

ST. MATTHEWS CARE PARENT HANDBOOK



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Introduction

Parent – Student Handbook

By registering at St. Matthew Care, a student and his/her parents or guardians understand and agree to the philosophy, goals, and practices that are stated in this handbook.

St. Matthew Care Mission Statement

St. Matthew Care's mission is to provide an environment in which the child can grow spiritually, emotionally, physically, and intellectually through age-appropriate activities. We are committed to enhancing the child's character development and nurturing the individual strengths and talents of each child.

St. Matthew Care Goals

1. To build a strong community
 - by fostering and demonstrating to the students, staff, and families the reality of faith community
 - by teaching and integrating religious truths and values in daily life
 - Support families through partnerships
 - Collaborate with employees to build family friendly workplaces

2. To create an atmosphere of justice based on the principles of justice
 - by making a conscious effort to be just in dealing with the uniqueness of others
 - by strengthening justice through the total community awareness in areas of multi-cultural and non-sexist education
 - by promoting courtesy among all members of the St. Matthew's community
 - by encouraging and establishing open communication and involvement among the staff, students, parents, and community.

3. To provide quality education
 - by meeting the needs of individual students using age and developmentally appropriate materials
 - by providing a positive atmosphere to play and learn
 - by continually updating the materials that we use
 - by developing an appreciation for the fine arts.

Students Are.....

- are the most important people in our business
- are not dependent on us. We are dependent on them.
- are not interruptions of our work. They are the purpose of it.
- do us a favor when they call. We are not doing them a favor.
- are not cold statistics. They are flesh and blood human beings with feelings and emotions like our own.
- are not the ones to argue or match wits with.
- are people who bring us their wants. It is our job to fill those wants.
- are deserving of the most courteous and attention we give them.
- are the life bloods of this and every other institution.

Department of Human Services

The Care program is licensed by the Iowa Department of Human Services and operates in compliance with all regulations and procedures.

Multi-Cultural Assurances

No person at St. Matthew School, shall on the grounds of race, color, age, sex, national origin or physical handicap, be excluded from participation in or, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school or program.

Board of Education

St. Matthew Care functions under the jurisdiction of the St. Matthew Board of Education. This Board consists of nine elected members of the parish, and the pastor. The membership meets monthly except during the month of July. All Board Meetings are open to the public. Anyone wishing to have an item included on the agenda may do so by contacting the Board Chairperson or Principal at least seven days prior to the meeting. According to the constitution, its duties are as follows:

- a. Coordinate parish educational programs and activities;
- b. Build understanding and support for catholic education in all its forms;
- c. Develop the educational budget in collaboration with the Parish Council in accord with Archdiocesan Pastoral council Guideline and Archdiocesan Board procedures;
- d. Adopt and oversee the implementation of the annual educational budget;
- e. Retain personnel according to the established policies of the Archdiocesan and Parish Boards
- f. Consult with the support administrators who operate parish educational programs;
- g. Work with the Parish Council
- h. Serve as a liaison body with public authority as appropriate.
- i. Insure the Archdiocesan and Parish Board policies are being implemented effectively;
- j. Evaluate periodically
 - the accomplishments of goals and objectives
 - the effectiveness of internal functioning as a Board of Education.

Parental Participation

Open Access Policy

We are very proud of our program at Care and encourage all parents to visit our center at any time. By visiting during the day, you can get a better picture of what your child's day is like. We never require prior notification and you are free to come and go as you wish.

Home – School Communication

Maximum academic, social, and character development usually occurs when the students sense that a supportive arrangement exists between the home and school. One means to develop, maintain, and strengthen this relationship is through a planned program of communication. St. Matthew Care uses several avenues of communication with parents. These include the following:

- Written notes home when necessary
- Communication at pick-up and drop-off

- Parent Newsletters
- Think.com

Administration

Hours of Operation

Care is open at 6:30am until 5:30pm. Care closes at 5:30pm without exception. If you are unable to pick your child up before Care closes, please try to make arrangements with another family member, friend, or baby-sitter to pick your child up for you. If you are unavoidably late picking up your child, please call us to let us know you will be late. A late charge of \$5.00 per family for every 15 minutes past 5:30pm will be added to your Care bill.

