



THE
FRANCES XAVIER WARDE
SCHOOL

STUDENT AND PARENT

HANDBOOK

2019-2020

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Mother Frances Xavier Warde: Her Devotion Helped Educate Thousands

by Amy Alexander (© 2005 Investor's Business Daily, Inc.)

Frances Xavier Warde believed in the power of positive thinking. The founder of the American Sisters of Mercy, she got results by centering on the good in every person, place and happening.

"She always lived presently in the best convent she had ever lived in, with the best sisters she had ever known, with the best pastor she had ever worked with, with the best students she had ever taught," wrote biographer Kathleen Healy in *Frances Warde: American Founder of the Sisters of Mercy*. Healy continued, "All (Warde's) sisters were so outstanding in all good qualities that an associate once remarked 'All Mother Frances' geese are swans!'"

Warde wasn't naive. She simply knew that if she anticipated the best from her workers, they'd strive to be the best. People performed well around her because she expected it, and they rose to the standard, said Sister Helen Marie Burns, vice president of the Institute of the Sisters of Mercy of the Americas. Warde didn't micromanage. She believed in people, and they, in turn, became stars. As a result, she was able to move around the country sparking new Sisters of Mercy foundations.

Beginning in 1843, Warde launched foundations in Pennsylvania, Illinois, Rhode Island, Nebraska and California. The Institute of the Sisters of Mercy of the Americas, as the order is now called, has 5,800 nuns and 1,700 lay associates. The order sponsors 200 health care facilities, 20 elementary and preschool, 39 secondary school and 20 colleges and universities. Members of the order work in 200 U.S. cities and 21 countries.

The youngest of five children growing up in Abbeyleix, Ireland, Warde was just a baby when her mother died. A close-knit, extended family helped raise her and her siblings. Little Fanny, as she was called, loved to laugh and have a good time. But she was also pious, in her own way. Her favorite pastime was pretending she was a nun. She even put a makeshift altar in a cave behind her house. She'd pray, ponder and read scripture - just for kicks. Her play and prayer became one, Healy wrote.

Years later, Warde learned to strike a balance between thinking and doing. She was wildly active in her job. But she habitually recharged her batteries by reflecting in silence. It was second nature for her to be prayerful, said Sister Dolores Liptak, a Sister of Mercy and religious historian, in a recent interview. She had practice from the time she was a child.

Warde didn't let her mind wander. Whatever she did, she did with complete involvement of her whole person, Healy wrote. Perhaps the epithet least applicable to her during her entire life was 'lukewarm.' When Warde made a commitment, she stuck to it. At 18, she pondered whether to devote herself to charity or continue building the social life she'd established in Dublin, where she'd moved the year before.

She talked through the problem with people she trusted. As she bounced her ideas off elders, they helped her figure out what to do. Her priest, the Rev. Edward Armstrong, recommended that Warde volunteer at a new poor house run by Catherine McAuley. McAuley, more than twice Warde's age, took the teen-ager under her wing.

The two women were cut from different cloth. Catherine was the eldest in her family, and Frances was the youngest, Burns said. The biographers would speak of Frances as being fiery and impatient by nature and Catherine would be described in words like 'gracious' and 'calm' and 'tranquil' and 'gentle.' Warde was unruffled. She knew she could gain from picking her opposite's brain. Because they were quite different, the learning, for (Warde), was deeper, Burns said. (McAuley) also learned from (Warde).

Together, they cared for Dublin's poor. With Warde's help, McAuley launched the Sisters of Mercy and became its mother superior in 1831. Warde made her final profession of vows to the order in 1833. Warde, McAuley and the other sisters of mercy knew the best way to learn what the poor needed was to ask them. They came to be known as the walking nuns because they'd go to the poorest sections of Dublin and neighboring cities to care for people.

In 1843, McAuley sent Warde to the U.S. to launch the American Sisters of Mercy. On the boat from Ireland to the New World, Warde and her fellow sisters tried to live their beliefs by example, going out of their way to help the sick and hungry.

Once she arrived in the States, Warde set short, medium and long-term goals. Her priority was to establish a foundation in Pittsburgh. In the not-too-distant future, she could imagine the Sisters of Mercy landing in Chicago. Eventually, she knew, the order would have foundations from coast to coast. Headed by Warde, the Sisters of Mercy achieved each of those objectives - and more.

Warde used business savvy to promote charity in the U.S. To raise money for the poor, she formed tuition-based academies. Wealthy families flocked to her school because they wanted their daughters to be educated by the Sisters of Mercy. Warde, in turn, used the profit to help poor children. Wherever she went, that's the way she developed (the Sisters of Mercy), Liptak said. Academy and poor school - they were always simultaneous.

The key to personal growth, according to Warde? Ask questions. The more questions are asked, the more doubts are avoided, she wrote. Query your own actions over and over, she advised. Whenever you do something, she wrote, say to yourself: I have performed an action. How have I performed it? Why have I performed it?

Example is the best instructor, Warde wrote. The most effective way that a director of novices can teach is by her example. Thus, although she was great at delegating, she didn't stay behind a desk for long. She traveled with her sisters of mercy when they started new foundations. She showed them how to get supplies and recruit pupils. Once the nuns were settled, she'd move on. She continued to motivate her sisters through letters.

She tried to cheer her charges. When Warde and her fellow sisters arrived in Chicago to start a foundation in 1846, they discovered that their assigned convent was a cold, drafty shanty with a leaky roof. Warde kept spirits high, joking and noting the advantages of fresh air indoors. Laughter chimed around the convent soon after the women arrived.

Warde did a lot with little. In the Windy City, she and the sisters conjured supplies for their girls' academy practically out of thin air. They made maps by painting Irish parchment with watercolors. They created globes out of willow branches covered in paper. They fashioned blackboards out of planed timber.

She didn't think much of past achievements. What mattered to her was what she was doing next. Never let us dwell on the good we have done, she wrote, but rather on what we might have done had we been more faithful. She stayed energized by work. She got new life from creating new foundations, Liptak said

Daily Procedures

Absences/Illnesses

If your child is absent from school, inform the school via email at Attendance@fxw.org or via telephone at 312-466-0700 as soon as possible. Include the classroom teacher(s) on the email as well. This practice, by all parents, will provide a measure of safety and security for each child. If no notice of the child's absence is received, a phone call will be placed to parents at home or work.

- Excused absences include: illness, doctor appointments, religious observance, emergency/death in the family, education-related testing, and high school shadow days. For doctor appointments, a note is needed.
- Unexcused absences include: family trips, sports tournaments/games

For any absence, Middle School students are expected to arrange with teachers a schedule to make up homework and tests/quizzes. If the absence is unexcused or is a shadow day for 7th and 8th graders, students are expected to make up homework and test/quizzes **within three school days**. If an absence is excused, students are expected to make up homework and test/quizzes **within one week**.

Illness

Do not send your child to school if s/he has been ill within the last 24 hours -- this means a temperature over 100.0, continually runny nose or cough, or vomiting and diarrhea. See the Illness section of this handbook for more information. Should your child become ill at school, the office will notify you. Please make every effort to come immediately as your child needs you.

It is imperative that families **keep the school up-to-date** on all information changes i.e., address, phone number, emergency information, student release forms, workplace numbers, etc. Parents should update their personal profiles on the FXW website when changes occur.

- Students returning to school following a contagious illness or extended absence must bring a doctor's note in order to return to class.
- Students who are marked absent for a full day on the day of a special event, game or performance, may not attend or participate in the activity that afternoon or evening. Middle School students attending "shadow days" are exempt from this rule.
- Students missing an hour or more of the school day will be marked absent for a ½-day.

Arrival/Dismissal

Grade	Arrival	Dismissal
AM Pre	7:35 – 8:00	11:00
PM Pre	11:50 - 12:00	3:00
Full-day Pre (No siblings/carpool)	7:35 - 8:00	2:30
Kdg-3 rd and Pre (Siblings/carpool)	7:35 - 7:55	3:00
4 th – 8 th	7:15 - 8:00	3:15

- Morning drop off will conclude at 7:55. This will allow your child 5 minutes to get into the classroom. Tardies will be recorded beginning at 8:00 A.M.
- At OSP, if you arrive after teachers are inside, a parent will need to bring the child into the school building and sign him/her in at the front desk.
- If students are not picked up after their scheduled dismissal time, they will be brought to the Extended Day Program and a late pick-up fee will be assessed.

Old St. Patrick's Campus

Before-School Care is available from 7:00 to 7:35 a.m. At 7:35 a.m., the morning supervisor dismisses students to go to their classrooms.

All FXW parents are expected to adhere to this arrival and dismissal procedure. It is also expected that anyone else who will be dropping off or picking up children will adhere to this procedure. Please make sure that all grandparents, aunts, uncles, babysitters etc., who will be dropping off and picking up children, are familiar with and understand how arrival and dismissal are handled. Our goal is to keep the line moving efficiently.

A. ARRIVAL

School doors will open at 7:35 and at 11:50 (PM Preschool). When the school door opens, staff members and parent volunteers will be stationed curbside to assist the children. Students are encouraged to arrive at school no later than 7:55 a.m. to allow ample time for organization and preparation for the school day. Students have 5 minutes to visit their lockers and arrive in their homerooms before being marked tardy at 8:00 a.m. If you are in K-3, you are marked tardy at 8:00 AM.

Please note: Due to construction around the OSP Campus, all children will enter on Desplaines Street to begin the 2016-2017 school year. K-3 will be dismissed on Desplaines and Preschool/Siblings will be dismissed on Monroe Street. Once construction is completed, we will follow these arrival/dismissal processes.

Kindergarten - 3rd grade Arrival:

- Enter on Desplaines.
- Pull into the first available spot at the curb in the loading zone, as far south as possible. Do not leave your car unattended in the loading zone during drop-off.
- Allow a staff member to help your child from the car.
- Carefully pull away from the curb.
- If you want to bring your child into school, please find a legal parking space in the neighborhood.

Preschool Arrival:

- Enter the west driveway from Adams Street just west of the OSP Rectory.
- Pull into the first available spot at the curb in the loading zone, as far forward as possible. Do not leave your car unattended in the loading zone during drop-off.
- Allow a staff member to help your child from the car.
- Carefully pull away from the curb and exit back onto Monroe.
- If you want to bring your child into school, please find a legal parking space in the neighborhood.
- PM preschool students will follow the same procedure above. Teachers will be present to open car doors and greet students from 11:50 a.m. until 12:00 p.m.

B. DISMISSAL

It is very important to send to the school's attention all routine carpool groupings so the school can bring the children outside accordingly. Also, do not make plans to pick up your child earlier as it disrupts the dismissal procedure.

There are multiple dismissal times:

- **11:00 a.m.:** **½-Day Preschool.**
- **2:30 p.m.:** **Preschool with no carpool/siblings.**
- **3:00 p.m.:** **Kindergarten - 3rd Graders with Preschool and/or Kindergarten carpool/siblings and PM Preschool.**

A note must be sent to the homeroom teacher about any changes to your child/ren's dismissal routine. But please keep in mind (and inform your child/ren's caregivers) that students will always be dismissed at their regular dismissal area. If a student is going home with another family at dismissal, it is the responsibility of the parents involved to **make arrangements for the adult(s) picking up the students to do so at the regular dismissal areas**. Also teachers/EDP staff use the Student Release Form throughout the year and ask for identification if the adult picking up your child is not familiar and cross reference it with the Student Release documentation.

Please note: Due to construction around the OSP Campus, K-3 will be dismissed on Desplaines and Preschool/Siblings will be dismissed behind the school building. Once construction is completed, we will communicate an updated process.

K-3rd Grade Dismissal

- When picking up Kindergarten- 3rd graders, please enter the dismissal line by going Southbound on Desplaines.
- At dismissal there are two lanes for cars. Please pull forward to the first available spot.
- If the line is backed up beyond the intersection, do not block the intersection; instead wait in a single file line until space becomes available.
- The children will be dismissing from a spot along the sidewalk. Please pick-up your child from the teacher.
- Immediately proceed to your car and carefully exit the lane.
- Do not leave your car unattended. If you need to enter the school for any reason, please find a legal parking space in the neighborhood.
- At all times, cross only at crosswalks.

Preschool Dismissal

- All Preschool children and their carpool and/or siblings will be dismissed behind the school.
- Parents need to walk and pick up children in the back of school.

Extended Day Program Dismissal

- OSP 4:30 PM Session 1 dismisses on Desplaines
- OSP 6:00 PM Session 2 dismisses on Desplaines
- Parents are given a 10-minute window to pick up children before being charged a late fee.
- An adult must come into the building in order for your child to be called down from their EDP classrooms. We will not call down a child early. Children will only be released to parents/guardians on their release forms.
- Extended Day Staff use the Student Release forms throughout the year and ask for identification if the adult picking up your child is not familiar and cross reference it with the Student Release documentation.

Holy Name Campus**A. Arrival**

Students should enter School through the main doors on State Street. Morning supervision of students in 4th through 8th grades takes place in the HNC Auditorium every school day beginning at 7:00 until 8:00 a.m. At 8:00 a.m., the morning supervisor dismisses students out of the auditorium and to their lockers.

Students are encouraged to arrive at school no later than 8:00 a.m. to allow ample time for organization and preparation for the school day. Students have 10 minutes to visit their lockers and arrive in their homerooms/advisories before being marked tardy at 8:10 a.m.

- School begins promptly at 8:10 a.m.
- HNC students who are in the hallways but not in their homerooms/advisories by 8:10 a.m. will still be considered tardy.
- There is no supervision of students before 7:00 a.m. Parents are responsible for students who arrive before designated entrance times.
- Please cross city streets only at crosswalks at all times.
- Parents, do not leave your car unattended. If you need to enter the school for any reason, please find a legal parking space in the neighborhood.
- State Street curb drop off is for the immediate drop off of students. Parents, please do not park your car on State Street during morning drop off.

B. Dismissal

Students will be dismissed to the following locations:

4/5 grades: Dismissed at 3:15 p.m. to State Street

6 - 8 grades*: Dismissed at 3:15 p.m. to Wabash Avenue

- *Self-dismiss is for 6th-8th grade students only. Permission needs to be on file with the school. 4th-5th Graders can self-dismiss with their sibling(s) only.
- If you arrive to school between 2:55-3:15, you will need to wait until regular dismissal time to pick up your child. If you need an earlier dismissal, you will need to arrive before 2:55.
- Parking in city bus stops or double-parking on State Street or Wabash Avenue is not permitted; you may be ticketed and/or towed.

- Do not leave your car unattended. If you need to enter the school for any reason, please find a legal parking space in the neighborhood.

Extended Day Dismissal

- HNC 4:45 PM Session 1 dismisses
- HNC 6:15 PM Session 2 dismisses

Parents are given a 10-minute window to pick up children before being charged a late fee.

Bus Schedule

Departs <i>promptly</i>		Arrives	
OSP	7:40 a.m.	HNC	8:00 a.m.
OSP	3:10 p.m.	HNC	3:30 p.m.
HNC	3:30 p.m.	OSP	3:50 p.m.
OSP	4:30 p.m.	HNC	4:55 p.m.
HNC	5:00 p.m.	OSP	5:20 p.m.
OSP	5:30 p.m.	HNC	6:00 p.m.

- This intercampus bus service is supervised by FXW faculty and staff.
- OSP morning bus at 7:40 will board on Adams and arrive at the HNC Campus at 8:00 on State Street.
- OSP afternoon bus at 3:10 will board on Des Plaines and arrive at the HNC Campus at 3:30 on Wabash Avenue. It will depart at 3:40 from the same location.
- If there is going to be a change in your child/ren's bus routine, you must send a note to your child/ren's teacher(s), or your child/ren's bus privileges may be forfeited. If the School is not notified in advance, it will not be held responsible if children follow their routine and ride the bus to the other campus.
- Parents/guardians must contact their child/ren's campus office to make special requests for their child/ren, who are not registered bus riders, to ride the bus. "Drop-ins" will be charged a per-ride fee.
- Exemplary bus behavior is expected. Annually students and parents will sign expected behavior agreement. Bus privileges will be revoked at the discretion of the school.

School Closing/Late Arrivals

FXW may close because of extreme weather conditions. The school will notify all families using the School Reach Emergency System, which sends a recorded announcement to each FXW family's phone number(s). The school will also make this announcement on the FXW website and send each family an e-blast announcement. Please be sure your contact information is accurate and up to date so you receive all emergency information.

Birthdays

Every student has the opportunity to have her/his birthday acknowledged on FXW's Morning Broadcast at OSP and HNC Announcements. No further celebration is necessary. If a parent wishes to celebrate a birthday in school:

- A book or game may be donated to the classroom. No edible birthday treats will be allowed. If a student brings treats to school, they will be sent home.
- No goodie bags, balloons, performances, or gifts in school.
- Party invitations may be distributed in school only if there is one for each student in the class; otherwise, invitations should be mailed directly to friends' homes.

