

**St. Mary's School of Kickapoo  
Parent/Student Handbook  
2010 – 2011  
Student Daily Planner**

**Be it known that  
CHRIST  
Is the reason for this School.**

School Office 691-3015

This Agenda belongs to:

\*\*\*\*\*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

\*\*\*\*\*

**We have read and discussed the Parent/Student handbook for the 2010-2011 School year, and we agree to support all of its provisions.**

My child \_\_\_\_\_ and I have reviewed and understand the

Student Handbook for the 2010-2011 school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

**\*USE OF STUDENT INFORMATION / PICTURES – The school reserves the right to use student pictures in publications and on the school website. Any parent that does not wish to have his or her child's picture used must notify the principal in writing prior to the beginning of the school year.**

## St. Mary's Parish School of Kickapoo Parent-Student Handbook

### NORMAL SCHOOL HOURS

- 8:00 - School begins
- 11:30 - Pre-K & Kdg., & Grade 1 lunch
- 12:00 - Grades 2-5 lunch
- 12:30 - Grades 6-8 lunch
- 3:15 - Bus riders/Aftercare dismissal
- 3:20 - All students dismissed

School hours are from 8:00 a.m. until 3:15 p.m. each day. Please have your child at the school no later than 7:55 a.m. Children should NOT arrive earlier than 7:15 a.m. or be on the school grounds later than 3:30 p.m. unless they are participating in a supervised activity. **School doors will not open until 7:15 a.m.** Supervision **will not** be provided for students who arrive before 7:15 or remain later than 3:30 p.m. The above procedures are designed for the safety and well being of your children. St Mary's does offer a Before and After Care program.

### BEFORE/AFTER CARE PROGRAM

St. Mary's Parish School offers a **Before and After Care School Program** for students enrolled at the school. The hours are 6:30 - 7:45 a.m. and 3:20 - 5:45 p.m. Information may be obtained from the school secretary.

### INTRODUCTION

This handbook is a guide to be followed by all the students and parents of St. Mary's Parish School. The school policies stated in the handbook were compiled from Diocesan regulations and are in compliance with the School Code of Illinois for Private Schools.

This Parent/Student handbook will provide you with the necessary information that will help you understand the expectations and the daily routine of St. Mary's Parish School. They are written with the growth and welfare of your children in mind.

Many studies have traced children's development in school to the value a child's family places on education and the extent parents reinforce the child's school activities at home. We ask that you review the handbook with your children before school starts each year. The policies in the handbook may be amended for just cause, and these amendments will be published. (Any amendments of policy must be formally recommended by the parish education commission and enacted as revised policy by the pastor.) We rely on and greatly appreciate your support.

*Revised May 2003*

### CATHOLIC SCHOOL STATEMENT OF PURPOSE

*"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having it's own unique characteristics, an environment permeated with the Gospel spirit of love and freedom..."*

*The Religious Dimension of Education in a Catholic School, #25*

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student to develop a personal and ecclesial relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6). The principles, practices, and the beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

*"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised."*

**Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D.**

### MISSION STATEMENT

St. Mary's Parish School of Kickapoo is a co-educational elementary school that serves society by fostering development of the whole child, within the

Catholic faith. The staff, in cooperation with the parents, provides programs in religious formation, academic and social growth, fine arts and physical education. The curriculum reflects a Catholic lifestyle that is lived as well as taught.

### **SCHOOL PHILOSOPHY**

St. Mary's Parish School of Kickapoo is a community committed to the total development of each child. Realizing that each child is a unique creation of God, the school provides programs that meet the spiritual, intellectual, physical, emotional and social needs of the child. St. Mary's is a faith community that teaches the Catholic faith and develops Gospel values the children demonstrate to the community at large. This reflects a Catholic lifestyle that is lived as well as taught.

Through the teaching of social development skills, leisure time activities and the fine arts, we inspire the children to attain a positive self-image and to reach their maximum potential. Staff and students strive for academic excellence and continuing social growth. We believe that children learn by doing and imitating. Our emphasis on strong self-discipline nurtures growth in each person.

By making students aware of current events and the need for service to the community, we help them develop awareness and a sense of stewardship of God's planet earth. We believe Catholic education, which is first and foremost the mission of parents, involves cooperation with staff, students, church and community.

### **STUDENT PLEDGE TO LEARNING**

As a student of St. Mary's Elementary School, I agree to be the best student that I can.