Holiday Closing

The following holidays are the days we are officially closed. There may be other days that Care will be closed, if this does occur we will give you at least 3 weeks notice.

Labor Day
 Thanksgiving
 Day after Thanksgiving
 Christmas Eve
 Christmas Day
 New Years Day
 Good Friday
 Memorial Day
 4th of July

In-Service Days

Sign up lists for in-service days will be posted 10 days prior to the in-service day on the wall over the sign-in list in Care. There is an additional \$10.00 charge for these days in order to pay for the additional staff. Space is not guaranteed and is on a first come first serve basis. If Care is full we will put your child on a waiting list and notify you when we have an opening.

On days when there is no school there will be no cafeteria service provided and the students will need to bring a sack lunch. Please refer to the nutrition portion of the handbook that states the regulations that need to be followed.

Care does require a 24 hour notice of cancellation on in-service days. If your child is signed up for Care during an in-service and you decide that you do not need child care you need to let us know at least on day prior to the in-service day. If you call and cancel your child the day of the in-service or do not show up, you will still be charged a \$10.00 late cancellation/no show fee. The fee is necessary to pay for the additional staff that was originally needed based on the number of children registered for the in-service day.

Inclement Weather Closing Policy

When school is canceled or has a late arrival because of weather, the procedure is stated below. St. Matthew always follows the same procedure of the Cedar Rapids Community Schools. Parents are asked to please listen to local radio stations when seeking information concerning early dismissals, late starts, or school cancellations.

If school is **CANCELLED** for the day due to inclement weather, Care will also be closed for the day. On days when school is **RELEASED EARLY** due to the weather, Care will close early. We will remain open 1 hour past the release time. If you are unable to pick up your child within one

hour of closing, please try to make alternative arrangements for your child and call Care to advise the staff of any changes.

On days when the weather is poor we will do our best to open on time. If your child usually arrives before 7:00 am please call ahead to ensure our staff has arrived.

Admission Policies

Admission Policy

Care is available to any child ages 3-12 years of age that is currently enrolled in St. Matthew School or Preschool. Arrangements may be made for children not enrolled, depending on availability.

Before a child may begin to use Care, all forms must be turned in and the tuition fee must be paid. The forms need to be turned in no later than 24 hours before the start date. The required forms consist of:

- Emergency data form
- Pick-up Form
- Current physical (annually for children under 5)
- A statement of health condition (annually for children 6 and older signed by a parent or legal guardian)
- Immunization card
- Field Trip Permission slip

Discharge Policy

If for any reason your child is leaving Care, you are required to give 2 weeks notice. That is so that another child can fill the vacancy and I can staff accordingly. Failure to meet center policies, failure to pay, or if there is a threat to the well-being of the other children or staff could result in the discharge of your child.

Tuition Payments

Tuition bills will be sent out on the fifth of the month. Please make your payments by the 15th of the month. Although payment fees are set up on a monthly rate you may break these down to weekly payments if prior arrangements are made with the center's director and a payment contract is signed. If the tuition is not paid by the 22nd of the month, a \$15.00 late payment fee will be applied to your bill. Your child's enrollment will be discontinued until payment has been received.

Multi-Child Discount

Families having more than one child will be given a multi-child discount on days where more than one child attends Care. The discount rate for two children is 10% and the discount rate for three or more children is 15%.

Picking up and Dropping off of Children

Parents and authorized persons may pick up and drop off children using the back entrance of the church located adjacent to the elevator.

When bringing your child in each morning, we require

you to clock your child in on our Time Manager program. We will release your child only to parents or guardians with legal custody or persons who are designated by you on the Emergency Contact and Child Release Authorization Form.

When you come to pick up your child in the afternoon or evening, we again ask that you clock them out using the Time Manager program. Adults other than parents will be required to show proper ID.

DHS has required that all centers develop a policy for dealing parents or authorized pick-up persons who may be under the influence of alcohol or other agents. In order to ensure the safety of your children as well as others the following policy will be in effect until further notice.