Lockers

Lockers are the property of the School and should therefore be used solely for the storage of coats, hats, book bags, lunches, and school materials. Students are responsible for keeping lockers orderly and clean. Student belongings are their responsibility. Students may visit their own lockers only at designated times. Lockers cannot be decorated.

Lunch

FXW contracts food service to provide nutritious hot lunches for students every day. Information and ordering can be accessed on www.fxw.org, see Lunch Program.

All families are eligible to apply for free and reduced lunches. To apply for free or reduced meals, parents must fill out an application form (which is confidential) and return it to school. This form is available online on the Lunch Program page.

Students bringing lunch into the school are reminded that sodas and soft drinks, as well as glass bottles of any kind, are not permitted. It is also not allowed for parents to bring outside fast food for students for lunch. Students cannot share food.

Student Items delivered to School

At the HNC campus students may pick up delivered items from the front office between classes or at lunch. In order to protect the learning environment, students will not be called to come to the front office to retrieve items during class.

Uniforms

Preschool Dress Code

In order to promote safety for preschoolers, we expect parents to follow the guidelines below when dressing children for school:

- For safety reasons, all shoes and clothing must fit properly.
- Play clothes are strongly recommended for everyday wear.
- Throughout the day preschool children are regularly engaged in creative activities that may become “messy.” We recommend saving “dress best” clothes for special occasions.
- Gym shoes and socks must be worn throughout the school day. Velcro shoes are recommended. See Footwear for more information.
- Children walk the stairs, attend gym class, or play outside on a daily basis. Gym shoes must supply support and traction necessary for gym activities. Gym shoes must have white bottoms or say “non-marking” on the soles.

Kindergarten – Eighth Grade Dress Code

Uniforms are worn beginning in kindergarten. Each child is required to have a dress uniform that must be worn on special occasions. Parents will be notified of these special occasions in advance.

A call may be made to parents of students out of uniform requesting them to provide the proper change of clothing for their child(ren). If available, the school will provide clothing that follows dress code. The administration reserves the right to ban certain articles of clothing or shoes during the school year.

A. Dress uniform - TOPS

1. Long or short sleeved polo style shirt or turtleneck.

(White or evergreen only)

- Plain/solid shirt or school logo (Lands’ End and Dennis Uniform have school logo option).
- School logo is only marking allowed on shirt, or shirt must be plain.

2. Sweaters/Vests (optional)

(Plain/solid evergreen, white or navy blue)

Sweaters and vests are to be worn over uniform shirts and not in place of a white shirt. All must be pullover sweater/vests or button down sweaters. Turtleneck sweaters are not dress uniform sweaters. Sweaters may not have hoods or zippers.

B. Everyday uniform - TOPS

Only these 2 styles of tops are permissible:

1. Long or short sleeved polo style shirt or turtleneck (white or evergreen)
 - o Plain/solid shirt or school logo (Lands' End, Epluno, Dennis Uniform have school logo option)
 - o School logo is the only marking allowed on shirt or shirt must be plain
2. Long or short sleeved FXW school t-shirts or sweatshirts (white or evergreen).

Notes:

- All t-shirt style shirts must have the school logo – plain t-shirts are not uniform.
- All clothing should be the appropriate size and fit.
- School sport team uniforms or spirit wear may not be worn as a school uniform.
- No layering of t-shirts and/or shirts is allowed.
- One plain white undershirt may be worn under the uniform shirt.

C. Uniform - BOTTOMS

For all grades K-8th, all bottoms must be navy blue or true navy, cotton or cotton/poly blend (nylon pants are not allowed). Pants are to be plain and may not have brand logos and markings on them.

- o K - 4th grade girls may wear sailor dress (Dennis Uniform), navy jumper dress, skort, skirt, walking shorts, or dress pants (Lands' End, Epluno, Dennis Uniform). Blue polo dresses are not uniform. Remember to wear navy shorts under dresses and skirts.
- o 5th - 8th grade girls may wear navy dress pants, walking shorts or navy skort (Lands' End, Epluno, Dennis Uniform). Walking shorts and skort length shall be no shorter than 2 inches above the knee.
- o K - 8th grade boys may wear navy dress pants or walking shorts (Lands' End, Epluno, Dennis Uniform).

Form-fitting workout pants, cargo pants, cargo shorts, leggings and Capri pants are not to be worn as uniform pants.

D. FOOTWEAR

Wearing gym shoes every day is required. Ankle height gym shoes that provide the support and traction necessary for gym activities are required. Shoes must either have white bottoms or say "non-marking" on the soles.

For safety reasons, "wheelies" (shoes with wheels), TOMS, boots, ballet flats, sandals, platform gym shoes, gym shoes with lights, or backless shoes, i.e. clogs or flip-flop type shoes, are not acceptable.

E. ACCESSORIES

1. Socks/Tights must be solid color: white, navy, black, or evergreen. Footless tights and leggings are not approved.
2. Belts: If a belt is worn, it must be a navy, black or brown belt. Scarves, sashes, neckties, etc. are not considered uniform code.
3. Fleece jackets/vests and outer coats are not to be worn during the school day. Students should have a uniform sweater or FXW school sweatshirt to wear in class during colder months if needed.
4. Hats, hoods and bandanas are never worn inside the building. Plain head bands (blue, green, white, black or brown in color) are acceptable.

F. OTHER

Please note the following:

1. Shirts should be tucked in for religious services, field trips, or formal occasions.
2. Spirit Wear is not to be worn during the school day as part of the uniform.
3. Tattoos, body markings, and body piercings are not allowed in school. This includes ink drawings and/or markings on the skin. Children will be expected to remove, cover, or wash any of the above.
4. No political logos or messages can be worn by students, faculty, staff.

G. DRESS-DOWN DAYS

1. Sleeveless shirts are permitted. No tank tops or thin-strapped tops are allowed.
2. Shirt collars must be no more than 2 inches below the collarbone.
3. Skirts or shorts are to be no more than 2 inches above the knee.
4. Gym shoes are required.
5. Students are reminded that clothing must be in good taste. No inappropriate wording, symbols, or pictures are allowed.
6. No political logos or messages can be worn by students, faculty, staff.

Student Safety*Asbestos Policy*

FXW complies with all state and federal regulations concerning asbestos. In the event changes are made within the buildings in regard to asbestos, notification will be given to all school families. The Asbestos Management Plan is kept in the school office.

Emergency Action Plan

In the event of an emergency closing or crisis, FXW has a comprehensive Emergency Action Plan. Each teacher is trained annually on the varied emergency actions he/she will take to keep children safe. Throughout the school year, drills will be conducted. Additionally, part of the plan is to contact parents via our Emergency System. We must have current phone numbers for both parents, as well as other emergency contact numbers.

Child Custody

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding instrument or court order. This includes, but is not limited to, the following: 1) Student records; 2) General school notices; and 3) Conferences with teachers. The non-custodial parent does NOT have rights to pick up the child during the school day or make contact with the child during the school day unless: 1) The school receives written permission from the custodial parent specifying the arrangements, time and date; or 2) The school has a court order or other legally binding instrument giving permission to the non-custodial parent. In this instance, the school must be given advance notification to afford time for legal verification of these documents. If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order. If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

Security

Due to our vigilance about security, officers are present at both campuses. For everyone's safety, we ask you to comply with their requests. All visitors should use the main school entrance and check-in at the front desk. Please be sure to sign in and out and receive a visitor's badge. Individuals may be asked to provide identification when picking up children. Additionally, both campus buildings use camera surveillance as an additional security measure.

*Suicide Prevention and Postvention***1. Purpose**

The Frances Xavier Warde School (FXW) in recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, hereby adopts this policy. This policy corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

2. Prevention Education

Students will receive age-appropriate lessons in their classrooms through health education on the importance of safe and healthy choices, as well as help-seeking strategies for self or others. Students are taught not to make promises of confidence when they are concerned about a peer or significant other. Lessons will contain information on comprehensive health and wellness, including emotional, behavioral and social skills development. Lessons are taught by faculty and Resource staff. Students who are in need of intervention will be referred to the school social worker or psychologist for screening and recommendations.

3. Staff Training and Responsibilities

All staff are responsible for safeguarding the health and safety of students. All staff are expected to exercise sound professional judgment, err on the side of caution and demonstrate extreme sensitivity throughout any crisis situation. All school personnel should be informed of the signs of youth depression/suicide. Any staff member who is originally made aware of any threat or witnesses any attempt towards self-harm, that is written, drawn, spoken or threatened, will immediately notify the principal or their designee. Any threat in any form must be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. Thus, in cases of life-threatening situations a student's confidentiality will be waived. The school's suicide crisis response procedures will be implemented.

4. Suicide Crisis Response Procedures Suicide Threat

A suicide threat is a verbal or non-verbal communication that the individual intends to harm him/herself with the intention to die but has not acted on the behavior.

- a. The staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision.
- b. The above-mentioned staff member will immediately inform the principal/designee.
- c. The principal/designee will involve student services/counseling staff, school nurse practitioner or other trained mental health professional in their absence.
- d. The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student and gathering appropriate supportive documentation from teachers or others who witnessed the threat.
- e. The principal/designee will:
 - Contact the parent/guardian, apprise them of the situation and make recommendations. Most often it is the person conducting the interview who contacts the parent/guardian.
 - Put all recommendations in writing to the parent/guardian.
 - Maintain a file copy of the recommendations in a secure and appropriate location.
- f. If the student is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.
- g. If the parent refuses to cooperate, and there is any doubt regarding the child's safety, the school employee who is conducting the interview may contact the Illinois Department of Children and Family Services or appropriate authorities if the child is present as an imminent danger to themselves or others. If the parent does not cooperate with the recommendations made by the school and/or DCFS, it is at the school's discretion to determine whether the student will be allowed to re-enter if other interventions are not in place.
- h. Upon completing the identified recommendations, the parent must supply the principal/designee with a signed authorization form identifying the student's completion of the recommended treatment and/or assessment. The principal/designee may complete a follow-up assessment at that time to determine the student's safety and whether return to the school is the most appropriate course of action.

Note: If a threat is made during an after-school program, and no school personnel are available, 911 or 1-800-SUICIDE or 1-800-273-TALK for help. Inform the principal of the incident and actions taken.

Suicidal Act or Attempt on School Grounds or During a School- Sponsored Activity

Suicidal act (also referred to as suicide attempt) – a potentially self-injurious behavior for which there is evidence that the person probably intended to kill himself or herself; a suicidal act may result in death, injuries, or no injuries.

The first school employee on the scene must call for help from another staff member, locate the individual and follow school emergency medical procedures, such as calling 911.

- a. A staff member must notify the principal/designee.
- b. Staff members should move all other students out of the immediate area and arrange appropriate supervision. Students should not be allowed to observe the scene.
- c. Principal/designee will involve student services personnel to assist as needed.
- d. Principal/designee will contact parent/guardian and ask them to come to the school or hospital.
- f. Principal/designee will document in writing all actions taken and recommendations.
- g. If the student is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.
- h. Principal/designee will involve the social worker or psychologist for follow-up and support.
- i. Principal/designee will request written documentation from any treating facilities prior to a student's return to school.
- j. Student services staff will promptly follow up with any students or staff who might have witnessed the attempt and contact their parents/guardians. Student Services staff will provide supportive counseling and document all actions taken.

Student Conduct

The Frances Xavier Warde School community fosters a learning environment conducive to the intellectual, emotional, spiritual, and social development of each student. Through teaching, modeling, and reinforcing knowledge, attitudes, and skills, all FXW children and adults grow in their self-awareness, self-management, responsible decision making, social awareness, and relationship skills. In this vision, we believe:

- Children thrive in a safe and respectful physical and emotional environment.
- Shared morals and values, rooted in Catholic tradition, cultivate a sense of responsibility for all and the world we will inherit.
- The collaboration of school, home, and community supports a culture where children and adults *live* these skills and attitudes.

An environment where children and adults live this philosophy requires adherence to a code of conduct. The cornerstone of our Behavior Plan is respect: respect for relationships and respect for responsibilities. Students will respect each other, the guidelines established by the school, and the authority of those who monitor student behavior.

The purpose of The Frances Xavier Warde School's Behavior Plan is to promote responsibility for one's actions and an understanding of consequences. The system is designed to support the students, parents, teachers, and administrators in maintaining positive relationships and positive working environments for all. Teachers and administrators shall exhibit fair, just, and flexible attitudes towards all students. Discretion within the program allows for the school to meet individual student needs. The primary aims of the Behavior Plan are to seek growth in the development of self-discipline, the promotion of human dignity, the practice of responsibility, and the instilment of a loving respect for others.

All students will:

- Show obedient, courteous, respectful behavior.
- Embody the values of the FXW mission through positive attitudes and actions.
- Work to the best of their ability by maintaining a productive and active role in their learning.
- Act in a manner at school sponsored events that reflect positively on themselves and the school.

FXW K-8th Grade Behavior Plan

Be	SAFE	RESPECTFUL	PREPARED
ARRIVAL	<ol style="list-style-type: none"> Exit car at curb only and use crosswalks. Go to your classroom promptly. Put belongings in correct places. If late, check-in with the front office. 	<ol style="list-style-type: none"> Use indoor voices when entering the school. Remove hats upon entering. Greet others. Be aware of your personal space and respect others' personal space. 	<ol style="list-style-type: none"> Arrive on time. Have your belongings in hand. Be seated at 8:00 (OSP) and 8:10 (HNC)
BATHROOMS	<ol style="list-style-type: none"> Use facilities appropriately. Wash hands with soap. Use bathroom at appropriate times. Return promptly to your classroom. 	<ol style="list-style-type: none"> Ask permission. Respect your privacy. Give others privacy. Keep the bathroom clean. 	
BUSES	<ol style="list-style-type: none"> Buckle up and stay seated (back to back, bottom to seat). Use quiet voices on the bus. Keep hands, feet, and objects to self. No open food/drink on the bus. Absolutely no electronics, toys, or trading cards. 	<ol style="list-style-type: none"> Listen to the adults on the bus. Take seat quietly. Use kind words. 	<ol style="list-style-type: none"> Make sure you take all of your belongings when exiting the bus.
CLASSROOMS	<ol style="list-style-type: none"> Walk everywhere. Be aware of your personal space and respect others' personal space. Use all materials and furnishings properly. 	<ol style="list-style-type: none"> Do not use any cell phones or electronics within the school building. Use kind words and actions. Be aware of your personal space and respect others' personal space. Listen when someone speaks. Wait for your turn. 	<ol style="list-style-type: none"> Be on time to school. Turn-in assignments and home folders when due. Be ready to learn. No electronics, toys, or trading cards.
DISMISSAL	<ol style="list-style-type: none"> Promptly exit assigned areas to Extended Day activity, to bus, or to parent pick-up with supervisor. 	<ol style="list-style-type: none"> Respond appropriately (hug, high five, handshake) to teacher when dismissing. Use kind words when speaking to others. 	<ol style="list-style-type: none"> Have all belongings ready to go.
EXTENDED DAY	<ol style="list-style-type: none"> Walk everywhere. Be aware of your personal space and respect others' personal space. Use all materials properly. 	<ol style="list-style-type: none"> Do not use/bring any cell phones, electronics, toys, or trading cards within the school building. Use kind words and actions. Be aware of your personal space and respect others' personal space. Clean up after yourself. 	<ol style="list-style-type: none"> Keep all personal belongings organized and with you.
FIELD TRIPS	<ol style="list-style-type: none"> Stay with your group. Follow directions the first time they are given. Follow all bus expectations. 	<ol style="list-style-type: none"> Use respectful voices. Keep track of your belongings. Be polite. 	<ol style="list-style-type: none"> Listen to learn. Participate appropriately.
HALLWAYS & STAIRWELLS	<ol style="list-style-type: none"> Always walk with eyes forward. Keep hands and feet to yourself. Use one hand on railing when in stairwells. 	<ol style="list-style-type: none"> Maintain indoor voices. Keep hands and feet to yourself. 	<ol style="list-style-type: none"> Line up quietly.
LOCKERS	<ol style="list-style-type: none"> Use lockers only for your belongings. 	<ol style="list-style-type: none"> Be aware of your personal space and respect others' personal space 	<ol style="list-style-type: none"> Bring everything you need from your locker into your classroom that is needed.
LUNCHROOM	<ol style="list-style-type: none"> Stay seated. Clean up after yourself. Wait your turn in line. Do not share food. 	<ol style="list-style-type: none"> Use inside voices. Listen and follow directions from the teachers. Use good table manners. Ask permission to use the bathroom. Leave the tables and chairs clean. 	<ol style="list-style-type: none"> Bring your lunch. Be ready in line with your milk and lunch tickets. Observe the time limit and use it well. If you forget your lunch, let your teacher know immediately.