1. I will come to school ready to learn.
2. I will have each day's homework done and ready to hand in.
3. I will work to reach the highest expectations
4. I will be involved in at least one extracurricular activity during the school year.
5. I will make my parents aware of all parent/teacher conferences and encourage them to attend.
6. I will respect my teachers and not criticize them.
7. I will participate in learning conflict resolution.
8. I will practice the "Golden Rule".

### **STATEMENTS OF NON-DISCRIMINATION**

St. Mary's Parish School of Kickapoo is in compliance with all federal and state non-discrimination and equal opportunity laws and regulations regarding admission and employment as stated in the Commission of Education policies of the Diocese of Peoria.

### **NON-DISCRIMINATION IN ADMISSIONS POLICIES**

No student shall be refused admission to Catholic schools on the basis of race, color, sex, national or ethnic origin.

Students of religious denominations other than Catholic may be admitted according to policy.

*Catholic Diocese of Peoria Policy*

*Adopted 4/71 Rev. 1/03*

*D-111 AR-OCS*

The norms for acceptance of non-Catholic students are developed in line with the basic mission of each school to provide Catholic school education for the students of the parish(es). When non-Catholics or non-parishioners are accepted, care is taken that room is left or provided on a timely basis for the Catholic students of the parish(es). **(cf. E151, AR-OCE)**

Once non-parishioners or non-Catholics have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly specifies that admittance be guaranteed for only one year.

*Office of Catholic Schools Administrative Regulation*

*Issued 1/03*

### **AGE REQUIREMENT FOR SCHOOL ADMISSION**

Students entering Pre-K must be four years of age on or before September 1st of the school year.

Students entering Kindergarten must be five years of age on or before September 1 of the school year.

Students entering at first grade level must be six years of age by September 1.

For children entering school for the first time, verification of age is necessary. A copy of all students' **birth, baptismal certificates, updated immunization records, and student record forms** need to be provided for our files when registering.

### **ATTENDANCE**

Good attendance is important at all grade levels to ensure the students' continuous academic progress.

**WHEN A CHILD WILL BE ABSENT OR WILL BE LATE FOR SCHOOL, PLEASE NOTIFY THE SCHOOL BETWEEN 8:00 – 9:00 a.m.**

If a child becomes ill at school, the parents will be contacted. If a child needs to be excused early, a written note stating the date, time and reason for dismissal must be given to the teacher. All children are to be picked up at the school office. Under no circumstances may a child be released from school to anyone other than the parents or an authorized adult.

We make an attempt to follow the Brimfield-Kickapoo District #309 schedule for the convenience of students riding the bus. We ask that families plan vacations around the time allowed for vacations in OUR school calendar. Occasionally, a family's plans will be made in conflict with the school calendar. Parents should notify the principal as soon as they are aware that their child will miss school. It will remain the student's

responsibility to secure work assignments for the period in which he/she will be gone. It will also be the student's responsibility to see that all work is made up in the time frame designated by the teacher(s)

### **ARRIVAL AND DISMISSAL**

**Normal school arrival time is 7:45 a.m.**  
**Normal dismissal time is 3:15 p.m.** Once a student has arrived at school he/she is under our supervision, therefore no student will leave the school grounds without written permission from a parent or teacher. Students arriving by public school bus prior to 7:45 a.m. will report to a designated supervised area.

### **BICYCLES**

Bicycles, skateboards or roller blades are not to be ridden or used at school.

### **BUS TRANSPORTATION**

The Brimfield-Kickapoo District #309 provides bus service for those students who have need of the service and live within School District #309. Call Hasselbacher Bus Barn at 446-3126 to set up a bus for your child. Please let the office know what bus your child will be riding when you find out.

### **COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW**

Diocesan policy regarding the illegal duplication and use of pirated software requires all diocesan employees to comply to federal law. Anyone who purchases a copy of software has the right to load that copy onto a single computer and make another copy for archival (backup) purposes only. It is illegal to use computer software on more than one computer without multiple licenses or to make or distribute copies of software for any other purposes unless specific written permission has been obtained from the institution holding the copyright.

Anyone who illegally copies and/or distributes a software program may face a civil suit for damages, criminal liability, fines, and/or imprisonment as defined by federal statutes. Employees of the diocese who are found copying, or have copied computer software for other than backup purposes without the permission of the owner of the copyright of the software shall be subject to disciplinary action and/or termination.