If an apparently intoxicated parent or designated pick-up person attempts to pick up their child from day care, the following will immediately take place:

- Immediately notify the director or supervisor
- If the director or supervisor is not immediately available, then any day care employee will be responsible for the following steps:
- The intoxicated individual will be taken aside and spoken to away from other parents or children
- They will be reminded in a non-confrontational manner, that if they are under the influence of alcohol, drugs, or other intoxicants, they should not be driving a child or children in their vehicle.
- The parent or authorized person will be asked if we can find an alternative means of transportation for the child or children
- If the person refuses and intends to get the child or children into his/her vehicle they will be reminded that if they do so, we are required to report them to the police and they will be asked to reconsider.
- If the person continues to refuse, we cannot force them to stay or keep the child or children from them.
- If the person leaves, we will get the license plate number and call the police department. We will report to them that we are concerned that this person may be under the influence of alcohol, drugs, or other intoxicant, and is transporting children in the vehicle. We will also give the police as much information as we can about the location, whereabouts, and ultimate destination of the person.

Our main objective is to see to the safety of the children in our care. It is our hope that this policy is one that we never have to put to use.

Health and Safety Policies

Sick Policy

To make sure illness does not spread to other children, children that have a temperature over 100 degrees, have been vomiting, or has diarrhea, will not be permitted in Care for 24 hours. Please make sure your child is fever free without the aide of medication for 24 hours before bringing them in. When you do keep your child at home, please contact the Care Director.

If your child becomes ill at Care, and we feel that it would be better for your child to be at home we will call you and ask that you pick him/her up in a timely matter. Your child will be provided a cot to lie down and rest until you arrive to pick them up.

We will keep you informed of any instance of serious contagious disease affecting children at the center. These notices are bright pink and contain all information regarding symptoms, period of communicability, and the date of exposure or diagnosis.

If your child is absent because of a communicable disease (strep, chicken pox, Influenza A, RSV) please contact the center to inform us of the diagnosis. Your child may not return to Care without the approval from a physician indicating that the child is no longer contagious and is able to participate in activities.

Medication Administration Policy

Any medication that a student is to take must be dispensed from the office by certified personnel. No student may keep any medication in his/her personal possession. The Medical Administration form signed by the parent or legal guardian must be on file for EACH medication to be given while the child is in attendance. All prescription medication must be kept in the ORIGINAL container, with the original label attached, and must include:

- Name of child
- Name of medication
- Strength and dosage prescribed
- Name of Physician
- Name and address of pharmacy
- Date of prescription

All medications will be kept in a closed, locked container. Only the Care staff will have access to the container. Any staff member administering medication will have knowledge of:

- Reason for medication
- Usual Dosage
- Mode of Administration
- Possible side effects

A written record of the administration of each medication will be maintained. This record will include:

- Child's Full Name
- Name and Strength of Medication
- Dosage and Time of Administration
- Date Given and name of person administering
- Pertinent Observations

Aspirin or other medications will be dispensed **ONLY** if a **PERMISSION FOR PRESCRIPTION MEDICATION FORM** is filled out and signed by the parent.

Radon Testing

According to the Department of Human Services codes for licensed child care centers, it states that centers operating in facilities that are at ground level, use a basement area as program space, or have a basement beneath the program area shall have a radon test performed as prescribed by the state Department of Public Health. Testing shall be done every two years from the date of the initial measurement.

If testing determines confirmed radon gas levels in excess of 4.0 Pico curies per liter, a plan using radon mitigation procedures established by the state Department of Public Health shall be developed with and approved by the state Department of Public Health.

St. Matthew Care's radon level is far below the amount listed before. You will be notified immediately if the level should increase.

Snack and Meals

Lunch and milk tickets may be purchased by putting money into an envelope marked with your child's name and given to the Care director or staff. Free and reduced price lunches are available through the program. Forms are given to all families. Those who qualify should return the form to the office and it will be given to lunchroom personnel. Children may bring a bag lunch or eat hot lunch. If bringing a bag lunch please refer to the guidelines that need to be followed.

The Care program provides a nutritional morning and afternoon snack. On school days breakfast and lunch are available in the cafeteria for you to purchase for your child.

Any lunches that are brought from home must contain an item from each food group plus milk, the name of the child, and the date. Any lunch containing perishable foods must be placed in the refrigerator or contain a cold pack suitable to maintain proper temperature.