OFFICES	<ol style="list-style-type: none"> 1. Students/parents should stay in front of reception area. 2. Ask for permission for everything. 3. Be aware of others around you. 	<ol style="list-style-type: none"> 1. Walk up to the reception desk and explain your need. 2. Wait your turn and do not interrupt. 3. Use manners. 	<ol style="list-style-type: none"> 1. Wait your turn. 2. Explain your purpose or need. 3. Follow sign-in and sign-out procedures.
PLAYGROUNDS	<ol style="list-style-type: none"> 1. Play within gated area. 2. Play safe and be aware of those around you. 3. Refrain from contact sports. 	<ol style="list-style-type: none"> 1. Share and include everyone. 2. Listen to all teachers. 3. Display good sportsmanship. 	<ol style="list-style-type: none"> 1. Dress for the weather. 2. Line up when you are called. 3. Return all playground equipment to proper containers.
SCHOOL GATHERINGS	<ol style="list-style-type: none"> 1. Stay with your teacher and class. 2. Listen and follow directions from your teachers. 	<ol style="list-style-type: none"> 1. Enter and exit quietly and orderly. 2. Be reverent in Church. 3. Greet only those next to you at the Sign of Peace. 4. Respect others' privacy and space. 5. If an emergency, ask to use the bathroom. 	<ol style="list-style-type: none"> 1. Participate by singing or responding. 2. Use the bathroom before the gathering.

Pre-K

We believe that classrooms where children are actively engaged in the routine and activities of the day experience few discipline problems. We proactively use language and literature to help children understand to "use their words" when interacting with others. Teachers encourage children to speak to each other when conflicts arise, as communication is the best tool to work out differences. Teachers model and help children with this process. Where there is a concern, the teacher will speak with the child individually about the behavior. Teachers will contact parents if there is an ongoing concern or there is a physical exchange between children. Teaching staff **never** use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline.

For children with persistent, serious, challenging behavior, teachers, families and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success. Teachers observe children who have challenging behavior. They identify events, activities, interactions, and other contextual factors that predict challenging behavior and may contribute to the child's use of challenging behavior.

Kindergarten-2nd Grade

In the primary grades, FXW utilizes a tiered approach, involving the student, parents/guardians and school administration to promote positive habits, reinforce desired behaviors and increase communication between school and home.

The following general steps are used to promote responsible behavior of our students. It is important to note that these steps are a guideline and are context dependent.

- Prevention and Social and Emotional Learning
- Observed Behavior: Verbal redirection
- Repeat of Observed Behavior: Second redirection (verbal redirection with detailed teacher discussion)
- Repeat of Observed Behavior After Intervention: Parent(s) will receive a phone call home from a teacher and a logical consequence will be implemented.
- If a child continues to require support to meet developmentally appropriate behavioral expectations, a behavior plan may be put in place by a team consisting of Principals, classroom teachers, Psychologist and other Student Success Team Members.

As part of our Primary Behavior Plan, logical consequences are often used, by both classroom teachers, FXW Administration and Student Success Team Members, for the student to repair and learn from mistakes. Logical consequences are respectful, relevant and realistic and allow children to:

- Regain self-control (i.e. take a break)
- Keep children safe
- Preserve the dignity of the child and the integrity of the group
- Recognize the connection between their actions and the outcome of their actions
- Fix problems caused by their mistake or misbehavior
- Make amends and preserve their relationships
- Avoid similar problems in the future

Logical consequences often include:

- Apology of action
- You break it, you fix it: gives the child an opportunity to take responsibility for his/her actions and make amends
- Loss of privilege

During these years, children demonstrate variability in their rates of growth and development along a continuum of social norms. Challenges and behavioral adjustments are expected as children navigate ever-changing social dynamics that are a part of a school setting. Our shared goal is that students will learn and grow with the support of adults in our community.

3rd - 8th Grade

The following steps will be used to promote responsible behavior of our students.

1. Each teacher will create a classroom conducive to learning and engaging in the curriculum and mission of FXW. Teachers will seek to provide opportunities for students to develop ways to regulate his or her own behavior. When a student fails to abide by the classroom rules or school expectations, the teacher will have a private conversation with the student about his/her behavior and follow the classroom norms for behavioral problems. Incidents of this nature would be considered a Type 1 incident.
2. A behavior communication is to informally communicate and document classroom or school behavior that is not conducive to safety and learning.
3. Cumulative Type 1 incident which requires a more formal response will be classified as a Type 2 incident and a Behavior Warning will be completed.
4. A "Behavior Warning" is a notification to parents and administrators to formally communicate and document a classroom or school behavior which does not meet the school's behavioral expectations. These behaviors may include disregard for classroom/school rules or procedures, being tardy for class, misuse of technology, use of cell phone without permission, using foul or inappropriate language.
5. *After cumulative Type 2 incidents which requires immediate intervention with an administrator, a Type 3 or 4 incident would be considered, and a Behavior Mark completed.*
6. A Type 3 or 4 incident would indicate significant or severely disrupt behavior or Type 1 or 2 offenses of ongoing frequency. A "Behavior Mark" is a disciplinary document and related action which created after a student has received a behavior warning or the student has engaged in behavior requiring immediate intervention, attention, or redirection by campus administration. This may include, but is not limited to, actions such as severely disrupting the learning environment, verbal or physical aggression, open/persistent defiance to an authority figure, damage to property, harassment, bullying, or use of negative language involving a student identity or background.
7. A Behavior Mark will be emailed home by a campus administrator. An action plan, behavior plan, or plan of restoration may be developed with administration. Parents will be notified by the campus administrator and a meeting may be scheduled.
8. The incident type and categorization will be determined by campus administration.

The chart below summarizes the type of incident and potential responses:

Prevention	Type 1 (Behavior Communication)	Type 2 (Behavior Warning)	Type 3 (Behavior Mark)	Type 4 (Behavior Mark)
Encourage respect for relationships & responsibilities	Off-task Behaviors	Disrespectful or prolonged disruptive behavior; Frequent Type 1 incidents	Significant disrespectful, disruptive or destructive behavior; Frequent Type 1 or 2 incidents	Severely disrespectful, disruptive, or destructive behavior; Persistent Type 1, 2, or 3 incidents
School-Wide	Teacher-directed response	Teacher-directed response and consequence	Administrator Intervention and consequence	Administrator Intervention and heightened consequence
Communication	Informal communication; may or may not require phone call or parent meeting	Administrator will send notification through Veracross	Administrator will send notification through Veracross; Parent Meeting required	Administrator will send notification through Veracross; Parent Meeting required
<ul style="list-style-type: none"> -Provide clear and consistent expectations for behavior - Social-Emotional Learning Curriculum - Praise & Incentives for appropriate behavior - Focus on building positive relationships - Positive Student/Teacher lunches 	<ul style="list-style-type: none"> - Prompt (visual, nonverbal) - Teacher proximity - Brief Verbal Redirection -Student expected to model appropriate behavior - One-on-one warning - Student seat relocated - Corrective Teaching - Parent Notification 	<ul style="list-style-type: none"> -Student/Teacher Meeting - Student expected to model appropriate behavior -Student briefly removed from class activity - Student receives a Behavior Warning - Email generated to parents - Behavior Plan or Contract developed - Teacher/Parent meeting or conversation 	<ul style="list-style-type: none"> -Meeting with student and administrator - Behavior Mark documented - Parent Notification/Meeting - Apology Letter - Behavior Plan or Contract developed - Permanent seat change - Lunch Detention - In-School Suspension - Removal from Exploratory or Special Event -Loss of cocurricular and/or athletic privileges 	<ul style="list-style-type: none"> - Meeting with student, parent, and administrator - Behavior Mark documented - Update or develop Behavior Plan - Referral for counseling/assessment - Restorative response (repair or replace items, etc.) - In-School Suspension - Out of school Suspension - Student Action Plan - Expulsion

Disciplinary Response (K-8th)

The following behaviors do not reflect the core mission of FXW School. If a student engages in any of the following behaviors, immediate action will be taken by FXW Administration and considered a Type 3 or 4 offense, depending on the severity of the incident:

- Serious physical aggression
- Severely disrupting the learning environment
- Cheating
- Harassment—See harassment
- Use of inappropriate language – including use of negative language involving ability, gender, sexual orientation, religious, ethnic, race, religion, or socioeconomic backgrounds.
- Organizing or participating in gang/clique activities-See non-sponsored student groups
- Verbal or written threats to students or others-See threats
- Intentional property damage, school or personal
- Possession of any harmful weapons
- Serious stealing or attempts to steal
- Intentional elimination of bodily fluids
- Harming oneself – actual or threatened
- Bullying or victimization-See “Bullying Prevention”
- Open, persistent defiance of and disrespect to an authority figure
- Annoying or harassing another student
- Other repeated, intentional or harmful behavior
 - Nicotine/Tobacco Products
 - Students who are in possession of or are found to be using tobacco or nicotine-related products, including vaping devices or e-cigarettes, will receive an in-school suspension for their first offense (Type 3 Offense). A second offense could be subject to an out-of-school suspension and risks the loss of all school-related off-campus activities (Type 4 Offense).

Consequences for these behaviors may include but are not limited to:

- Lunch meeting(s)/detention(s) with administrators
- Apology letter
- Behavior plan/contract
- Student Action Plan (probationary period)
- Parent phone call/meeting
- Removal from exploratory/extracurricular activities
- Parental financial responsibility for damaged property of school or others
- Students may be referred to counseling (personal and/or family)
- Students may be referred to outside agencies or programs for treatment
- Suspension or expulsion
 - Inappropriate behavior of a serious nature may result in a suspension from school and considered a Type 4 violation. A suspension is time away from the classroom. The length and location is at the discretion of the School Administration.
 - Because it is impossible to foresee problems that may arise, this clause empowers the School Administration to take disciplinary action for any behavior that violates the spirit, mission, or philosophy of the school, even though not specified here.

- Suspension or expulsion of a student is a serious matter and will be undertaken only when absolutely necessary. In some cases, the School Administration may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the Head of School.
- Expulsion Procedures: In those cases where the significant infractions have been accrued or a severely negative behavior occurs, School Administration may expel a student. Due process must be evident during the period of accumulation (i.e. notification of parents, parent conference, behavioral contract, suspension, etc.) leading up to the eventual expulsion.

In certain circumstances, police, juvenile court, and other appropriate authorities will be notified of violence and/or illegal activities. The Illinois Department of Children and Family Services may be called by anyone in the school if deemed necessary as all school employees are mandated reporters of suspected or known abuse or neglect.

Reporting Student Conduct

The very nature of these behaviors can make it difficult to detect unless the problem is reported. Any person who in good faith believes he or she has been the victim of bullying, harassment, or insensitive or aggressive treatment is encouraged to discuss the alleged acts immediately to a trusted adult including teachers, psychologist, the school nurse, or administration. Students may report the information anonymously. Students and parents may also use our anonymous reporting form. The form ensures that we have a system for our students and community to report bullying without fear or being identified.

Investigation Process

All reports of these behaviors brought to FXW School's awareness will be investigated promptly. The school will make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident and taking into consideration additional relevant information received during the course of the investigation. Following discussion with one or more of the designated persons, the report will be made fully known to the Head of School. The investigation of any report will be treated in a confidential manner to the extent possible; however, FXW School may disclose the substance of the report to the extent necessary to conduct a meaningful and accurate investigation or as required by law.

In determining whether alleged conduct constitutes bullying, harassment, etc the totality of circumstances will be considered. To assist in the investigation, incidents will be documented. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the Head of School and appropriate action will be pursued expeditiously in each case. Possible available supports from school or private mental health professionals, interventions, or restorative measures will also be discussed as applicable.

Parents of the students involved in the report will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the students from retaliation. At the conclusion of the investigation, the School will meet separately with all parties involved to share whether the report was "unfounded" or "founded". A student who intentionally makes a false report, offers false statements, or refuses to cooperate with an FXW investigation regarding bullying shall be subject to appropriate disciplinary action.

- If the School does not believe it has credible evidence, the report will be labeled 'unfounded'.
- If the School discovers credible evidence, the report will be escalated to a Type 4 incident.

Parents and guardians of the students involved have the ability to meet with the Head of School or designated administrators to discuss the investigation, the findings of the investigation, and the actions taken to address the report. Parents are obligated to cooperate in remedying the situation.

Protection from Retaliation

Students and parents who in good faith report bullying or harassment etc or who assist in the investigation of a complaint of bullying or harassment etc will not be subject to retaliation or reprisals of any kind. Any individual who engages in retaliation against a student because of a complaint under this policy will be subject to immediate discipline, up to and including suspension or expulsion. At any point after receiving a report of bullying retaliation, including after the investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor/perpetrator, the principal or designee will notify the local law enforcement.

All members of the FXW School community, parent/guardians, teachers, staff, administrators, and others are expected to work together in preventing bullying. Students are expected to participate in age appropriate educational programs developed by the school that address respect for all.

As a Catholic school community, we believe in the dignity and respect of everyone. We believe that each student should be able to learn and grow in an environment free from any form of bullying, harassment, discrimination, or other aggressive behavior. To that end, FXW School prohibits any physical, written or spoken conduct of a sexual or offensive nature or based on any individual's

race, color, religion, sex, sexual orientation, pregnancy, national origin, ancestry, age, disability, or any other legally protected characteristic. This policy applies to any student, board member, parent, volunteer, administrator, faculty member, staff, vendor, or guest, whether at school, at school-sponsored co-curricular, extracurricular or social functions, or otherwise. Bullying is contrary to state law and the policy of this school which is consistent of subsection (a-5) of 105 ILCS 5/27-23.7.

Bullying is:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time, during the school day, on school property, on a school bus, at a school-sponsored activity, or via electronic means.
- Directed toward another student or students, that has or can be reasonably predicted to:
 - Place the student or students in an unreasonable fear of harm to the student or student's person or property;
 - Cause a substantially detrimental effect on the student or student's physical or mental health;
 - Interfere substantially with the student or student's academic performance
 - Interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges, provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying. Cyber bullying can include all the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to punching, poking, stalking, destruction of property, strangling, hair bullying, beating, biting, spitting, stealing, pinching, and excessive tickling.
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communications and the Internet or group texting.
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliation, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- Sexual which includes, but is not limited to, many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.
- Bullying a student who may have an IEP/504 plan or ILP is considered harassment.

No student shall be subjected to bullying:

- During any school sponsored education program or activity, while in school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school- sanctioned events or activities
- Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

The school will make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation. If behavior was not considered to rise to the level of bullying, it may still require intervention and discipline.

Harassment

The Frances Xavier Warde School insists on maintaining an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to the mission of the School. It is vital that each school program maintains learning and working environments free of any form of harassment or intimidation of students by any other student, lay employee, or religious figure. **Harassment is broadly defined as any single incident or pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment for others.** Harassment is any form of severe, persistent, and unwelcome behavior which is insulting or degrading, and which is based on an individual's protected status. Harassment can arise from a broad range of physical or verbal behavior, which can include but is not limited to, the following:

- physical or mental abuse;
- racial, ethnic, or religious insults or slurs;
- unwelcome sexual advances or touching;
- sexual, racial, ethnic, or religious comments, jokes, stories, or innuendoes;
- display or distribution of sexually explicit or otherwise offensive posters, calendars or materials;

- making sexual gestures with hand or body movements; and
- communicating via email, the internet, or social media, any sexual, offensive or discriminatory messages.

I. Sexual Harassment & Sexual Violence Policy

The Frances Xavier Warde School is firmly committed to providing a safe, positive learning and working environment for everyone. For this reason, and in keeping with the goals and objectives of Catholic education, The Frances Xavier Warde School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

II. Sexual Harassment defined

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse, disseminating obscene or sexually explicit materials, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or explicit graffiti anywhere in the school or on the school grounds; continuing unwanted written or oral communication of a sexual nature directed towards others; spreading sexual rumors/innuendoes; obscene T-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

III. Sexual Violence

Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the school administrator, or other school authority, is required under state law to report the incident when sexual abuse or violence is suspected involving a child less than eighteen years of age.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched in a sexual manner without his/her consent; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Illinois law. In these cases, the Illinois Department of Children and Family Services and the police will be contacted immediately.

IV. Threats

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target(s) is aware of the threat. Threat may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. A *transient* threat means there is no sustained intent to harm. A *substantive* threat means the intent is present or not clear and therefore requires protected action.

The Frances Xavier Warde School has adopted the following policy regarding student threats:

- Whoever hears the threat must report it immediately to a teacher or school administrator.
- The intended victim(s) of the threat will be protected.
- The offending student will be kept under supervision.
- A threat assessment will begin with FXW leadership team. A threat assessment is a process of evaluating the threat--- and the circumstances surrounding the threat-to uncover any facts or evidence that indicate the threat is likely to be carried out.
- The parent(s) or guardian(s) of the students involved will be notified immediately.