*Catholic Diocese of Peoria C-404  
Adopted: 4/95 Revised: 1/03*

### **COMMUNICATIONS TO STUDENTS DURING THE SCHOOL DAY**

Children should be given clear instructions about their day before leaving home. This will alleviate unnecessary phone calls to / from the school once the day begins.

In the event that parents need to communicate with their children during the school day, phone messages

will be sent to the child, or students will be called to the office to meet with their parent or return a phone call. Students will be allowed to initiate phone calls only in emergency situations. The principal, the acting principal in his/her absence or when they are not available, the school secretary, determines emergency situations. Permission will not be given to students to use the phone for forgotten homework, clothing, etc.

### **COMMUNICATIONS TO TEACHERS DURING THE SCHOOL DAY**

Parents who need to communicate with teachers should call the school office, requesting that calls be returned when the teacher becomes available. Respecting the teachers' private lives at the end of the school day, parents are asked to call the teachers at home only for crucial, school related matters.

### **COMMUNICATION: SCHOOL TO HOME**

**1. IMPORTANT INFORMATION:** A newsletter will be sent home on a regular basis. In the event the child is absent, the newsletter will be sent the next day. Extra copies will be available in the school office.

**2. GRADING SYSTEM** Diocesan Policy D-121 and its accompanying Administrative regulations outline procedures for reporting student progress. The grading system for our school is explained on the student report card that is sent quarterly. Mid-quarter progress reports are also issued to all students in Grades 1-8. Please sign and return all progress reports and report cards within two school days.

The teacher considers the following criteria as a guideline in evaluating the student in the areas of achievement and effort:

- **ability of the student**
- **participation in class discussion**
- **effort to improve**

### **GRADING SCALES/STUDENT EVALUATION**

Kindergarten is evaluated by specific observations and appropriate age level check lists. Kindergarten academic marking code uses the following system:

- G Good
- S Satisfactory
- N Needs Improvement
- + Strong
- Weak
- √ Showing Improvement

If the space is empty, the skill has not been presented Grade 1 and 2 academic marking code:

- G Excellent
- S+ Very Good Progress
- S Satisfactory progress consistent with ability
- S- Having difficulty meeting basic requirements
- \* Modified Curriculum
- G\* Excellent with Modification
- S\* Satisfactory with Modification

**Personal Development Codes Grades 1 and 2**

- + Strong
- \* Showing improvement
- Satisfactory (blank)
- Weak
- NA Does not apply this Quarter

**Grades 3 through 8 marking code:**

- A (94 – 100) Excellent
- B (86 – 93) Very Good
- C (76 – 85) Satisfactory
- D (68 – 75) Below Average
- F Below 68
- I Incomplete
- \* Modified curriculum
- A\* Excellent with Modification
- B\* Very Good with Modification
- C\* Satisfactory with Modification
- D\* Below Average with Modification

**Personal Development Code Grades 3 through 8**

- VG Very Good
- G Good Progress
- S+ Satisfactory Progress
- S Satisfactory Progress
- S- Needs Improvement
- N Needs Improvement
- U Unsatisfactory Progress
- + Strong
- \* Showing Improvement
- Satisfactory (blank)
- Weak
- NA Does not apply this Quarter
  - √ Showing Improvement
  - NI Needs Improvement
  - NA Does Not Apply

**3. MAKE UP WORK**

Students who miss school due to illness or excused absences have two days for each day absent to submit make-up work. Exceptions may be made for extenuating circumstances. Failure to complete make-up work before the quarter grading period will result in an "I" for incomplete. The "I" will be replaced with a grade when the work is completed satisfactorily and graded. This special grading applies only to those who have incomplete work due to illness.

**Parents are to request make-up work upon**

**students return to school.**

**4. CONFERENCES**

Parent-Teacher conferences will be held for all students in October and March. Conferences may be scheduled at other times at the request of the teacher or parent.

The faculty wishes to encourage a good working relationship among the parents, teacher, and student. Parents are welcome to check on their child's progress by making an appointment to meet with the teacher or visit the classroom. Communication is the key and is encouraged for positive progress as well as problem concerns.

When a student reveals a lack of interest in his/her work or a change in attitude toward school, a meeting between the parents and teacher is suggested first. If the result is not satisfactory, the next step is to include the Principal in a conference. The third step involves the same group plus the Pastor.