An example of a CACFP approved lunch would be a peanut butter and jelly sandwich or a meat sandwich, fruit or vegetable, and milk. If your child is sent with a lunch that does not meet the guidelines we will send home a reminder in your child's lunch box and then we will supplement his/her lunch and charge your child's lunch account for any ala cart items added.

Parents are welcome to bring in snacks for special occasions and birthdays. Please see the staff for specific numbers of children to ensure that there is enough for everyone and of food allergies.

Fire and Tornado Drills

By order of the Department of Human Services all child care centers are to conduct a fire drill and a tornado drill once a month. Records of such drills are on the parent bulletin board.

Mandatory Reporting of Child Abuse

The employees of Care are mandatory reporters of child abuse. If any staff member suspects that a child is being physically, sexually, or emotionally abused the director will be informed. The director and staff are then mandated to report any allegations of abuse to the Department of Human Services (DHS).

Recording of Incidents

Incidents involving injury to a child will be reported to parents in writing. A copy of the accident report is available to parents and will be maintained in the child's file.

Incidents involving minor changes in health status will be reported to the parents that day. Significant changes in health status will be reported immediately to the parents. A written report shall be provided to the parent or person authorized to remove the child from the center and a copy shall be retained in the child's file.

Field-Trips/Non-Center Activities

A field trip is an excursion for the purpose of initiating or supplementing learning experiences in the classroom as well as having fun. A worthwhile educational tour calls for setting up definite goals and systematic procedures.

Permission for field trips is obtained from the Care director. We will obtain written permission from the parents for the student to participate in the field trip. Return of the signed form before the trip is required for the student to be eligible to participate. Field trips are chaperoned by one adult to 8 children.

During the school year there usually will not be any field trips planned. In the rare occurrence there is to be one, a note will be sent home with the details of the field trip (When, where, how we are getting there, cost if any) with a place for you to give your permission. During the summer, weekly permission slips will be sent giving details on the week's field trips. There will be a place for you to sign and to note which field trips your child has permission to go on.

Transportation

When leaving the center for field trips, the staff and children going will utilize the city bus system or will walk; depending on the distance.

CARE Program Policies

Discipline Policy

Discipline has the two-fold purpose of providing for the common good and the individual good. Discipline helps all children as it contributes to a climate for learning and living. It helps each child as it provides an environment and guidance in which to grow in becoming a self disciplined person.

If a child is exhibiting unacceptable behavior the child will be asked to correct the behavior and/or be redirected to another activity, which will help them to perform within acceptable guidelines. The child will be given a total of three chances to correct the behavior; on the third warning the child will be told that this is their final chance to change the unacceptable behavior. If after the third warning the child has not corrected the problem they will be given a time out.

Time out procedure: The child will speak with the day care personnel regarding why they are in time out and what they could have done to make better choices. The child will sit in time out away from the other children for a total time of one minute for each year of age. During time out the child will be asked to think about what they did, why it was unacceptable, and what they should have done. At the end of their time out they will again discuss with the teacher what the acceptable behavior would have been and what they should do next time.

If the staff is unable to resolve a continuing problem with a child, the parents will be contacted and possible solutions will be discussed.

Conduct on Field or Class Trips

Field trips are permissible and a privilege, not a right. Students who participate in field trips are to act in a respectable manner. All school and Care rules affecting students during Care hours affect them on field trips. They are to obey the chaperones, and refrain from anything that may jeopardize the safety of the other students or the reputation of the students of St. Matthew School. Students who manifest rude or disrespectful behavior and/or jeopardize the safety of the

other students will receive disciplinary action and may be denied the privilege of participating in the next field trip.

Party Invitations

Due to hurt feelings, and unnecessary interruptions, the children **MAY NOT** pass out their personal invitations during Care hours or at school. These invitations should be sent through the mail or made by telephone.

Gum Chewing

Gum chewing at school or Care is prohibited at all times.

Snowballing

Snowballing is not permitted on school grounds. Parents are asked to remind their children to avoid throwing snowballs at anyone, also at passing automobiles, buses, and other vehicles. The bodily dangers involved, risks of permanent injury, and of possible lawsuits are too great.

Lost and Found

All children need to be taught to be responsible for their own personal belongings. An effort is made to find the owners of articles of clothing and lunch boxes. A box of found articles is kept by the front door is parents wish to check it. Periodically, any unclaimed items will be given to charity.