The threat assessment determines next steps:

- If the threat is transient, defined as, an expression of humor, rhetoric, anger or frustration that can be easily resolved, so there is no intent to harm, the school administration will resolve the threat and facilitate a restorative practice and recommend student services as needed.
- If the threat is substantive, the Leadership Team and the Head of School, will decide who to contact such as the local and state police, hospital, therapist, psychologist, etc. A psychiatric evaluation may be required, and the School must receive a written statement from a psychiatrist that the student is not/does not pose a danger to self or others. Consequences can include up to suspension and expulsion.

- If a student(s) is suspended, a meeting will take place with family and School leadership to determine a re-entry plan and timeline.

Non-School Sponsored Group

Any non-school sponsored group, usually secret and/or exclusive in membership, such as gangs or cliques, whose purpose or practices may include unlawful or antisocial behavior or any action that threatens the welfare of others, is strictly prohibited at FXW School. Related activities include:

- Recruitment
- Initiation
- Any manner of grooming, hairstyle, and/or wearing of clothing, jewelry, head coverings, or accessories, which, by virtue of color, arrangement, trademark, or other attribute, denotes membership
- Displaying markings or slogans on school or personal property or clothing
- Having tattoos
- Possessing literature that indicates membership
- Fighting, assault, hazing
- Extortion
- Establishing turf
- Use of secretive hand signals, vocabulary and nicknames
- Possession of weapons or explosive materials
- Possession of alcohol, drugs, drug paraphernalia
- Attendance at functions sponsored by a gang or known gang members
- Exhibiting behavior fitting police profile of gang-related drug dealing
- Being arrested or stopped by police in the company of a known gang member
- Selling or distributing drugs for a known gang member
- Helping a known gang member commit a crime
- Any other action directly resulting from membership or interest in a gang

Cheating and Plagiarism

Cheating is defined as any act by which a student uses the work of another for his/her own gains. This includes looking at, or attempting to look at, the work of another, or communicating in any way with another during a testing situation. It also includes providing one's own work to another, except when the teacher has recommended group study/projects. It also includes theft of tests or looking at stolen tests or any other similar act, which the administration deems as cheating.

Plagiarism is a form of cheating in which the student presents as one's own work the work of another by copying and/or failure to provide proper citation of sources, whether written manually or on a computer.

DISCIPLINARY ACTION FOR CHEATING

1. The teacher may record a "0" for the particular assignment. Parents will be notified and a Behavior Mark may be issued.
2. Depending on the situation, a new test or assignment may be given.
3. A second or third incident may result in further supportive measures that involve the Student Success Team in collaboration with the student and parent(s).

Items At School

Students are not permitted to bring or have at school items such as the following: real or toy knives or guns, sharp objects, matches, lighters, aerosol cans, laser pointers, rollerblades, scooters, water pistols, radios, video games, beepers, and handheld electronic toys and games.

If any of the above items are brought to school, they will be confiscated. Parents will be required to come to school to claim the item(s). This policy also applies to the Extended Day Program.

I. ELECTRONIC DEVICES & CELL PHONES

Electronic devices, cameras, and cell phones are permitted at school under the following specific conditions:

- These items must remain turned off and placed in the student's assigned locker during school hours. If a phone is out, used, or rings without permission, the phone will be taken from the student and held for parent pick-up. Repeated violations of this rule will result further consequences.
- The above expectation also applies to other devices such as the Apple Watch.
- At dismissal, students may use a cell phone with permission and under supervision of a staff member.

- Electronic devices are not to be used on campus or on fieldtrips, unless used specifically for a class assignment or otherwise permitted by a faculty or staff member.

II. WEAPONS

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, The Frances Xavier Warde School expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, teachers, administrators, staff, parents or visitors in the school.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. A “deadly weapon” is defined as any instrument, device, or object capable of inflicting death, and designed or specifically adapted for use as a weapon, and/or possessed, carried, or used as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas-propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the Head of School or other administrator will immediately contact the Police Department before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and required to cooperate with the disciplinary process.

III. SEARCH & SEIZURE

All property of the School, including students’ desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures, as well as any containers, book-bags, purses, or articles of clothing that are left unattended on school property. The search of a student’s person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

Technology

Purpose

The Frances Xavier Warde School fosters a culture where technology enhances the curriculum to improve learning, collaboration, communication, critical thinking, and creativity. The use of computing devices by our teachers and students shall be consistent with the mission of FXW, reinforce our curricular goals, and foster differentiated instruction to meet the varied instructional needs and learning styles of our students. We believe:

- Students will encounter learning opportunities to become both digital and global citizens who use technology responsibly and to explore the greater world.
- As an intentionally diverse community, all students must have equal access to technology.
- Students need to be able to think critically, problem-solve, discern authenticity from a variety of resources, research, present learning in a variety of ways, and create, store, and retrieve information.
- Use technology to personalize the learning process to allow for individual growth and development.
- To promote FXW as an innovative leader in the selection and effective use of technology to support student learning and best practice among faculty and staff members.

The use of technology at FXW will promote...

Relationship Cultivation

- Complement and uphold the value of face-to-face communication.
- Foster the ability to express oneself clearly and thoughtfully in speech, writing, and other media.
- Enrich communication and collaboration while promoting inclusion.
- Encourage wise choices in the use of personal communication and other technologies.

Personalized Learning

- Support and enhance differentiated learning and instruction.
- Encourage adaptability and flexibility in the learning environment.
- Allow students and teachers to tap into areas of passion and creativity.

Global Awareness and Digital citizenship

- Develop responsible, ethical members of the learning community.

- Uphold academic honesty and integrity within the context of wise freedom.
- Promote cultural awareness and develop compassionate world citizens.
- Understand technological change and innovation's effect on geopolitical relationships.

Enhance and Supplement the Classroom Values and Objectives

- Augment and deepen the learning objectives.
- Promote critical thinking and creative problem solving.
- Promote and enhance experiential learning by documenting, preserving, recording and sharing experiences.
- Help students research, critically evaluate, integrate, and utilize knowledge.
- Teach students the value of being mindful and balanced when choosing tools for specific classroom learning goals.
- Enhance creative expression, encourage innovation, and promote lifelong learning.

Professional Development

- Evolve and reflect best practice in educational pedagogy.
- Promote sharing of best practices with other members of the FXW community and abroad.

Responsibility

Device use and internet access are a privilege available to students at the Frances Xavier Warde School. The device(s) are the property of FXW and are provided to students for their education. They are to be used for school purposes only. Teachers and parent(s) may check the device at any time to make sure that students are following the points in this Responsible Use Policy (RUP). Students should have no expectation of privacy of materials found on the device or within their school provided email account.

FXW makes every effort to ensure that students and staff use devices responsibly. Teachers have a professional obligation to help students develop the moral foundation and intellectual skills necessary to be discriminating in choosing and evaluating sources and in using that information to meet their educational needs.

FXW has implemented an Internet filter to assist in preventing users from accessing objectionable sites on their school issued device. However, no filtering software is entirely effective and we cannot guarantee that your child will not gain access to inappropriate material. Teachers and staff will make every effort to monitor usage. Ultimately, parent(s) are responsible for setting and conveying the standards that their child should follow.

Unacceptable Uses of FXW Devices

Our students and staff are expected to act in a responsible, ethical, and legal manner in accordance with accepted rules of network etiquette, and federal and state law. Specifically, the following uses of the device(s), the Internet, email, and/or the network are strictly prohibited: This RUP will be strictly enforced; students who violate points of this policy will face consequences including, but not limited to, the loss of use of the device for a period of time.

- To facilitate illegal activity
- To retrieve or send material likely to be offensive or objectionable to recipients, including but not limited to: obscene or pornographic material, hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Inappropriate language or profanity.
- To intentionally obtain, modify, or tamper with files, passwords, and data belonging to other users.
- Unauthorized or illegal modification, reproduction, distribution, or use of copyrighted materials.
- Quoting personal communications in a public forum without the author's prior consent.
- To plagiarize. All sources must be cited.
- To load or use unauthorized apps.
- To share, publish, or email content created at school or for school purposes without consent from a teacher. This includes but is not limited to: uploading audio, video, and pictures to sites such as YouTube, Facebook, Instagram and other social media sites.
- Destruction, modification, or abuse of the school issued device.
- The use of social networks, including but not limited to: Facebook, Instagram, Twitter, etc.
- Unauthorized use of Internet or network connections to upload live and or pre-recorded communications, including voice and or video.

Safety and Security

The safety of our users and the security of our network are of utmost importance. To ensure that our users and network are protected, the following guidelines must be followed:

- Users shall not reveal their passwords to another individual.
- Users are not to use any app on the device that has been logged into by another user. Each user is responsible for any activity that occurs on his/her device.
- Any user identified as a security risk or having a history of problems with using school provided technology may be denied access to the network.
- Users who receive a message that is inappropriate or makes them feel uncomfortable shall immediately notify a teacher or administrator.
- Users shall not reveal personal contact information about themselves or others. This includes their full name, address, telephone number, and email address.
- Additionally, FXW School cannot request or require a student to provide a password or other related account information in order to gain access to student's social networking accounts.

Loss and Damage

- Parents will encourage students to take reasonable and prudent care to maintain the device in good condition and protect it from loss, theft, or damage. Parents shall bear the risk for lost, stolen, or damaged device(s) and components from the date of delivery of the device until the return of the device to FXW.
- Parents will report all incidents of theft of or deliberate damage to the device within twenty-four (24) hours of incidents to their local law enforcement. Parents will cooperate fully with the appropriate local law enforcement agencies in completing all necessary reports.
- Parents are ultimately responsible for any damage to or loss/theft of the device while in their Student's possession.
- Parents shall pay FXW for any repair/replacement costs for damage to the device and components.
- Parents shall reimburse FXW for the entire replacement cost for lost device(s).

Device Ownership

- Device shall remain the property of FXW. Neither parents nor Student has any title or property interest in the device.

Return of Devices

Parents agree to deliver the device(s) to FXW immediately after termination of this Agreement in the same condition as delivered, normal wear and tear accepted. In the event that Parents fails to return the device(s) within ten (10) business days of termination of this Agreement, FXW reserves the right to charge Parents for the full replacement cost of the device(s) per contract agreement with The Frances Xavier Warde School, NFP.

Consequences for Unacceptable Use

All users shall be held responsible for damages to the device resulting from deliberate or willful acts. Anything not explicitly covered in this document will be left to the discretion of school administration.

- Consequences for violating the guidelines outlined in this RUP may be subject to any or all of the following:
- Loss and/or restricted use of the device (at the discretion of the teacher)
- Access to apps only under heightened supervision (at the discretion of the teacher)
- Monetary reimbursement for damages
- Suspension from school
- Expulsion from school
- Law enforcement notification
- Legal action

E-mail Policy

The Frances Xavier Warde School provides personalized e-mail accounts for all full-time / part-time faculty, staff, students, and select other constituents. E-mail is an official means of communication at FXW. Faculty, staff, students, and others assigned e-mail accounts are responsible for consequences associated with not reading School related communications sent to their official FXW e-mail address (username@fxw.org).

E-mail Account Assignment

Students accounts are established and assigned once accepted to the School and an enrollment deposit has been paid or waived as directed by admissions. Student accounts are assigned to students in 6th-8th grades and are restricted to internal communication within the FXW community only.

Responsible Use

All use of e-mail generated using FXW technological assets and/or routed through said systems will be consistent with other School policies, such as the Responsible Use of Information Resources Policy, and is subject to all local, state, and federal laws.

Privilege of Use

The use of FXW e-mail accounts is a privilege granted by the school to members of its community. It is not a right, and the privilege is contingent upon compliance with this policy.

Misuse Adjudication

Violations of email policy will be referred to the appropriate adjudicating body of FXW. Email privileges may be suspended immediately pending review. E-mail misuse will be forwarded to the following officials based upon the classification of the offender. Student violations will be reported to the respective campus Principal.

Penalties for e-mail misuse may range from warning, temporary suspension of email privileges, to permanent revocation of privileges. Violations of law will be reported to the appropriate legal authorities.

Preschool Parent Handbook

A Preschool Parent Handbook is available to all families with children in preschool. This handbook states policies and procedures specific to FXW's Preschool Program. Parents/guardians are expected to follow all guidelines, procedures, and regulations specified within both of these handbooks.

Gifts

Gifts are not to be exchanged amongst students during school time or on school property. Should gifts be brought to school, the teacher will hold the gifts and return them to the sender at the end of the school day.

While parents may offer a gift to a teacher or staff member, they are not allowed to collect money from other parents for such a gift.

Academic Programs

The Frances Xavier Warde School holds accreditation from The State of Illinois and the Independent Schools Association of the Central States (ISACS). Additionally, the School holds membership in the National Catholic Education Association (NCEA), the National Association of Independent Schools (NAIS) and Lake Michigan Association of Independent Schools (LMAIS).

The Frances Xavier Warde School's education programs explore the uniqueness of human differences for the betterment of the human family. We recognize and accept our responsibility to serve as participating members in the world community. We strive to lay a foundation of human dignity for oneself and others. In our pursuit of meeting individual goals, we develop each student's strengths. Our aim is to meet the needs of the whole child. We create programs and policies that value the spiritual, intellectual, emotional, social, cultural and physical development of the child. Cooperative programs highlight the partnership of parent and teacher. We are cognizant of the parent's role as the primary educator.

As educators, our task is to provide a learning environment conducive to the development of the whole person, where each child can strive to attain his/her maximum potential. The cornerstone of this environment is academic responsibility: responsibility for completing one's class work on-time and responsibility for in-class performance. In addition to this academic responsibility, a child's active participation in productive, challenging, and engaging learning will allow for the mastery of academic concepts. FXW teachers and administrators shall exhibit fair, just, and flexible attitudes towards each individual student by providing a variety of learning strategies when teaching the academic curriculum. The teacher is granted flexibility within the program to allow for the particular needs of the students.

The following educational goals will be achieved:

- Develop a positive self-image
- Engage in cooperative learning experiences
- Think independently
- Develop a sense of responsibility for oneself and others
- Acquire an enthusiasm for learning

Preschool

The Preschool Program at The Frances Xavier Warde School promotes the physical, social, emotional, spiritual and cognitive development of the children. Our educational philosophy concentrates on play-to-learn activities, with an emphasis on sensory integration, language development and socialization. Joyful, nurturing classes are print-rich environments with abundant opportunities for daily fine and gross motor activities, as well as arts and craft explorations. Parallel play in small groups encourages social development. Through the play experiences, children begin to develop an understanding of self, others, and their environment. Teachers facilitate interactions that provide the children with opportunities to develop self-esteem, social competence and intellectual growth. Throughout the year, the emphasis broadens to include authentic experiences in early literacy, mathematics, science and social studies. Also, preschool children are provided with opportunities to work with specialists in the areas of art, library, music and Spanish. In this caring, inclusive and positive environment, all children can develop and learn to their fullest potential. Teachers and families partner to ensure that the school provides high-quality care and education so children and parents feel both welcomed and supported.

Grades K – 2

In grades K-2, the goal is to provide classroom environments where children can become self-directed and respectful learners through lessons that encourage creative and critical thinking as well as real-life experiences in problem solving. This goal is achieved through a combination of developmentally appropriate forms of instruction including small group work, individual projects, and whole group direct instruction. Additionally, children are provided with opportunities to work with specialists in the areas of art, library, music, physical education, science, and Spanish.

Grades 3 - 5

In these grades, children begin to expand their horizons in terms of their intellectual, emotional, and social development. These students develop their study habits and organizational skills and gain increased independence and responsibility as they prepare for Middle School. Students utilize technology to enhance their studies. Students participate in a 1:1 device program.

Grades 6 - 8

The Middle School builds upon skill development, while recognizing the needs of the older child. Classes emphasize learning by strengthening critical thinking skills, and the ability to analyze and implement information. During 90-minute classes, students engage in in-depth explorations and discussions. Our Middle School Program hosts a 1:1 device program.

Religious Education

FXW is a Catholic school where all children experience and gain an understanding of religious diversity. The goals of FXW's religion program are to:

- Partner with families to enrich the understanding and appreciation of the child's faith and spirituality
- Develop respect and understanding of world religions
- Establish a foundation for service work that is an expression of faith in action

In Preschool and Kindergarten, the experience of faith is rooted in the student's imagination and filled with stories of awe and wonder of God. In 1st-8th Grade, students participate in a Catholic or interfaith class in which the curriculum mirrors one another. Throughout the year, children participate in prayer services and masses as an expression of their faith experience. As a community of inclusion, FXW School values the opportunity for interfaith dialogue which involves listening, learning and asking questions to deepen one's understanding of world religions. The celebration of Catholic Holy Days and sacramental preparation are part of the Catholic religion program.