**5. TESTING**

a. The Iowa Test of Basic Skills tests are conducted in the fall for grades 3, 5 and 7.

b. Testing may also be in the form of quizzes, teacher made tests, publisher made tests, projects and reports. Tests may be written or oral.

c. The Diocesan Religious Education Assessment is given to Grades 5 and 8.

d. The Diocesan Writing Assessments is given to grades 4 and 7.

**6. STUDENT RECORDS**

According to the 1975 Buckley Amendment, also known as the Family Education rights and Privacy Act, parents and students have the right of access to school records and the right to request that statements be changed or deleted. If a parent/student wishes to view records, a 24-hour notice in writing is required.

**7. LOCATION OF POLICIES & REGULATIONS**

Diocesan Handbook of Policies and Administrative Regulations for Catholic elementary and secondary schools is available for inspection from the Principal.

**8. NON PROMOTION OF A STUDENT**

**St. Mary's School will follow the diocesan policy concerning the non-promotion of a student (D-122, P-LSB). The following diocesan guideline will be the procedure used concerning the non-promotion of a student:**

1. The teacher informs the principal when a student is not doing satisfactory work.
2. There has been discussion with the parents regarding the problem.
3. Parents and teacher should arrive at a mutual decision regarding non-promotion.

4. In the event that the teacher and principal advocate non-promotion and the parents do not approve, the parents must sign a statement assuming the responsibility for the child's future success at St. Mary's School.

5. Students who are absent ten (10) or more days in any grading quarter, without a serious illness and a doctor's written excuse, will be reported to the county truancy officer.

### **DISCIPLINE REGULATIONS**

**Catholic Diocese policy:**

**Any student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion. St. Mary's School of Kickapoo will follow the Diocesan Policy on Corporal Punishment.**

*Revised May 2004*

### **CORPORAL PUNISHMENT**

Corporal punishment **shall not** be permitted in any school program in the Catholic Diocese of Peoria. Corporal Punishment shall include but is not limited to slapping, paddling, maintenance of students in physically painful positions or intentional infliction of bodily harm. *Catholic Diocese of Peoria Policy – Revised 1/03*

Each staff member at St. Mary's School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

### **DISCIPLINE POLICY PREKINDERGARTEN THROUGH 4<sup>TH</sup> GRADE**

All notations referring to inappropriate behavior will be removed at the end of the school day, giving each child a forgiven "clean slate", at the beginning of the next day. The system has been set up in your child's best interest, and is necessary to promote caring and learning in our school.

### **The non-acceptable behavior of your child in the classroom is as follows:**

- Annoying or hurting others with hands, feet, or other objects
- Talking during class without permission
- Disrespect to any teacher, other children, or property

Showing respect and following directions are to be followed in the hallway, in the bathroom, in the

cafeteria, and on the playground as well as the classroom.

### **Positive reinforcement may be given through the following methods:**

- Verbal praise and smile
- Positive phone call to parents/guardians
- Positive notes to parents/guardians
- stickers
- minutes of extra recess
- special activity for the entire class

In an event that the positive approach does not result in acceptable student behavior, we present the following plans of action:

### **Pre-K through 4<sup>th</sup> Grade**

1<sup>st</sup> Offense – Verbal warning

2<sup>nd</sup> Offense – Name on board – No recess

3<sup>rd</sup> Offense – Contact Parents and Notify Principal

In the event of consistent or completely disruptive behavior, preliminary steps will be skipped and advance steps will be implemented based on the instructor's professional judgment. Parents will be contacted.

### **DISCIPLINE POLICY GRADES 5 THROUGH 8**

The expected behavior of your child in the classroom is as follows:

- Follow directions the first time they are given
- Keep your hands and other body parts to yourself
- Language and actions towards others is expected to be God-pleasing
- Be on time and prepared for all classes

Showing respect and following directions are to be followed in the hallway, in the bathroom, in the cafeteria, and on the playground as well as the classroom.

### **Positive reinforcement may be given through the following:**

- Verbal praise
- Written praise
  1. Papers handed back to students
  2. Notes sent home
- Class-wide reinforcements are by no means limited to the above list

### **Consequences for unacceptable behavior may include the following:**

1<sup>st</sup> Consequence: Student's name written on the warning list – Warning

2<sup>nd</sup> Consequence: One check by the student's name – Student writes at noon recess.