Vandalism

It is expected that students exercise reasonable care in regard to school and Care property. Those students who participate in destructive activities will be required to inform their parents and to pay for the labor and cost of repair. The principal and Care director will also inform the parents of the damage done.

Dress Code

Because a full day at Care can include such activities as singing, dancing, painting, eating, and playing indoors and outdoors, your child should wear comfortable, washable clothes, as well as rubber-soled and closed-toes shoes to the center. Preferably tennis shoes. The preschoolers should also have a spare change of clothes, just in case there is an accident. Please be sure to mark all clothing with your child's name to insure that any stray items get back to you. Any lost clothing will be put in the lost and found at the school after approximately one week.

We play outside daily, except on extremely cold, rainy, or windy days. Please see that your child comes in weather appropriate clothing (hats, boots, snow pants, and mittens in the winter).

Weapons/Guns 5131.7A

It shall be the policy of the St. Matthew Board of Education that weapons and other dangerous objects will be taken from students and others who bring them on to the school premises. Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and

the student will be subject to disciplinary action. Students in possession of a firearm while on school property, coming to and from school, or participating in any school related activity away from school premises shall be expelled for not less than twelve months.

Harassment

The Policy

- A. It is the policy of the educational programs governed by the Archdiocesan Board of Education to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer, or student associated with these programs shall be subjected to any type of harassment.
- B. It shall be a violation of this policy for any employee, volunteer, or student to harass another employee, volunteer, or student through conduct or communications as defined in "Definition of Harassment" below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, state, and federal laws and board policy and procedures governing harassment within the educational program or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

Definition of Harassment

- A. Harassment may be on the basis of race, color, religion, gender, national origin, age, or disability. If so, it also constitutes discrimination and, as such, violates civil law and the policies of the Archdiocesan Board of Education. Harassment may also occur without regard to any of the above categories. It also violates the policies, of the Archdiocese of Dubuque.
- B. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. It may be, but does not have to be, because of one's race, color, religion, gender, national origin, age, or disability, or that of one's relatives, friends, or associates, that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual's performance; or 3) otherwise adversely affects an individual's opportunities. Threats to injure or kill another person or threats to do harm to another's property, constitute harassment.
- C. Harassing conduct includes, but is not limited to, the following: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; 3) bullying which may be emotional, physical, racist, sexual, or verbal (e.g. name calling, sarcasm, spreading rumors, excessive teasing); and 4) hazing.
- D. The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to make a showing that the victim was psychologically harmed.
- E. Prevention is the best tool for the elimination of harassment. An educational program governed by the Archdiocesan Board of Education has an affirmative duty to maintain an

environment free of harassment. Harassing conduct may be challenged even if the complaining person is not the intended target of the conduct.

Procedures

- A. Any person who alleges harassment by an employee, volunteer, or student of an educational program governed by the Archdiocesan Board of Education should file a complaint in writing directly to his or her teacher, immediate supervisor, principal, C/DRE, Director of Catechetical Services, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.
- B. In the case of someone who threatens to injure or kill another person for any reason, or who threatens to do harm to another's property, a "no-tolerance" stance will be taken. The perpetrator will be suspended immediately. Reentry will be contingent upon a report from a competent mental health care professional indicating that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.
- C. The filing of a grievance or otherwise reporting of harassment will not reflect upon the complainant's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.
- D. The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible but consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The person receiving the complaint shall investigate the matter to determine if the charges are substantiated, after which a summary of the investigation will be developed. If charges are substantiated, contact should be made with the Office of Educational Services for counsel.

Sanctions

- A. A substantiated charge against an employee or a volunteer will subject such employee or volunteer to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in any educational program governed by the Archdiocesan Board of Education will subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code. (See also ABE 5144.1)

Notifications

Notice of this policy will be circulated to all educational programs governed by the Archdiocesan Board of Education and incorporated in employee, volunteer and parent/guardian/student handbooks. Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers, and students in all educational programs governed by the Archdiocesan Board of Education.

Rationale:

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq. (Title VII); the Age Discrimination in Employment Act, as amended, 29 U.S.C. § 621 et seq. (ADEA); the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq. (ADA); the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 et seq; 29 C.F.R. § 1604.1.