Service Projects

Our service program is an extension of The Frances Xavier Warde School Mission and is woven throughout our religious education program. Developing compassion and respect for others is accomplished through service to the community. All of our students participate in age-appropriate service projects.

• **PRESCHOOL & KINDERGARTEN**

Thanksgiving Food Drive

• **FIRST GRADE**

Catholic Extension Society

• **SECOND GRADE**

Misericordia

• **THIRD GRADE**

Veterans

• **FOURTH GRADE**

Chicago's Homeless

• **FIFTH GRADE**

The Elderly

• **SIXTH GRADE**

Poverty

• **SEVENTH GRADE**

A minimum of 15 hours throughout the academic year.

• **EIGHTH GRADE**

A minimum of 20 hours throughout the academic year with at least 15 hours servicing the same population.

*7th/8th grade students may use 5 hours of summer service towards their minimum number of hours needed.

Student Success Team

The overall goal of the Student Success Team is to provide educational support for individuals with learning differences. The coordinators include special education teachers, reading specialists, speech pathologist at the OSP campus, and clinical psychologists.

These specialists act as liaisons amongst parents, the School, and outside services to facilitate each child's academic and personal growth. They also work with teachers to discuss instructional strategies designed to help individual students achieve success. At times, they will provide assessment services.

The School offers the opportunity for - and may specifically recommend that - students in grades 5th-8th to opt out of World Language and attend a Guided Study class. In addition to providing additional teacher support with classroom assignments and assessments, this class supports students through explicit instruction in study strategies and organizational skills also known as executive functioning skills.

The School may ask parents to pursue testing for their child. The purpose of this testing is to provide additional information to help the child’s teacher(s) better meet the student’s classroom needs. Educational testing can be requested from the Office of Diverse Learner Supports and Services (ODLSS) at no cost to the family. Parents may also wish to have their child tested privately after consulting with FXW’s administration to be sure that the testing will best serve an educational purpose. Additional information can be provided by the School on the process as well as what services can and cannot be provided at FXW School.

FXW works closely with parents to develop the best educational plan for each student. Should parents choose not to follow through with requested testing to assist the teacher, their decision may result in the child not returning to FXW. Failure to successfully remediate according to school guidelines indicates the parents’ choice for alternate educational placement.

4th – 8th Grade Academic Expectations

The purpose of 4th – 8th grade Academic Expectations is to promote a productive academic environment, responsibility for one’s actions, and an understanding of consequences for those actions. The system is designed to support students, parents, teachers, and administrators in maintaining positive relationships and a productive academic environment for all. The primary aims are to develop personal academic responsibility, to foster productivity, and to instill a loving respect for one’s learning and education.

All students will:

- Maintain a productive, active role in their education
- Complete homework in a timely manner
- Complete assignments with thoroughness and neatness
- Maintain organization of assignments and adhere to due dates

FXW Homework Policy: Purpose/Philosophy

Homework provides developmentally appropriate opportunities to support continued learning outside of school. Homework gives feedback to teachers on students’ understanding of class instruction and allows students an opportunity to self-monitor understanding. We believe the completion of homework motivates students to be accountable, responsible, and develops good study habits. It also enhances executive functioning skills such as time management and organization. Homework is reflective of the fact that children differ in readiness, developmental skill level, and learning styles.

At FXW, quality homework:

- Has a clearly stated academic purpose
- Allows students to practice and reinforce skills taught in class
- Allows students to preview new lesson content through text or video
- Helps students review class material

Developmental Continuum of Homework:

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child’s teacher for assistance.

K	Primary (1-2)	Intermediate (3-5)	Middle (6-8)
Read nightly with an adult (parent reading to child, child reading to parent)	<u>Total Time:</u> 20 minutes/nightly 15 minutes of reading per night	<u>Total Time:</u> 30-60 minutes/nightly 30 minutes of reading per night	<u>Total Time:</u> 60-90 minutes/nightly *7th/8th grade not to exceed 120 min.

FXW Homework Policy: Administrator Responsibilities

- Include this homework policy in all teacher, parent and student handbooks.
- Require teachers to communicate homework policy to students and parents.
- Make certain that teachers are implementing the homework policy consistently and uniformly.
- Assist teachers, when necessary, in implementing this homework policy.

- Observe use of homework during classroom visits.
- Review homework samples and assignments periodically.
- Give suggestions to teachers, when necessary, on how assignments could be improved.
- Oversee homework support services such as Homework Club and tutoring.

FXW Homework Policy: Teacher Responsibilities

- Assign homework in keeping with the homework policy: Assignments may be on a daily basis or of a long-term type, such as a report.
- Clearly explain the purpose and expectations of all homework assignments and post them in the classroom and online.
- Require that each student record his/her assignments.
- Group projects should not be assigned as homework, unless students can work on their individual parts independently or the work can be done through collaborative on-line tools.
- Coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.
- Be aware of grade specific or school-wide evening commitments for students and adjust homework accordingly.
- Daily homework assignments will not be graded. Assignments should be discussed, checked for completion, and when appropriate, corrected and returned to students with timely feedback.
- Specific grade wide practices are to be submitted to the principal and clearly communicated to students and parents.
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments.
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects for grades 5-8.
- Homework will not be assigned over weekends for grades 1-4.

Homework Policy: Student Responsibilities

- Always do your best work.
- Organize, manage, and/or record daily homework assignments.
- Plan and prioritize time for long-term tasks and assessments.
- Understand assignments clearly before leaving class, asking for clarification when necessary.
- Bring home the proper materials to complete the assignments.
- Complete work neatly and thoroughly.
- Hand in completed assignments on time.
- Communicate with your parents and teacher if you are having difficulty understanding concepts or with effective time management.
- Follow classroom procedures after an absence in order to understand, plan for, and complete necessary work missed.

FXW Homework Policy: Parent Responsibilities

- Be familiar with the philosophy and guidelines of the homework policy.
- Help establish healthy, consistent homework routines:
 - Provide a time and place to do homework assignments with limited interruptions.
 - Help your child establish time management strategies to complete homework efficiently on a nightly basis, and complete long-term assignments based on the due date from school.
 - Make healthy choices about sleep habits over completion of homework.
 - Be mindful of your child's daily schedule after school hours so that homework time is allotted for each evening.
- Be aware of what is assigned in each academic area and check for child's "best effort" without fixing and changing the child's work or re-teaching the lesson.
- Contact the teacher with questions or concerns especially if your child regularly exceeds the allotted time frame.

The following steps will be used to promote academic success for students in grades 4-8:

Missing Assignments (MA)

A Missing Assignment (MA) slip is the consequence for not completing a homework assignment. A missing assignment can be issued for the following reasons:

1. Homework not completed on time
2. Homework not fully completed (as designated by the teacher)
3. Incomplete in-class assignments

For each missing assignment a student receives, student and parent will receive a notification that details the missing assignment. This will specify the date, subject, teacher's name, and an explanation of the assignment missed and will also include a new due date for the missing assignment, set at the discretion of the teacher. For every five missing assignments received, parents will be contacted and a meeting may be scheduled. During this meeting, the student, parents, teachers, and administrators will put in place an academic plan for that particular student.

FIRST 5 MISSING ASSIGNMENTS

Upon receiving 5 missing assignments, an administrator will call parent(s) to discuss the missing assignments situation.

Procedure:

- Phone call or meeting with parent(s)

NEXT 5

When a student receives a second 5 missing assignments, the student is placed back in Homework Club for an extended period of time. A meeting may be called and responses to intervention may be discussed.

Procedure:

- Extracurricular participation may be suspended

10 OR MORE

Continued missing assignments (more than 10) constitutes a case of serious academic difficulty. Administrators and teachers will meet to discuss the student's academic performance. In this case, the student and parents must work with the administration to determine if FXW is the best academic environment for the child. Further action is handled at the discretion of the administration.

Procedure:

- Extracurricular participation may be suspended
- Further action, at the discretion of administration

*Note: Some students may attend Homework Club on a regular and on-going basis, as determined by the administration. These students must have educational testing on file with the School.

Standards Based Reports and Conferences

Parents and teachers work together to help each child reach his/her highest potential. Standards based reporting will communicate to parents their student's progress. Parents and teachers will conference multiple times throughout the year to discuss student's growth and development. Additional conferences may be held at the request of teacher, administration or parents.

Recommendations & Records

A minimum of one-week notice is required when asking teachers/administrators to fill out recommendation forms. All completed forms are confidential and will be sent by the School directly to the doctor, school, summer program, etc, not to parents.

The Frances Xavier Warde School respects the privacy of its students and parents. Therefore, FXW does not communicate with outside professionals unless requested to do so by parents. If a parent would like a teacher to complete forms or share information with an individual outside the school (e.g. physician, tutor, psychologist), please sign the school's *Release of Confidential Information* form, which can be obtained from the office.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents' access to the academic records and other school-related information regarding the child. Non-custodial parents who want to receive copies of academic records and financial statements are asked to inform the school office of their address and phone number, unless a court order revoking access is on file. A fee may be charged to cover expenses incurred. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Additionally, it is the responsibility of the non-custodial parent to alert the school to what items need to be sent to him or her. All families are requested to inform the school of changes in their situation.

The Frances Xavier Warde School has adopted these guidelines for School Records. The Parental rights include:

1. Right to inspect: Parents and/or guardians have the right to inspect all their child's records maintained in his/her student file.

2. Right to prevent disclosures: The school will not disclose to third parties anything from your child's records unless:
 - a) You consent in writing prior to the disclosures, or the information is directory information which you have not requested to be kept confidential.
 - b) The request for the information meets one of the limited circumstances described in the Guidelines.
3. Right to request correction: parents/guardians have the right to present evidence that the school should amend any part of your child's record which you believe violates student rights. If the school decides not to change the record, you may insert an explanation in the record.

The school abides by the provisions of *The Mental Health and Developmental Confidentiality Act* with respect to any mental health records or educational testing reports. A child has the right to inspect and copy his or her own records if he/she is age 12 or older. A parent or legal guardian of a recipient of services who is over 12 but under age 18 may always have access to certain kinds of records. Those are records about the child's current condition, diagnosis, treatment and medications being provided, and treatment and services needed. The parent or guardian may have access to other kinds of mental health or developmental disabilities service records if the child does not object or if the therapist does not feel that there are strong reasons to deny you access to the records. If the therapist or child denies access to those records, the parent or guardian may file a court action to seek access.

Field Trips

Student participation in school field trips is considered a privilege and not a right. Students who fail to meet acceptable academic and behavioral expectations can be withheld from off-campus excursions.

Typically, before each field trip, students will bring home a permission slip to be signed, giving approval for attending the trip. **The permission slip should be signed and returned at least one day prior to the field trip.** Last-minute approval via a telephone call from a parent/guardian will not be acceptable. All field trip fees are incorporated in activity fees.

On the day of a field trip, every child needs to be at school on time to attend the field trip with his/her class. Additionally, students who have medication, need to have all medication and forms updated with the nurse. Teachers will take all students' medical boxes with them on field trips. If a student does not have updated medication or forms with the nurse, the student will not attend the field trip.

Athletics

All students participating in School athletics are to follow the policies in the FXW Athletic Handbook. Annually through Magnus, students in grades 4th-8th, need to submit a IESA pre-participation examination and review the policy on concussions and head injuries.

Graduation

During their last weeks of school, eighth grade students participate in a series of special events in their honor. Students must complete all assigned class work, homework and service hours, as well as meet behavioral expectations in order to participate in these special events. Tuition, school fees and graduation fees must also be paid in full before students may participate. The following are a list of awards given to 8th Graders at the graduation ceremony:

Commander's Award of Excellence

This award of great distinction began at FXW's first graduation many years ago when Commander Palmer from the American Legion asked if he could present our "top" students with this special award. The recipients of the Commander's Award of Excellence are truly outstanding in all aspects of being an 8th grader at FXW School: academic, extracurricular, in service to the community, in social interactions, and in devotion to faith.

Mary Ellen Caron Mission Award

This award is named after FXW's founding principal, Mary Ellen Caron. Her vision was to create a school where students would graduate with the mission of FXW firmly embedded into their value systems. Students would possess a great love for learning; respect for people of all backgrounds and talents; and a yearning to make positive change in the world around them. The *Mary Ellen Caron Mission Award* honors 8th graders who have exemplified the *Mission* and *Philosophy* of FXW during 8th grade year through the following ways: compassion for others, sense of social responsibility, and respect for staff members and fellow students.

Bob McLaughlin Award of Spirituality

This award honors one of the School's founding pastors, Father Bob McLaughlin, who was Pastor of Holy Name Cathedral when FXW School expanded to the Holy Name Campus in 1994. He passionately espoused the FXW Mission and Philosophy and was especially proud of our dual religion program, which makes our school unique among Catholic schools.

Each year, the *Bob McLaughlin Award of Spirituality* is given to two graduating 8th graders – one Catholic student (from the "Moonbeam" religion class) and one student from the interfaith religion class ("Shooting Stars"). These students exemplify not only passion for and commitment to religious studies but also demonstrate a deep sense of faith in all that they do.

Jack Wall Humanitarian Award

This award honors FXW's founding pastor, Father Jack Wall. It recognizes the 8th grade students who have gone above and beyond the requirements in terms of service and giving back to the community. But this award is not for the total number of hours of service that are required for graduation. Instead, the Jack Wall Humanitarian Award is given to the 8th grade students who have given freely of themselves on a regular basis by helping fellow students, assisting teachers, volunteering on committees, and assisting anywhere needed in the FXW community. These are students who have made the world a better place by giving every day within the walls of FXW.

Maggie Daley Citizenship Award

This award honors FXW's founder, Mrs. Maggie Daley, former First Lady of Chicago. Her dream to establish a school representative of the diversity and spirit of the city of Chicago has been realized within the walls of FXW. The Maggie Daley Citizenship Award recognizes and honors the 8th grade students who "make FXW a better place to be" as student citizens of our school. These students demonstrate positive leadership among peers, respect for students and staff members, and passion for being a good student and great friend. These students support and are involved in school activities and share their talents generously.

Family Information

Change of Information

An online family directory is maintained online. It is imperative that families **keep the school up-to-date** on all information changes i.e., address, phone number, emergency information, student release information, workplace numbers, etc. **Parents should update their profile with FXW using the myFXW portal when changes occur.**

Child Abuse/ Neglect

As educators, we are mandated by law to report to the State of Illinois Department of Children and Family Services allegations and/or suspicions of child abuse and/or neglect. The School is not obligated to notify the family when a report has been made.

Communication

We encourage open lines of communication between parents and teachers. When it comes to your child's education, your observations at home are just as important as the observations that our teachers make. It is important for teachers to know about special occasions in your family or any changes that take place in your child's life (birth of sibling, death of a loved one, etc.). If your family needs additional support to cope with a special circumstance or major losses that change your lifestyle, please contact your child's teacher(s) and campus administrator.

Please be considerate of the fact that once the school day begins, teachers need to give all of their attention to the students. Therefore, we ask that parents make an appointment to discuss individual questions/concerns regarding their child. In addition, teachers are available to respond to email before or after the school day.

If a problem arises with your child, please discuss it with the teacher first. Problems can generally be resolved through direct communication with the teacher.

Folders will be sent home from school every Wednesday (Thursday for 3-day Preschool) for preschool-3rd grade families. Please check your child's folder each Wednesday (Thursday for 3-day Preschool) and return the folder to school the next day. HNC will receive paper copies when needed.

myFXW Parent Portal – The family login is a password-protected portal developed to facilitate communications between the school, parents and students. All parents are assigned a personal login and password to access this protected section of the School's website. Every class has a dedicated page where teachers post information, blogs, and when appropriate, homework assignments. Parents are expected to read classroom pages regularly.

In the Loop - The School's newsletter is sent every Sunday. *In the Loop* includes important upcoming events, announcements, calendar items, and academic matters related to the entire school. In addition, it features short news items and photos about campus happenings.

E-blasts are also used to communicate with parents/guardians. Eblasts alert parents to important campus information in an email format. To receive Eblasts, **parents need to include their email addresses in their Personal Profile in the myFXW portal.**

Head of School Letter – this letter is sent monthly, during the School year, from our Head of School, Michael Kennedy. This communication allows for parents to hear from Head of School on a regular basis about big picture information that is happening at FXW.

Photography

The School reserves the right to post/use photographs and videos of FXW students and families for private, internal, school-related purposes, including the FXW "Wake Up, Jaguars!" broadcast, any the myFXW Portal, individual teacher and classroom webpages, and the annual Student Yearbook publication.

Because FXW uses all forms of technology to educate our students and remain connected to our community, the School reserves the right to use digital images and/or the academic work of all students. Such items may be utilized for internal and external use including, but not limited to: the FXW website, school yearbook, school related videos, slide presentations and/or performances, marketing material and social media outlets, including Facebook, Instagram and Twitter etc.