3<sup>rd</sup> Consequence: At teacher's discretion, note (to be signed and returned), will be sent home to parents explaining behavior of child.

The following interventions may be used by the classroom teacher:

1. Personal contact with parents to discuss student's behavior and future actions.
2. The student may be sent to the principal for additional counsel.

In the event of completely disruptive behavior, preliminary steps may be skipped and additional action may be implemented by the teacher/administrator. It is in the students' best interest that we work together in a home/school partnership. We pledge to be in close contact with you regarding your student's progress in our classrooms.

### **TEACHER'S RESPONSIBILITY**

The teacher's responsibilities include; overseeing the care and welfare of children in the teacher's charge, conducting a well-planned and effective educational program of instruction, maintaining classroom discipline by establishing and enforcing regulations within the school's educational classroom environment that will facilitate learning, and maintaining written records of the conduct of students who may later be referred to others for help and/or disciplinary action.

### **PRINCIPAL'S RESPONSIBILITY**

The Principal has an obligation to impose necessary disciplinary measures, including, but not limited to: verbally correcting and/or reprimanding a student, imposing detention, revoking privileges, removing a student from class, suspending a student from school for up to ten (10) days, enlisting parental support and recommending expulsion from school to the Education Commission.

The principal is responsible for: supporting teachers and insisting that they meet their obligations to maintain discipline, being alert to and correcting any situation likely to promote poor citizenship, notifying of serious student offenses, creating an atmosphere conducive to student self-direction and self-regulation, and defending every individual within the school against arbitrary and unfair treatment.

### **PARENTAL RESPONSIBILITIES**

The parent is expected to cooperate with the school and support its corrective measures and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious difficulties. It should also be understood that since we view the education of a student as a partnership between the school and the parents, the school has the right, just as the parents have the right, to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **UPPER GRADE LATE WORK POLICY**

The 5-8 grade instructors believe that homework is a vital and necessary extension of classroom instruction. We will strive to make homework valuable, as we know your time is valuable. We will also do our best to communicate with each student, parent, and with each other concerning assignments and tests. We expect that when homework is assigned it will be completed by the due date. The guidelines will be followed by the 5 – 8<sup>th</sup> grade instructors concerning late work.

1. If an assignment is not complete by the class period it is due, the student will receive a late work notice. This note is to be signed by the parent or guardian and returned to the classroom teacher the following day.
2. Students having late work notices will be assigned to the late workroom during lunch recess until all work is current. Students who need additional time or assistance after school need to make arrangements with the classroom teacher.
3. **All** late assignments will reflect a grade deduction. The instructor will deduct 5% off the total percentage for each day assignment is late. An assignment that is not complete within three days after the due date will receive a zero.
4. Absence due to illness or family emergency will be dealt with by all of our instructors in a timely fashion. For general absences (illness) the student will receive two days to make up for each consecutive day absent. **The school discourages extended absences for trips/vacation during the school year.**
5. CHEATING POLICY: As a Catholic school, cheating of any kind will not be tolerated. Students are expected to use their own God-given talents and abilities and perform to the best of their abilities. Any work produced as the result of cheating, will be given no credit (0%). Parents shall be notified and the student may be referred to the principal for administrative consequences.

### **EXPULSION**

Expulsion from school is a serious matter and should be used only in extreme cases when everything else has failed. The reasons for expulsion may be:

- A. Continuous infraction of rules resulting in receiving five warnings as listed above.
- B. Proven delinquency and immorality which is a bad influence on other students.
- C. Incurable behavior that prevents the progress of other students.

If a child is expelled, the Principal should inform the Principal of the receiving school of the pupil's conduct to avoid recurrence, and advise the authorities to safeguard the pupil's reputation particularly if the cause for expulsion is not commonly known.

The parent has the right to appeal to the Discipline Committee (Pastor, Principal, Executive Committee of the Education Commission) when the school is considering expulsion of a student. Policy G111Appeal and Review, found in the Diocesan Handbook of Policies and Administrative Regulations for Catholic Elementary and Secondary schools will be followed. (This book is available from the Principal.)

### **BULLYING**

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation, including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name calling; threatening looks, gestures, actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school sponsored programs and activities. *Catholic Diocese of Peoria Policy Adopted 1/03*

### **HARASSEMENT**

**St. Mary's School follows the Catholic Diocese Harassment Policies C-401 found in the Handbook of Policies and Administrative Regulations for Catholic and Secondary schools.**  
(This book is available from the Principal.)