Sexual Harassment/Harassment Complaint Procedures

Harassment of any kind is not tolerated by St. Matthew School. If a student or employee is being harassed, as defined by Archdiocesan Policy #4116.1 and/or 4116.11, they should report this using the following procedure. These phases refer to the students' entire career at St. Matthew School. They do not start over each year.

Phase One - Any student or employee who has knowledge of a student or employee who is being harassed should report the complaint to the guidance counselor or to the principal. The counselor will meet with the parties involved in an attempt to resolve the situation. Any retaliation by an involved party or friend(s) of an involved party will move the harassment complaint to Phase Two automatically. (This Phase goes with Step 2 of the School Wide Bullying Program)

Phase Two - All parties involved, along with their parents/guardians, will meet with the principal, and the counselor to put an end to the harassment. Any continued harassment complaints will be dealt with as a Phase Three violation. (This Phase goes with Step 3 of the School Wide Bullying Program)

Third Phase - The harassment complaint will be investigated by a harassment committee appointed and chaired by the principal. This committee will consist of the principal, the counselor and four teachers. The committee will investigate whether the sexual harassment/harassment complaint is valid and to what level.

Level One: Minor

Level Two: Moderate

Level Three: Major

Level Four: Severe

The committee will give their decision in writing to the discipline committee. If the decision results in an identifiable level of harassment, the discipline committee will determine the level of discipline. The discipline can include suspension, school service work, or expulsion. All Phase Three harassment allegations will follow procedures as outlined in the discipline code.

Policy #4116.1 Sexual Harassment

The Policy

- A. It is the policy of the educational programs governed by the Archdiocesan Board of Education to maintain a learning and working environment that is free from sexual harassment. No employee, volunteer or student associated with these programs shall be subjected to sexual harassment.
- B. It shall be a violation of this policy for any employee, volunteer, or student to harass another employee, volunteer or student through conduct or communications of a sexual nature as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local, State and Federal laws and Board policy and procedures governing sexual harassment within his or her school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

Definition

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in programs or activities;
2. Submission to or rejection of such conduct by an employee, volunteer or student is used as the basis for decisions affecting the employee, volunteer or student;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's volunteer's or student's performance or creating an intimidating or hostile learning or working environment;
4. Sexual harassment, as set forth in Section II(A) may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person, with sexual or demeaning implications, unwelcome touching and suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

Procedures

- A. Any person who alleges sexual harassment by an employee, volunteer or student of an educational program governed by the Archdiocesan Board of Education may complain directly to his or her teacher, immediate supervisor, principal or the Superintendent of Schools for the Archdiocese of Dubuque. The filing of a grievance or otherwise reporting of sexual harassment will not reflect upon the individual's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Sanctions

- A. A substantiated charge against an employee or a volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.

Notifications

Notice of this policy will be circulated to all educational programs governed by the Archdiocesan Board of Education and incorporated in employee, volunteer and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for employees, volunteers and students in all educational programs governed by the Archdiocesan Board of Education.

**St. Matthew
School Wide Anti-Bullying Program**

*Think and do what helps you! Do the right thing! Make good choices! Show good character!
Don't do something you will regret later!
Stop yourself from doing something you know is wrong or that will hurt another person!*

Step 1

*If someone says something to you or does something to you that you don't like...
TELL THEM TO STOP! If someone asks you to stop—THEN STOP!*

Step 2

*If the person using the bullying behavior doesn't stop—see your teacher or counselor.
You and the counselor will write a letter to the person that is bullying you.
You, the counselor and the person using the bullying behavior will meet and get the behavior to stop!*

Step 3

PROBLEM SOLVING MEETING

Parent(s), teachers, counselor and principal will meet with the child using the bullying behavior!

Bullying Vocabulary List

Bullying: Physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. It is characterized by an imbalance of power.

Bully: Instigator(s) of the bullying behavior.

Victim: Person(s) being targeted for bullying.

Witness: Bystander(s) who witnesses the bullying behavior. If witnesses do nothing to report or stop the behavior, they are supporting the bully.

Direct Bullying Behaviors: Teasing, taunting, threatening, hitting or stealing initiated by one or more students against victim(s).

Indirect Bullying Behaviors: Spreading rumors, causing victim(s) to be socially isolated through intentional exclusion.