campus visitors on or off preschool grounds, or at preschool activities or sanctioned events.
- No student shall engage in bullying behavior in the preschool, on preschool grounds or at preschool activities or sanctioned events. Bullying is defined as any repeated written or verbal expression, or physical act or gesture, intended to cause distress upon one or more students in the preschool environment. The severity and pattern of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Any of the following actions may be taken depending on the severity and frequency of the behaviors:

- Teachers will treat each unacceptable behavior individually. A student may lose a classroom privilege or be asked to take some quiet time until they are ready to return to the classroom activity and make appropriate and respectful choices. The teacher is not required to notify the parents at this level.
- If the behavior is not modified after incorporating the above methods, the teacher will send written notice home describing the behavior.

- The teacher will contact the parent/guardian to describe the behavior and request a conference.
- The student will be sent to the Director's Office, and the parents/guardians will be contacted and requested to pick up their child immediately. The student may be denied the privilege to return to his/her class for the next school day.
- Unacceptable behavior will result in a conference with parents, teacher, Director, and/or Pastor to resolve the problem and create a plan of action or the student may be asked to withdraw from the preschool.

Parental Expectations

Parental support of the authority of teachers and school staff members is expected to implement the discipline program successfully. All students are expected to follow the behaviors outlined in this handbook while on preschool grounds or while attending any preschool sponsored functions. When clarification of a disciplinary action is necessary, the administration asks that the parent(s)/guardian(s) should first consult with the teacher, and if further clarification is needed please contact the Director.

Conflict Resolution Procedures

The staff at Our Lady of Joy Catholic Preschool is dedicated to the well-being and development of each of our students, and wants to work hand-in-hand with parents to provide a positive preschool experience. However, human nature and emotion often dictate how we perceive certain situations, and there may come a time when a situation may become stressful or uncomfortable. In an attempt to keep lines of communication open and relationships moving in a forward and productive manner, we ask that parents/guardians adhere to the following procedures:

- When there is a concern, pertaining to the classroom, contact the teacher to set up a meeting. The teacher may ask an aide or another teacher to also be present.
- If a solution cannot be found or the participants need additional assistance, the Director should be contacted.
- Situations that are not rectified to the satisfaction of those involved will then be brought to the Pastor.

Abuse of Teachers

The Diocese of Phoenix and Our Lady of Joy Catholic Preschool policies incorporate the following Arizona Statutes:

- *Arizona Statute 13-2911 (D) states that schools shall adopt rules for maintenance of public order on all property*
- *Arizona Statute 15-507 states that a person who knowingly abuses a teacher or other school employee engaged in the performance of his duties is guilty of class 3 misdemeanor.*
- *Arizona Statute 13-1204 (6) states that a person commits aggravated assault if the person commits assault knowing or having reasons to know the victim is a teacher or other person employed by the school, and the teacher or other person employed by the school is engaged in any authorized and organized school activity whether on or off school grounds.*
- *Arizona Statute 15-341 (33) states that schools report to local enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers or administrators.*

Harassment and Bullying

Our Lady of Joy Catholic Preschool believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents and preschool volunteers will not be tolerated.

The aim and goal of the preschool's harassment policy is as follows:

- To promote a Catholic educational environment in which harassment is not tolerated.
- To take positive action to prevent harassment from occurring through a well-communicated and clear policy.
- To inform students, parents, staff, of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment.

Harassment Defined

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group on the basis of race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim equality.

Harassment can occur any time during preschool or during preschool-related activities/events. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

- Verbal harassment

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments
- Visual harassment
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures
- Physical harassment
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play
- Sexual harassment – threats and demands to submit to sexual requests for certain benefits, unwelcome sexual advances

Harassment can be blatant or subtle. General guidelines for determining whether actions constitute harassment include the severity, pervasiveness, or persistence of the behavior. Certain egregious behaviors need only to occur one time to be considered harassment.

The student is responsible for conducting himself/herself in a manner that fosters a positive school environment. He or she should refrain from behavior that may be considered discriminatory, intimidating or harassing. If a student has been warned of harassing behavior, he or she should cease the discriminatory, intimidating, harassing, or unwelcome behavior.

All allegations of harassment should be reported in writing directly to the school administration. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal. Our Lady of Joy Catholic Preschool strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability,) whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

Safety

On Campus Supervision

Preschool hours are from 8:50 am – 2:15 pm. Students are under direct adult supervision whenever they are on preschool grounds. Students are never sent on errands outside the preschool grounds. Students may leave preschool grounds with only parents/guardians or persons from parents/guardians signed emergency card list.

Fire Drills

Monthly fire drills shall be carried out in accordance with the regulations of the State and City Fire Codes. Teachers orient all students and classroom volunteers to follow drill procedures.

Lock-Down Drills

At least two times a year, lock down drills shall be conducted in accordance with the regulations of the preschool Crisis Plans. Teachers orient all students and classroom volunteers to follow drill procedures.

Reverse Evacuation Drills

At least once a year a reverse evacuation drill shall be conducted in accordance with the preschool Crisis Plan. Teachers orient all students and classroom volunteers to follow drill procedures.

Release of Convicted Child Molester

When the preschool receives notice of a convicted child molester in the immediate community, the Director shall notify, in writing, employees, parents and students.

Intruders

Persons with no legitimate reason or written documentation to be on preschool grounds will be asked to leave by preschool personnel. If the person does not leave or is armed, the police shall be called and a preschool wide lockdown initiated immediately.

Natural or Human-Created Disaster

In the event of a natural disaster (flood, earthquake or any other type of natural disaster) or human-created disaster (acts of terrorism, hostage taking, etc.) parents and staff will be notified immediately via phone or email.

During school hours (8:50 am – 2:15 pm):

All children will be kept on the preschool property or relocated to a safe location nearby until a parent/guardian picks them up. Once notified, parents/guardians should follow the guidelines below:

- Do not telephone the preschool. There are limited phone lines. They MUST be used to respond to the emergency.
- Please do not come to the preschool unless requested to pick up your child. Any emergency involving your child's preschool may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media and/or email.

Outside of preschool hours:

Parents are to listen to the radio and/or television for directions. If you are in doubt about what to do or if it would create a danger or hazard to your child to be at preschool, keep them at home.

Child Abuse Reporting

Arizona law requires the reporting by preschool personnel of suspected cases of child abuse and neglect to Child Protective Services and local law enforcement.

Release of Student Information

Written permission from parents/guardians is required before a student's name or likeness can be used for any promotional purposes involving the Diocese, parish, or preschool, news or feature stories in any media, or other purpose whatsoever. This includes still-photos, motion pictures, audio or video takes, photographs and/or other reproduction, including voice and features with or without name.

Before printing student directories, written permission for publication of this information must be secured from parents/guardians.

Safe Environment Training

Safe Environment Training is a requirement of all Our Lady of Joy Catholic Preschool parents and volunteers. We can all be part of the solution – together we can prevent child abuse. All priests, deacons, employees, volunteers in ministries that service minors are required to take Safe Environment Training annually. All other volunteers complete Safe Environment every two years.

In the Diocese of Phoenix all volunteers must complete the approved Safe Environment foundation course. The course is a 3 hour program which will teach steps that can be taken to prevent child sexual abuse and as a component of the training everyone is required to complete a volunteer application and Code of Ethic.

A 45 minute renewal Training is offered for all subsequent years. This training is offered through in-class sessions or through computer 'online' training.

All Our Lady of Joy Catholic Preschool parents are required to complete this training.

Pest Control

The pest control company sprays in the preschool at 4:30pm on the 3rd Thursday of each month, September through May. Extermination information is available in the preschool office upon request.