FXW will not publish personally identifiable information, such as the child's name, (except in the FXW yearbook) without parent permission. To that end, parents who prefer that we not use their child's likeness in our materials should contact FXW's Director of Marketing & Communications at 312-268-2523.

Development

FXW's Development Program brings together parents, volunteers, alumni, and the greater Chicago community to foster the financial stability of the School. These constituents help advance our educational mission and support scholarship through gifts to FXW and/or the Children at the Crossroads Foundation. Parent involvement in the Development Program is crucial to sustaining the FXW experience. The Head of School and the Development Office welcome all ideas and contributions.

Here are the School's major annual fundraising initiatives:

The Annual Fund

Each year, FXW requires additional funds outside of tuition to support the unique FXW experience for all students. Tuition is held as low as possible to remain competitive and committed to its goal of providing education to students of all ethnic, religious, cultural and socio-economic backgrounds. This means that each year there is a gap between the cost of tuition and the cost of each child's education. FXW looks to our community to fill that gap. Gifts to the Annual Fund make up that difference between what tuition covers and the actual cost of a FXW education.

We ask that the first gift that you make to FXW each year be a gift or pledge to the Annual Fund. A **tax-deductible** gift to the Annual Fund demonstrates belief in the mission of FXW and sustains the excellence of our programs. The Annual Fund goal is to have 100% parent participation.

The Annual Fund helps support the daily needs of our school and program enhancements. Donations go toward:

- Competitive salaries for faculty
- Professional development for faculty
- Enrichment programs and services
- Facilities upkeep and maintenance

The Gala

FXW's Gala is the school's major fundraising event, and all proceeds from the event benefit the School's educational programs. Parents are responsible for the success of the Gala; you can help by selling raffle tickets, securing auction items and ads, or volunteering your time and effort. Participation and attendance at the Gala are the best ways to ensure the success of the Gala and build a stronger school community.

Children at the Crossroads Foundation

Founded in 1990, the Children at the Crossroads Foundation supports FXW's mission of economic diversity through endowed and annual scholarship funding. Through the generosity of corporations, foundations and individuals, FXW receives funding to offer need-based scholarships to 30% of our current population. Many FXW families participate in CATC development efforts by playing in the annual Golf Outing, making contributions to the Scholarship Sunday Appeals, and attending the annual Scholarship Dinner and Ultimate Family Playdate or other events throughout the year. The FXW community is grateful for CATC's support.

Foundation Support

We are honored to work with any family foundations, and benefit from any referrals from our FXW families.

Matching Gifts

A corporate matching gift is an easy way to increase the impact of a personal contribution to FXW or CATC. By taking advantage of a company's matching gift program, you can arrange for an additional gift that can double or triple the impact of your contribution. Check with your Human Resources Department or contact the Development Office to determine whether your company will match your gift.

Parents At The Heart (PATH)

PATH was formed to develop and enhance the school's sense of community regardless of faith tradition. This committee's endeavors include prayer and liturgy, family support and hospitality, service projects, and seasonal events (Grandparents' Day, Mardi Gras, Mothers' Day luncheon, and summer movie).

Parent Group (PGAB)

Mission Statement

The FXW Parent Group is a community of family and friends who work to support the academic and social programs of The Frances Xavier Warde School.

Parental involvement is key to the unique mission of FXW. The FXW Parent Group seeks to strengthen the school by creating ties among FXW parents, friends, and alumni, and tapping our talent, time, and treasure to benefit the FXW faculty and administration as well as our children.

Parents of all FXW students are automatically members of the FXW Parent Group. We urge FXW newcomers and "old-timers" to become active in the Parent Group this year and help strengthen your child/ren's school community.

Goals

- Introduce parents of incoming students to FXW and invite the participation of each new family in the school community.
- Channel parents' participation in the school by coordinating room parents and enlisting volunteers to help in various areas of the school and at special events including the annual fundraiser Gala.
- Plan and staff school events, including Teacher Appreciation Luncheon, Book Fairs, and Parent Group meetings.
- Plan and host school-wide social events.
- Communicate to the larger school community the achievements, plans and interests of the FXW parent community.

Parent Involvement

Parental involvement is an essential component in your child/ren's education. Parents can be involved through:

- Attending school events
- Being involved in the Parent Group
- Participating in the Annual Fund and FXW Gala
- Volunteering time, expertise and help

Upon registration, all new parents will be asked to complete an on-line eApps Criminal Background Check, a Code of Conduct form and to attend Virtus training. Child Abuse and Neglect Tracking System (CANTS) form must be completed on an annual basis. Check the school's website (www.fxw.org) and calendar for events that include parents.

Parent Responsibilities

The primary responsibility for the education of children belongs to parents. The greatest single factor in building a child's intellectual, cultural, moral and spiritual attitude is THE EXAMPLE YOU PROVIDE in your home.

Parents are responsible for:

- Supporting the mission of the School
- Supporting school policy and authority of the Administration and teachers
- Following the policies and procedures stated in school handbooks
- Attending conferences with administration, teachers and school personnel when requested
- Modeling and supporting your child's practice of the Catholic faith or interfaith values of your family's faith tradition
- Making sure your child/ren get to school on time
- Requiring that your child/ren complete all assignments
- Insisting that your child(ren) obey the regulations and principles of the Student Discipline Code
- Discussing problems with persons concerned and avoiding any criticism of teachers and school policy
- Paying all fees (tuition, etc.) on time
- Reimbursing property destroyed or lost (accidentally or intentionally)
- Providing the school with a copy of the custody section of the divorce decree for the protection of your child/ren
- Reading the web page of your child each week

Health & Medical

The Frances Xavier Warde School is mandated to comply with State of Illinois requirements for maintaining the health records of its students.

All necessary health and medical forms can be downloaded from the nurses' section of the School's website (www.fxw.org) or downloaded from Magnus Health. Once completed, all medical documents need to be uploaded by the parent/guardian to the Magnus portal.

All students entering pre-school (for the first time), kindergarten, second, and sixth grade must provide the school with proof of a **health examination** completed by a licensed health care practitioner within one year of entering the applicable grade. These students must provide proof of having received all State mandated childhood immunizations. Proof of these requirements must be documented on the approved State form and submitted to Magnus by August 1 of the new school year. Students who do not meet these requirements by October 15 will be excluded from school until proof of compliance is submitted.

All students entering kindergarten, second, and sixth grade must provide the school with proof of a current **dental examination**, performed by a dentist, documented on the approved State form and submitted to Magnus by August 1 of the new school year.

All students entering kindergarten and all new students not previously enrolled in an Illinois school, must provide the school with proof of a current **vision exam**, performed by a licensed optometrist or ophthalmologist, documented on the approved State form and submitted to Magnus by August 1 of the new school year.

FXW reports to the Illinois State Board of Education student compliance with State mandated health examination, dental, vision, and immunization requirements.

All necessary health and medical forms can be downloaded from the nurses' section of the School's website (www.fxw.org) or downloaded from Magnus Health. Once completed, all medical documents need to be uploaded to Magnus portal.

Annually parents/guardians are notified in writing through Magnus portal, that the School and School personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist, and parents sign a statement in Magnus acknowledging this protection.

FXW Food Allergy Policy

The Frances Xavier Warde School is committed to providing a safe and inclusive school environment for all students. FXW is committed to allergy awareness. The focus of this policy will be on the communication and education concerning food allergies, the understanding of FXW's practices to prevent allergic reactions to food and the emergency response to all episodes of anaphylaxis and responsibilities of parent/guardian of students with food allergies.

The goals for allergy management include:

- A. Define a process to identify, manage, and ensure continuity of care for students with food allergies.
- B. Ensure that interventions and individual health care plans for students with food allergies are based on medically accurate and current information.
- C. Maintain the health and safety of children who have food allergies in ways that are developmentally appropriate and inclusive.
- D. Encourage students with life-threatening food allergies to develop greater independence to keep themselves safe. FXW School will differentiate allergy action plans for students with food allergies reflecting the same generous spirit and understanding as is demonstrated for students with differentiated learning styles and other health related needs.

Communication

Timely ongoing communication among FXW administration, nurses, teachers, and parents is essential to providing a safe environment for students with food allergies.

- A. Parents are responsible for informing the School of any allergies their children may have before the beginning of the school year or as soon as possible after diagnosis and for informing the school nurse of any changes in the child's allergies.
- B. Food allergy action plan and emergency medications must be provided before the start of school. Information on file must be updated on an annual basis or more frequently, as needed.
- C. FXW nurses will meet with teachers to go over specific details in the individual child's food allergy action plan.
- D. FXW nurses will provide allergy list to specials teacher, afterschool staff and lunch helpers.
- E. FXW nurses will provide allergy list to staff supervising intercampus bus service.
- F. FXW strongly recommends that students with food allergies do not order hot lunch and bring an allergen safe lunch prepared at home.
- G. The School will post an appropriate written notice outside each Preschool to 3rd grade classroom with a student who has a food allergy.
- H. At parents' request FXW will make reasonable efforts to coordinate meeting of nursing, teaching and/or administrative teams with parents and/or student to discuss student's allergies and action plan.
- I. Parties and other events where food will be served should be planned in advance, and teachers should provide parents with at least a week advance notice of the date and time of the event and the source of the food. Parents who have children with food allergies should make reasonable efforts to communicate with the family or third-party bringing food regarding their child's allergies and work with school to arrange for allergen safe options.
- J. Clubs and organizations wishing to sell food at school must first obtain permission from a designated school administrator. In evaluating the request, the school administrator will require that the ingredients be clearly identified and made known at the time of the sale.

Education Guidelines

- A. FXW school nurses will provide annual education to FXW teachers and staff on food allergies to include:
 - a. How to recognize signs and symptoms of allergic reaction and anaphylaxis
 - b. Emergency procedures
 - c. Use of emergency epinephrine

Responsibilities/Practices

Parent/Student Responsibilities:

- A. Parents are asked to assist FXW in the prevention, care and management of their child's food allergies and reactions. Additionally, parents are encouraged to foster independence on the part of their child, based on his/her developmental level. To achieve these goals, parents are asked to follow these guidelines:
 - a. Inform the school nurse of your child's allergies prior to start of school or as soon as possible after diagnosis.
 - b. Provide Food Allergy Action Plan completed and signed by health care provider prior to start of school or as soon as possible after diagnosis.
 - c. Provide emergency epinephrine, antihistamine and inhaler, if applicable, prior to the start of school or as soon as possible after diagnosis.

- d. Provide Medication Authorization Form for necessary emergency medications completed and signed by healthcare provider.
 - e. Provide Parent/Guardian Permission Form signed by parent/guardian.
 - f. Parents are responsible for replacing expired medication.
 - g. Parent/Guardian is encouraged to attend field trip and/or special classroom activities.
 - h. Inform the school nurse of changes in the child's allergy status.
 - i. Inform the school of any changes of emergency contact information.
 - j. Students with food allergies will use allergy tray in cafeteria to be a visual cue and physical boundary for possible cross contamination. (K-3)
 - k. Students with food allergies may eat at the nut-free table in the cafeteria if requested by parents.
 - l. Students with food allergies will understand not to share any food or drink.
 - m. Students with food allergies will understand to wash hands before and after eating.
 - n. Students with food allergies will be taught by parents to communicate clearly as soon as she/he feels a reaction.
 - o. Students/parents will report teasing/bullying immediately to FXW administration.
 - p. Students with severe allergies will be encouraged to only eat lunch prepared at home.
 - q. Upon written authorization of a physician, student is allowed to self-carry and self-administer his/her epinephrine auto injector.
- B. Teacher/Staff Responsibilities
- a. Teachers will be aware of students in their care who have food allergies.
 - b. Teachers will be aware of signs and symptoms of anaphylactic reaction and initiate food allergy crisis plan and student's individual allergy action plan.
 - c. Teachers will make student allergy list available to substitute teachers.
 - d. Teachers will notify parents of activities/parties that may involve food at least one week before the event.
 - e. Teachers will notify parents of snack policy for classroom.
 - f. Teachers will reinforce no food sharing/trading rules.
 - g. Teachers will reinforce general practice of hand washing before and after eating with all children.
 - h. Teachers/staff that are supervising lunch will assign a nut-free allergy table.
 - i. Teachers/staff that are supervising lunch will encourage students with allergies to use allergy tray. (K-3)
 - j. Teachers/staff that are supervising lunch will ensure that table and chairs are thoroughly cleaned before and between lunch sessions.
- C. School/Administration Responsibilities.
- a. Standard signage will be utilized at the Old St Patrick's campus to identify food restricted classrooms.
 - b. Students will have individual snacks brought in from home that are fruit or vegetable only.
 - c. Medication boxes will accompany students on all off-campus field trips.
 - d. In the event of an anaphylactic reaction, an FXW administrator/teacher will accompany the student in the ambulance to the hospital until parents arrive. The FXW nurse will remain on site at the school.
- D. Nurse
- a. School nurses will provide annual education to teachers and staff on food allergy recognition and management.
 - b. School nurses will coordinate allergy education for specials teachers and afterschool staff.
 - c. School nurses will meet with teachers to discuss student's individual allergy action plans and provide updated classroom medical condition lists.
 - d. School nurses will maintain food allergy action plans and documentation in nurse's office.
 - e. For grades PreK to 3rd grade, school nurse will keep student's emergency medications in box labeled with student's name and room number in the nurse's office.
 - f. School nurse will inform child's parent if any student experiences an allergic reaction.
 - g. In the event of an allergic reaction school nurse will initiate food allergy crisis plan and student's individual allergy action plan.
 - h. School nurses will notify parents when medication is expiring.
 - i. School nurse will keep emergency epinephrine for undesignated students and staff in the nurse's office. See the FXW Undesignated Epinephrine Policy. (attached)
 - j. In the event of an evacuation, the school nurse will have emergency kit including epinephrine for undesignated students and staff.
 - k. In the event of a food related allergic reaction, the school nurse will coordinate a meeting to follow up with parent and student to make any necessary changes to the allergy action plan.

FXW Undesignated Epinephrine Policy

It is the policy of FXW school to provide assistance to any person(s) who may be suffering from anaphylaxis following the protocol and procedures of the school. Staff members trained in accordance with the policy shall make every reasonable effort, in good faith, when a student or staff member is believed to be experiencing an anaphylactic reaction, to administer epinephrine. Students with known food allergies who have their own Epinephrine Auto injectors and who are experiencing an anaphylactic reaction should utilize

their own epinephrine auto-injectors. In the event that a student or staff member without any known food allergies experiences an anaphylactic reaction, undesignated epinephrine should be administered. The possibility of an allergic anaphylactic reaction should be considered when individuals present with any of the following symptoms, or any combination thereof:

- The sudden onset of breathing difficulties
- Wheezing
- Repetitive coughing
- Difficulty swallowing
- Objective swelling of the tongue or throat
- Confusion
- Pallor
- Cyanosis
- Syncope
- Skin symptoms such as hives and diffuse itching
- Intestinal symptoms such as cramping abdominal pain and or vomiting
- Any combination of possible allergic symptoms arising from other parts of the body, in the absence of what a health care professional would consider to be probable alternative cause.
- The physician who provided the prescription for the undesignated epinephrine auto-injector will be notified within 24 hours of administration of the undesignated epinephrine.

Upon determining that a potentially life-threatening allergic reaction is likely, the designated personnel will obtain the undesignated epinephrine auto-injector. At HNC, one set of undesignated epinephrine auto-injectors is kept in the AED cabinet inside the Nurse's office and a second set is kept in the emergency backpack inside the Nurse's office. At OSP, one set of undesignated epinephrine auto-injectors is kept on the first shelf in the white medication cabinet in the Nurse's office, and a second set is kept in the emergency backpack located in the Nurse's office. The following procedure is to be followed:

- Emergency medical services (911) is to be called.
- The person who will administer the epinephrine should ask or estimate the student's body weight and administer 0.15mg epinephrine via auto-injector for body weight less than 66 lbs or 0.3mg epinephrine via auto-injector for body weight 66 lbs or greater.
- The epinephrine auto-injector is to be injected intramuscularly in the lateral thigh with time of injection to be documented.
- The student's emergency contacts should be called, and the student should be continuously monitored for changes in his or her symptoms.
- If the student's symptoms are not relieved in three to five minutes, or if they recur and EMS has not arrived, a second dose of epinephrine may be administered.
- Emergency services personnel should be informed of the symptoms that required the use of the epinephrine, the dose of epinephrine, the anatomical site of the injection, the time administered, and any change in the symptoms or condition of the student.
- The used epinephrine auto-injector should be given to the emergency services personnel.

The Undesignated Epinephrine reporting form must be completed within three calendar days after the administration of any undesignated epinephrine auto-injector and the completed form must be emailed to epinephrine@isbe.net

The expiration date located on the undesignated epinephrine auto-injectors must be checked monthly and a new prescription for replacements must be obtained prior to the expiration date. The expired unused epinephrine auto-injectors must be disposed of in a manner consistent with school medication policies.

FXW Asthma Policy

The Frances Xavier Warde School is committed to providing a safe and inclusive school environment for all students. FXW is committed to being an asthma-friendly school. The focus of this policy will be on the communication and education concerning asthma, the understanding of FXW's practices to prevent complications from asthma and the emergency response to all asthma attacks and responsibilities of parent/guardian of students with asthma.

The goals for asthma management include:

- A. Define a process to identify, manage, and ensure continuity of care for students with asthma.
- B. Ensure that interventions and individual health care plans for students with asthma are based on medically accurate and current information.
- C. Maintain the health and safety of children who have asthma in ways that are developmentally appropriate and inclusive.
- D. Encourage students with asthma to develop greater independence to keep themselves safe. FXW School will differentiate asthma action plans for students with asthma reflecting the same generous spirit and understanding as is demonstrated for students with differentiated learning styles and other health related needs.

Communication

Timely ongoing communication among FXW administration, nurses, teachers, and parents is essential to providing a safe environment for students with asthma.

- A. Parents are responsible for informing the School of asthma their children may have before the beginning of the school year or as soon as possible after diagnosis and for informing the school nurse of any changes in the child's asthma management.
- B. Asthma action plan and emergency medications must be provided before the start of school. Information on file must be updated an annual basis or more frequently, as needed.
- C. FXW nurses will meet with teachers to go over specific details in the individual child's asthma action plan.
- D. FXW nurses will provide asthma list to specials teachers and afterschool staff.
- E. FXW nurses will provide asthma list to staff supervising intercampus bus service.
- F. At parents' request FXW will make reasonable efforts to coordinate meeting of nursing, teaching and/or administrative teams with parents and/or student to discuss student's asthma and action plan.

Education Guidelines

- A. FXW school nurses will provide annual education to FXW teachers and staff on asthma to include:
 - a. How to recognize signs and symptoms of asthma symptoms and asthma attacks
 - b. Emergency procedures
 - c. Use of emergency medication

Responsibilities/Practices

Parent/Student Responsibilities:

- A. Parents are asked to assist FXW in the prevention, care and management of their child's asthma and reactions. Additionally, parents are encouraged to foster independence on the part of their child, based on his/her developmental level. To achieve these goals, parents are asked to follow these guidelines:
 - a. Inform the school nurse of your child's asthma prior to start of school or as soon as possible after diagnosis.
 - b. Provide Asthma Action Plan completed and signed by health care provider prior to start of school or as soon as possible after diagnosis.
 - c. Provide emergency inhaler, if applicable, prior to the start of school or as soon as possible after diagnosis.
 - d. Provide Medication Authorization Form for necessary emergency medications completed and signed by healthcare provider.
 - e. Provide Parent/Guardian Permission Form signed by parent/guardian.
 - f. Parents are responsible for replacing expired medication.
 - g. Inform the school nurse of changes in the child's asthma status.
 - h. Inform the school of any changes of emergency contact information.
 - i. Students with asthma will be taught by parents to communicate clearly as soon as she/he feels symptoms.
 - j. Students/parents will report teasing/bullying immediately to FXW administration.
 - k. For students who have parent and/or physician self-carry authorization on file, and do self-carry their asthma medication, parents must provide the school nurse with the original prescription packaging.
- B. Teacher/Staff Responsibilities
 - a. Teachers will be aware of students in their care who have asthma.
 - b. Teachers will be aware of signs and symptoms of an asthma attack and initiate asthma crisis plan and student's individual asthma action plan.
 - c. Teachers will make student asthma list available to substitute teachers.
- C. School/Administration Responsibilities.
 - a. Ensure good indoor air quality for the student with asthma by reducing or eliminating common asthma triggers such as dust, mold, cleaning chemicals, and smoke.
 - b. Manage exposure of the student with asthma to outdoor air pollution based on individual student risk.
 - c. Medication boxes will accompany students on all off-campus field trips.
 - d. FXW adopts the *Illinois Asthma Episode Emergency Response Protocol*. Annually, before the first day of school, all staff will review this protocol. See attached or use the link: https://www.isbe.net/Documents/asthma_response_protocol.pdf
 - e. In the event of an asthma attack requiring emergency medical services, an FXW administrator/teacher will accompany the student in the ambulance to the hospital until parents arrive. The FXW nurse will remain on site at the school.
- D. Nurse
 - a. School nurses will provide annual education to teachers and staff on asthma recognition and management.
 - b. School nurses will coordinate asthma education for specials teachers and afterschool staff.
 - c. School nurses will inform teachers of student's individual asthma action plans and provide updated classroom medical condition lists.
 - d. School nurses will maintain asthma allergy action plans and documentation in nurse's office.
 - e. School nurse will keep student's emergency medications in box labeled with student's name and room number in the nurse's office.
 - f. For 4th – 8th grade, students will carry emergency medication on their person if requested in writing by parents and/or physician and if requested by parents emergency medication may be kept in the nurse's office.
 - g. School nurse will inform child's parent if any student experiences an asthma attack.
 - h. In the event of an asthma attack school nurse will initiate asthma crisis plan and student's individual asthma action plan.

- i. School nurses will notify parents when medication is expiring.

In the event of an asthma attack, the school nurse will coordinate a meeting to follow up with parent and student to make any necessary changes to the asthma action plan.

FXW Concussion Policy

The Frances Xavier Warde School is responsible for the care and education of its students. For the student diagnosed with a concussion, the academic and extracurricular impact will be varied and unique to the situation. The focus of this policy will be on communication and education concerning concussions, the understanding of FXW's role for managing a student's education when he/she is diagnosed with a concussion, and the responsibilities of the parent/guardian of the student diagnosed with a concussion.

"A concussion is a type of brain injury resulting from a bump, blow, or jolt to the head that causes the head and brain to move rapidly back and forth and can affect a student physically, cognitively, emotionally, and with sleep, as well as significantly impact a student's ability to learn." – Lurie Children's Hospital of Chicago

Concussions are both a medical and educational concern. Assessing problems with learning and school performance, and then making appropriate and necessary changes to a student's learning plan is a collaborative effort between the student's health care provider and the academic leaders at his/her school.

Every concussion is different, and treatment and recovery from a concussion is an individualized process. A student with signs or symptoms of a concussion should be evaluated by a health care professional. While some students may need to miss school, others may need relatively few accommodations. Maximizing a student's recovery potential following a concussion depends on timely implementation of cognitive and physical rest.

If students miss any class due to recovery from a concussion, they may not be present at or take part in school activities on those days (i.e. field trips, athletic practices, concerts, etc.) Specifically, **student-athletes healing from a concussion are not expected to attend athletic team practices or contests during their recovery period.** Students will not be allowed to participate in physical education activities or sports practice/games without the submission of a signed, written statement from the student's healthcare provider indicating that the student is released to physical activity and sports.

The goals for concussion management include:

- A. Define a process to identify, manage, and ensure continuity of care and education for students with concussions.
- B. Ensure that interventions and individual recovery from a concussion are based on medically accurate and current information.
- C. Maintain the physical, cognitive, and emotional well-being of children diagnosed with a concussion in developmentally appropriate ways.
- D. Ensure communication and coordination with medical and educational personnel to protect the student during recovery from a concussion.

Phases of concussion management include:

- Phase 1: No School – Complete Cognitive and Physical Rest
- Phase 2: Half-day Attendance with recommendations and accommodations
- Phase 3: Full-day Attendance with recommendations and accommodations
- Phase 4: Full-day Attendance without recommendations and accommodations
- Phase 5: Full school and extracurricular involvement.

Students are required to submit a signed, written statement from his/her healthcare provider stating he/she is cleared to return to school. Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the healthcare provider.

Communication

Timely ongoing communication among FXW administration, nurses, teachers, staff, and parents is essential to providing a safe recovery for a student diagnosed with a concussion.

- A. Parents are responsible for informing the school as soon as possible after diagnosis and for informing the school nurse of any changes in the child's recovery plan, including any communication from a health professional.
- B. Parents will respond, in writing, to the *Consent For Private Evaluation Data* form enabling physician orders, accommodations, special instructions, return to learn and play orders, etc. to be shared with necessary school staff. See Attached
- C. FXW nurses will communicate with teachers to go over specific details in the individual child's concussion recovery plan.
- D. At parents' request FXW will make reasonable efforts to coordinate a meeting of nursing, teaching, and/or administrative teams with parents and/or student to discuss student's concussion recovery plan.

Education Guidelines

FXW school nurses will provide annual education to FXW teachers and staff on concussions to include:

- A. How to recognize signs and symptoms of a possible concussion.
- B. Proper response to concussions that occur at school.

- C. General treatment and recovery recommendations.
- D. Training: Every two years, all members of the Concussion Oversight Team (COT), athletic director, physical education instructors, coaches, and nurses will take an authorized concussion training course which meets the requirement for his/her position.

Responsibilities/Practices

- A. Parent/Student Responsibilities:
Parents are asked to assist FXW in the prevention, care and management of their child's concussion and recovery. To achieve these goals, parents are asked to follow these guidelines:
 - a. Annually, prior to participating in a school sanctioned sport, parents and students must read, sign and submit the CDC's *Concussion Information Sheet and Sign-Off*. See Attached
 - b. Prior to participating in a school sanctioned sport, parent/student will submit a complete sports physical, which is current and signed by a physician.
 - c. Parents must inform the school nurse of their child's concussion as soon as possible after diagnosis.
 - d. Parents must provide documentation of diagnosis, recommendations, accommodations, return-to-learn and return-to-play instructions completed and signed by a health care provider as soon as possible after diagnosis.
 - e. Students must follow the recovery plan created by health care professionals and teachers.
 - f. Parents must inform the school nurse of changes in the child's concussion recovery plan.
 - g. Student must communicate candidly and openly with school nurse and teachers regarding concussion symptoms.
 - h. A student removed from sports practice or competition will not be allowed to return to practice or competition until:
 - 1. He/she has been evaluated by a physician
 - 2. Provides a written statement from the treating physician indicating that it is safe to RTP/RTL
 - 3. He/she has successfully completed each requirement of the RTP/RTL protocols
 - 4. Provides the school with an IHSA/IESA *Post-Concussion Consent Form* signed by the student and parent indicating that they understand the risks of the student RTP/RTL. See Attached
- B. Teacher/Staff Responsibilities:
 - a. Teachers will be aware of signs and symptoms of a concussion and send suspected students to the school nurse for evaluation.
 - b. A student must be removed from play/game immediately if one or more of the following persons believes that a student has sustained a concussion: coach, physician, game official, athletic trainer, student's parent/guardian, the student, or any other person deemed appropriate under the school's return-to-play protocol.
 - c. Teachers will be aware of students in their care who have a concussion.
 - d. Teachers will coordinate with school administration in creating and implementing student's learning plan, following the physician's return-to-learn protocol, during recovery.
 - e. Teacher will coordinate educational re-assessments as needed after symptoms have been resolved and are no longer a barrier to student's academics.
- C. School/Administration Responsibilities:
 - a. School administration will coordinate with teachers in creating and implementing student's learning plan during recovery.
 - b. School administration will be available to parents, teachers, and nursing for discussions of student's status and concussion recovery plan.
 - c. If symptoms have not improved to where the student can perform at or near full capacity and the passage of time now has a detrimental effect on the student completing the academic program successfully as determined by the school, a medical leave of absence, which will include alternative ways to complete the curriculum and ensure readiness for the next phase of school will be recommended by the school.
 - d. Annually, the athletic Director will provide and ensure returned receipt, from all student athletes, of a completed CDC *Concussion Information Sheet*, prior to the athlete participating in a sport.
 - e. FXW's administration will assign members to the Concussion Oversight Team (COT). Members of COT will include the athletic director, physical education instructors, and nurses. COT is responsible for overseeing and ensuring adherence to the school's concussion policy.
 - f. FXW utilizes the student's individualized physician written return-to-learn and return-to-play instructions. FXW will utilize Lurie's, Institute for Sports Medicine, *Return to Learn after a Concussion: A Guide for Teachers and School Professionals* and the Berlin Guidelines, *2017 Concussion in Sport Group consensus statement, Graduated return-to-sport strategy as a reference tools*. See attached and the following link: https://www.iesa.org/documents/general/iesa-lurie_rtl_guide.pdf
- D. Nurse
 - a. School nurses will provide annual education to teachers and staff on concussion recognition and management.
 - b. School nurses will meet with teachers to discuss student's individual concussion recovery plans
 - c. School nurses assess student's medical needs directly and/or through medical documentation.
 - d. School nurses will document student's status throughout recovery process.
 - e. School nurse documents the communication with student and family.

Berlin Guidelines

2017 Concussion in Sport Group (CISG) consensus statement

Graduated return-to-sport (RTS) strategy

Stage	Aim	Activity	Goal of each step
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Running or skating drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills, eg, passing drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play	

- NOTE: An initial period of 24–48 hours of both relative physical rest and cognitive rest is recommended before beginning the RTS progression.
- There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step. Resistance training should be added only in the later stages (stage 3 or 4 at the earliest). If symptoms are persistent (eg, more than 10–14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion.

FXW Diabetes Policy

The Frances Xavier Warde School is committed to providing a safe and inclusive environment for all students. Students with diabetes will be given equal opportunity to participate in academic, nonacademic, and extracurricular activities.

Diabetes is a chronic disease in which blood glucose levels are above normal. The goal of affective diabetes management is to assist with and enable the student to carry out his/her prescribed Diabetic Medical Management Plan (DMMP) to maintain the student's blood glucose levels within their physician determined target range. Ineffective management of diabetes in school may lead to absenteeism, depression, stress, poor academic performance, and poor quality of life (Pansier & Schulz, 2015).

Parent and Student Responsibilities

- At the beginning of each school year, or as soon as practical after new diagnosis, parents must provide the school with an updated, physician written, Diabetic Medical Management Plan along with physician and parental Medication Authorization Forms.
- Parents will sign a *Consent for Private Evaluation Data To Be Shared* allowing the school to share necessary information regarding the students DMMP.
- Parents will provide the school with changes made to the student's DMMP.
- Parents will provide the school with the student's required diabetic supplies.
- Parents will provide the school supplies to treat hypoglycemia.
- Parents are responsible for maintenance of blood glucose monitoring equipment.
- Parent will provide the school with glucagon as prescribed by the student's physician.
- Parent/guardian must provide the school with accurate and current emergency contact information, update the school with changes, and be readily available by phone, presenting to school in a timely manner if indicated.
- Student must comply with his/her DMMP while at school and school sponsored activities.
- Students will always carry a quick-acting source of glucose, as recommended by his/her health care provider.
- Students will know where to locate the school nurse and other trained diabetes personnel.
- FXW will allow diabetic students to self-carry and self-administration of diabetes medication upon receipt of a signed parent permission AND a signed physician diabetes care plan which is signed by the parent

School Staff Responsibilities

- When FXW has a diabetic student enrolled on campus, to ensure the diabetic student's safety and his/her ability to participate in all learning and school-sponsored events, all school personnel will receive training on the basics of diabetes, how it is managed, the signs and symptoms of hypoglycemia and hyperglycemia, and whom to contact for help.
- **Training for School Staff** (American Diabetes Association)
 - Level 1: Training for all school staff members shall include a basic overview of diabetes, typical needs for a student with diabetes, recognition of hypoglycemia and hyperglycemia, and the contact information for help.
 - Level 2: Training for school staff members who have responsibility for students with diabetes, which includes all content from level 1 plus recognition and treatment of hypoglycemia and hyperglycemia and required accommodations for those students.
 - Level 3: Training for a small group of school staff members who will perform student-specific routine and emergency care tasks such as blood glucose monitoring, insulin administration, and glucagon administration when a school nurse is not available to perform these tasks. This training level will include training from levels 1 and 2.
- Identify a Delegated Care Aide, authorized by the parent/guardian and the Principal to assist the student when the school nurse is unavailable. The Delegated Care Aide will receive Level 3 training.
- Comply with and administer the student' Diabetes Medical Management Plan (DMMP) and provide reasonable accommodations as needed. Forms can be found on page 61 of *Helping the Student with Diabetes*, National Institute of Diabetes & Digestive and Kidney Disease, <https://www.niddk.nih.gov/health-information/communication-programs/ndep/health-professionals/helping-student-diabetes-succeed-guide-school-personnel/diabetes-overview>
- School nurse will develop an Individualized Health Care Plan (IHP)
- School nurse will maintain and update a Hypoglycemia and Hyperglycemia Emergency Care Plan for each diabetic student. See attached Emergency Care Plan forms. Sample Emergency Care Plan forms can be found in *Helping the Student with Diabetes*, <https://www.niddk.nih.gov/health-information/communication-programs/ndep/health-professionals/helping-student-diabetes-succeed-guide-school-personnel/diabetes-overview>
- Provide the opportunity for the student to have a 504 Plan.
- School nurse will meet with student and parents (if appropriate) at the beginning of each new school year, ensuring that the school has all required medical information, supplies, and up-to-date emergency contacts.
- School nurse will meet with student's teaching staff at the beginning of each school year to ensure that staff hold a good base of knowledge after receiving the required training.
- School nurse or delegated care aide will perform or assist the student with routine and emergency diabetes care tasks.
- School nurse will maintain accurate documentation of all diabetes care provided at school.
- School staff will ensure a supportive and inclusive learning environment, respect and enable student's confidentiality and right to privacy.
- Athlete should be referred to a healthcare professional who is an expert in the management of concussion.
- FXW will allow diabetic students to self-carry and self-administration of diabetes medication upon receipt of a signed parent permission AND a signed physician diabetes care plan which is signed by the parent

Health Requirements

The Frances Xavier Warde School is mandated to comply with State of Illinois requirements for maintaining the health records of its students. Proof of required immunizations and health/dental exams must be presented to the School; otherwise, as the local school authority, the School must exclude your child/ren from attending classes until proof is presented.

All necessary health and medical forms can be downloaded from the nurses' section of the School's website (www.fxw.org).

FXW Illness Policy

Keeping in mind the busy pace at FXW, it is unfair to both your child and to others in the classroom if a student comes to school ill. To prevent widespread illness, your child must stay home from school if:

- The student has a morning temperature of 100 degrees or higher. The student may return to school if they have been fever-free without the aid of Tylenol or Motrin for at least 24 hours.
- The student has been vomiting during the night (even once) or has vomited prior to coming to school in the morning or afternoon. The student may return to school approximately 24 hours after symptoms resolve and is able to tolerate a normal diet.
- The student has diarrhea. The student may return to school approximately 24 hours after symptoms resolve and is able to tolerate a normal diet
- The student has an undiagnosed rash. A student will be excluded from school until a physician evaluates and determines the nature of the rash.
- The student has severe cold symptoms, a persistent cough, a runny nose that they cannot manage by themselves, or other symptoms that would interfere with effective school participation
- The student has general malaise or feelings of fatigue, discomfort, weakness or muscle aches.
- The student has been diagnosed with a communicable disease (for example, impetigo, scabies, conjunctivitis) Please contact the school nurse before sending your child back to school

Should your child become ill at school, including any of the symptoms or conditions listed above, the child will be sent to the nurse's office and remain there until s/he is picked up. The nurse's office will notify you by phone that your child is sick and needs to be picked up. Please make every effort to come to school immediately and pick up your child, as your child needs you. Please also make sure that the person who has been designated as your emergency contact is aware of this and understands that in the event you as the parent cannot be contacted, they will be contacted.

It is imperative that families keep the school up-to date on all information changes including address, phone number, emergency contact information, student release forms, workplace numbers, etc. Parents should update their Personal profile on Veracross and on Magnus when changes occur.

Children who have been ill for several days or who have had surgery or medical procedures, should bring a note from their physician releasing them to return to school. Children who return for limited activity or who have any restrictions must provide a physician's statement indicating this. If your child must take medication at school for pain, please read and follow the school policy on medication administration at school. When your child is diagnosed as having a communicable disease (Strep throat, pink eye, impetigo) the school nurse must be notified immediately. She will communicate this information to the parents/guardians of other children in the homeroom, as appropriate.

Insurance

All students are insured for injuries sustained at school. This insurance is supplemental to your primary family insurance. Parents may contact the School for additional information.

Lice

Head lice are a common problem in school age children. While frustrating to deal with, lice aren't dangerous. Your child is susceptible wherever children gather, not just at school. Head lice management changes as new information is made available regarding prevention, early detection, and treatment. FXW's practices are based on recommendations of the American Academy of Pediatrics and are informed by collaboration between principals, teachers, and nurses.

- No healthy student will be excluded from or quarantined at school.
- If a student is found to have head lice or newly found nits while at school, the nurse will notify the parent. It is up to the parent's discretion when or if the child is picked up from school. The child will return to class. Confidentiality will be maintained for the child who has lice, but the student will be discouraged from close direct head to head contact with others.
- The parents will be provided with treatment recommendations. Parents are expected to treat children promptly either at home or by an area specialist before returning to school the following day. Students must be retreated within 7-10 days of the first treatment. The nurse will communicate with the parent to ensure full treatment is completed.
- Regular checks at home will help FXW keep head lice to a minimum. Parents are encouraged to check for lice weekly at home using this technique:
 - Check for lice after shower/bath time when the hair is wet.
 - Sit your child under a bright light.
 - Separate the hair into 1 inch sections. Beginning at the scalp, slowly comb outward through the hair section by section.
 - Wipe the comb on a paper towel after each comb through to remove lice or nits.
 - Keep in mind that combing may not be fully effective. Manual picking is the most effective approach if lice or nits are found.
 - Do not confuse dandruff or other hair debris with lice or nits.
- For more information on lice, please see these websites:
 - <http://www.cdc.gov/parasites/lice/head/index.html>
 - http://kidshealth.org/parent/infections/common/head_lice.html

Medication Procedures

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian. All components of the school's medication procedures noted below in section I-VII must be followed by parents and students.

Additionally, each year parents/guardians are notified in writing through Magnus portal, that the School and School personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist, and parents sign a statement in Magnus acknowledging this protection.

I. Medication Authorization Form

No school personnel shall administer any prescription or non-prescription medication unless a completed Medication Authorization Form for such student has been received by the campus administrator or his/her designee.

No student shall be allowed to possess or consume any prescription or non-prescription medication unless a completed Medication Authorization Form for such student has been received by the campus administrator or his/her designee.

Physician Medication Authorization forms and Parent/Guardian Permission and Authorization form must be updated each school year.

Medication Authorization Forms are available at the nurses' office, on the FXW website or can be downloaded from Magnus Health.

- A. A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order;
- B. Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription;
- C. Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication;
- D. Written permission and authorization for the administration of prescription as well as non-prescription medication must be provided via the Parent Authorization Form. This form must be signed by the student's parent/guardian and is available on Magnus as an electronically signed document.

II. Appropriate Containers

It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a completed Medication Authorization Form has been received by the campus administrator or his/her designee shall be allowed in the school. All such medication shall be provided in containers which are:

- A. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- B. Manufacturer-labeled for non-prescription over-the-counter medication.
- C. The parents/guardians are expected to transport and deliver the medications to school.
- D. The measuring device (cup, spoon, and syringe) must be provided for liquid medication.

III. Administration

Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.

Medication will not be administered to any student by any school personnel unless the completed, current school year's Medication Authorization Form and the Parent/Guardian Permission and Authorization Form have been received by the Campus administrator or his/her designee or by the school nurse. If these forms are not on file, parents/guardians must make other arrangements for the administration of medication to students' such as arranging for medication to be administered before or after school or having the parent/guardian come to school to administer the medication. Parents/guardians are responsible for providing the school with non-expired medication. The school will not administer expired medication.

Annually parents/guardians are notified in writing through Magnus portal, that the School and School personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist, and parents sign a statement acknowledging this protection.

IV. Self-Administration

Except as noted in section VI, under supervision of nurse staff, a student may self-administer medication at school if so ordered by his or her licensed prescriber. Except as provided in Section V below, such medication must be stored in a locked cabinet under the control of the Campus administrator or his/her designee and a completed Medication Authorization Form must be received by the Campus administrator. The completed Medication Authorization Form must contain a written statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Except as provided in Section V below, self-administration of medication shall be under the supervision of the Campus administrator or his/her designee or the school nurse (if applicable).

V. Storage of Medication

Medication received by the school in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the Campus administrator and his/her designees, and the school nurse (if applicable).

All students with medication boxes, must have these items with them in order to attend field trips.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the medication will be appropriately discarded by the Campus administrator.

VI. Self-Carrying and Unsupervised Self-Administration of Medication

Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer without supervision by school personnel only if a completed Medication Authorization Form and a Parent/Guardian Permission and Authorization Form have been received by the Campus administrator or his/her designee or by the school nurse.

Students who suffer from asthma that require the immediate use of a rescue inhaler, shall be permitted to carry such medication and self-administer without supervision by school personnel if written parental request/permission or physician written authorization for self-carry and administer has been received by the Campus administrator or his/her designee.

Medication, doctor and parent authorization forms are required. All students who self-carry must also have their medication stored in a lock cabinet accessible to administration.

VII. Emergency Medical Care

In the event a student becomes ill at school or if a medical emergency occurs at school, the student's parent/guardian will be contacted. If the parent or guardian cannot be reached, the emergency contact person listed will be called. If the student's parents or emergency contacts cannot be reached and a true medical emergency exists, Emergency medical services (911) will be called and the student will be transported via ambulance to the nearest emergency department. School personnel will continue their attempts to reach the student's parents/emergency contacts. School personnel will accompany the ill or injured child to the ER via the ambulance and the school nurse will remain on campus.

Medical Forms

All medical forms are available on the FXW website or can be downloaded from Magnus Health.

Sports Physical Forms

Any child participating in FXW Athletics' Program in 4th-8th grade will be required to submit a sports physical and a parental and student signed concussion acknowledgement form. This is a requirement by the State of Illinois.

Smoking

FXW complies with Chicago's Municipal Code, Chapter 7-32 (Clean Indoor Air Ordinance), which prohibits smoking inside school facilities and within 15 feet of the entrances of the school.

Registration & Enrollment

The Frances Xavier Warde School does not discriminate on the basis of sex, race, color, disability, gender, national origin, age, religion, creed, veteran's status, sexual orientation, gender identity or gender expression to all the rights, privileges, programs, and activities made available to students at FXW.

Enrollment

A tuition deposit is due for all students, even those receiving scholarships, at the time of enrollment. This deposit is non-refundable and non-transferable should enrollment be cancelled by the parents.

Currently Enrolled Students

In December, notification of the re-enrollment process is distributed to all FXW families via email and posted within the *In the Loop* eNewsletter. Tuition assistance applications are made available to all FXW families in November of each school year.

Re-enrollment instructions are distributed in January. The information includes tuition and fee information. The online re-enrollment forms must be completed and the non-refundable tuition deposit submitted by the stated deadline. Students not re-enrolled by the deadline will be placed on the Waiting List, which could result in a loss of place in a class.

Families, who have paid current school year tuition in full, will be eligible to re-enroll in January.

Families with an outstanding balance will receive a re-enrollment email upon payment of current year tuition. The online forms and non-refundable tuition deposit is due by the stated deadline. Students not re-enrolled by the deadline will be placed on the Waiting List, which could result in a loss of place in a class.

Siblings

Admission applications for siblings of currently enrolled students are to be completed in the fall.

After the enrollment process for current students is complete, siblings will be accepted. A sibling's admission is only a priority at 3-year-old preschool. Families who voluntarily wait until 4-year-old preschool or kindergarten to apply may not be accommodated due to the existing enrollment numbers.

Parents will be notified of admission decisions during the first week of February. Enrollment materials must be completed online and the nonrefundable tuition deposit submitted within two weeks of acceptance. Siblings not enrolled by the stated deadline will be placed on the Waiting List and will receive a No Deposit /Application Withdrawn letter from the Director of Admissions.

Current school year tuition must be paid in full before an incoming sibling will be allowed to enroll.

I. Sibling Policy (Admissions)

Age Eligibility

Applicants must have attained at least the ages specified below ***on or before August 31st*** of each new School Year:

Preschool	3 or 4 years old
Kindergarten	5 years old
1st Grade	6 years old

And so forth.

FXW School makes no exceptions to this state requirement.

II. Sibling Application Policy

- Sibling applications will be considered when there is a mutually collaborative relationship between the family and the School.
- We seek to maintain a student body with 30% of students receiving need-based scholarships.
- We seek to maintain a multiracial, multicultural, multi-religious mix among students.
- Applications are available for siblings of currently enrolled FXW students in October.
- All forms must be submitted by the stated deadlines.
- There will be an applicant play visit or school visit for all incoming siblings, and a parent interview for applicant parents.
- We determine whether the child is ready and able to function within the School Program.
- A child must be independently toilet trained to attend school.
- Parents will receive notification of acceptance and program placement (e.g. AM, PM or Full-day preschool) after February 1st.
- Acceptance will only be considered for those who meet deadlines, pay fees on time, and have a good record for paying tuition on time [currently enrolled students only].

- All sibling placements are based on availability. In light of the FXW mission, preschool siblings are not "guaranteed" admission to their first choice for program placement (e.g. AM, PM or full-day preschool). Also the preschool child will remain in the same program for a two-year period.
 - A sibling's admission is only a priority at 3-year-old preschool. Families who voluntarily wait until 4-year-old preschool or kindergarten to apply may not be accommodated due to the existing enrollment numbers.
- III. New Student Application Policy

After the enrollment process for siblings is complete, new students will be accepted. Enrollment materials are to be completed and returned with the non-refundable tuition deposit within 10 days of acceptance. Students not initially accepted may be put on the Waiting List and accepted as new openings become available. Students not enrolled by the deadline will be placed on the Waiting List and will receive an email or phone call from the Admissions Office.

Transfers/Records

Parents who plan to transfer their child(ren) out of FXW need to contact the School Administration and Head of School. It is important for the parent to inform the Administration in writing; please do not send notice to the School through your child. Once the School Administration and Head of School have been notified, a transfer form will be sent to parents from the Office of Admissions. This form needs to be completed and returned to the admissions office in order for the transfer of records to be completed.

A student's official records will be transferred within ten (10) days of payment of all outstanding bills, including all tuition and fees, incurred by the student (per *Illinois School Code 5/2-3;13a*).

Tuition

Rates

Tuition rates are established by the Board of Trustees each January for the upcoming school year. There is a non-refundable/non-transferrable tuition deposit required for each student at the time of enrollment or re-enrollment.

Payment Schedule

Subsequent to the initial tuition deposit, there are 3 payment options.

1. One-pay. This is the prepayment option which calls for the total annual cost of tuition plus the extended day program fee to be paid by April 15th.
2. Two Pay-April 15th and June 30th.
3. 8-pay. The 8-payment plan calls for 8 equal payments divided across 8 months from April through November. For late or mid-year registrants, payments will be divided by the remaining months from enrollment until December.

Billing Statements: There is an online billing portal for parents. Invoices are available on an ongoing basis.

Payment Method

All tuition payments are made through AutoPay, an automated payment process whereby tuition and any miscellaneous charges are automatically charged to your credit/debit card or bank account. Credit/debit card payments currently incur a convenience fee of 2.75%; e-checks currently do not. Convenience fees subject to change at the discretion of the payment processing company. At registration, you will have the opportunity to select the option for payment method that is most convenient for you.

Non-Payment of Tuition

A \$25 late fee will be assessed each month if payment is not received on time and in full. The final tuition payment is due in December of the current school year. Students will not be eligible to enroll for the following school year until the current school year tuition is paid in full. Additionally, any returned checks and e-checks will incur an NSF fee of \$40.

Special Considerations: Occasionally, special arrangements will be made for tuition payments. All special considerations are decided on a case-by-case basis, and are approved by the Head of School. Documentation, which includes a signed parental agreement, is maintained for all approved arrangements.

Scholarships

Families seeking tuition assistance in the form of a scholarship must be determined to be eligible for such an award. Financial eligibility is determined by an outside independent processing service.

The amount of scholarship funding awarded varies and is dependent upon family circumstances. Awards generally range from 5% to 80% of the annual tuition.

Families need to re-apply each year to be considered for tuition assistance. Applications must be submitted to the processing company by the designated deadline and all requested financial documentation needs to be submitted before an application will be reviewed.

The Frances Xavier Warde School does not discriminate in the administration of its tuition assistance program on the basis of sex, race, color, disability, gender, national origin, age, religion, creed, veteran's status, sexual orientation, gender identity or gender expression.

Student who Withdraw / Records Release

Parents who plan to transfer their child(ren) out of FXW need to contact the School Administration and Head of School. It is important for the parent to inform the Administration in writing; please do not send notice to the School through your child. Once the School Administration and Head of School have been notified, the Admissions Office will send the parent(s) an *Enrollment Cancellation form* and *Records Release form*. These forms need to be completed and returned to the admissions office for the transfer of records to be completed.

Withdrawals before April 1st are eligible for a tuition refund, less the non-refundable tuition deposit. To qualify for the tuition refund, the Office of Admissions must be notified by fax, email or mail (postmarked) by this date. No refunds will be issued for withdrawal notifications received after this date and tuition will be due in full. The non-refundable deposit cannot be transferred to another enrolled student or be applied to any other fees, etc.

A student's official records will be transferred within ten (10) days of payment of all outstanding bills, including all tuition and fees, incurred by the student (per Illinois School Code 5/2-3;13a).