### **DRESS CODE**

Students in K – 8 are required to be in complete uniform every school day. If a student is not in proper uniform, parents will be notified. Pre-Kindergarten children are invited to be in uniform.

Our school uniform fosters discipline and simplicity of dress. It also prevents clothes-consciousness and rivalry.

**The following is a description of our School Uniform:**

**BOYS** \*Navy Blue Dress Pants with belt /Shorts.  
\*White/Blue shirts, button down with sleeves and collars (long enough to tuck in).  
Belts need to be worn when pants have belt loops.

**GIRL** \*Knee length Glen Plaid Uniform or blue jumpers, skirts or shorts.  
(PK-8);  
\*White/Blue Blouses with sleeves and

collars, ( long enough to tuck in).

\*Appropriate Blue Dress Slacks, Shorts or Skorts

### **ALL STUDENTS**

\*Blue, White or Gray Sweatshirts/Sweaters

\*St. Mary of Kickapoo or Notre Dame Sweatshirts in Navy, White, or Gray ONLY!

\*Turtlenecks in White/Blue.

\*Socks in solid Navy, White, or Black.

\*Clean, scuff-resistant shoes.

### **GYM ATTIRE**

\*Athletic shoes for gym use. Purchase scuff-resistant shoes (**street shoes are prohibited in the gym**).

\*6<sup>th</sup> – 8<sup>th</sup> Grades: Navy/Black Gym Shorts  
**(NO SHORT SHORTS)**

\*6<sup>th</sup> – 8<sup>th</sup> Grades: Plain T-shirts in Gray, White, or Navy

### **GROOMING**

\*Hair should be clean, neatly styled and trimmed. No fad haircuts; bangs must be above the eyebrows. Boys must have hair trimmed above the shirt collar in the back.

\*Shirttails must be tucked in at all times.

***When teachers point out dress code violations, and they are ignored, parents will be notified with a Dress Code violation form.***

### **NOT PERMITTED**

\* **Non-school writing or logos** on any garment.

\***High-heels or Boots with high heels**

\***Earrings** (No longer than the ear-lobe for girls),  
(Boys – not permitted)

\***Make-up** Not permitted by girls or boys.

\***Informal Material** (Cargo pants, Denim, nylon, cut-offs, sweat pants, parachute, leotard, stretch, etc., unless worn under a jumper or skirt for warmth).

**The Principal is the final arbiter of the appropriateness of dress.**

### **EMERGENCY INFORMATION**

**A. Closing:** When weather conditions are severe, St. Mary's Parish School of Kickapoo will close. Announcements will be made via WMBD (1470), or WIRL (1290) radio and WHOI (19), WEEK (25), or WMBD (31) television.

**B. Drills:** The safety of the students is insured by drills and precautionary measures, which are followed in the event of a disaster, fire, storm, tornado etc. The faculty and students will practice these drills during the school year.

**C. Event:** In the event of an emergency situation parents will be notified by the school office

when to pick up their child/children.

### **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parents/guardians responsibility to monitor news reports via television and radio stations. Announcements are normally broadcast between 6:00 a.m. and 6:30 a.m. Area radio stations 93.1 FM and 102.7 FM will announce school closures or late starts.

### **EDUCATIONAL FIELD TRIPS**

Properly supervised and planned educational field trips are an important part of the instructional program. Field trips are planned by the teachers and are approved by the Principal. Transportation plans are arranged through the Principal's office. A specific permission slip, containing pertinent information will be sent home with the student. **PERMISSION SLIPS MUST BE SIGNED BY THE PARENT OR GUARDIAN AND RETURNED TO THE SCHOOL IN ORDER FOR THE STUDENT TO GO ON THE FIELD TRIP.** Telephone calls will not be accepted in lieu of signed permission slips.

### **GUM/CANDY**

Gum may not be brought to school. Candy may be brought for a special occasion designated by the teacher. Candy (not recommended) may be brought as part of a lunch, and consumed at that time.

### **HEALTH CARE**

Good health habits include a sufficient number of hours of sleep, regularly practiced nutrition habits, a good breakfast and suitable clothing for weather conditions. Since many childhood diseases are communicable, it is essential that parents use good judgment in determining if their child is well enough to attend school.

Head lice, although harmless, are a frustration and persistent problem, which should be a shared concern at home and in school. If there is an indication of head lice, parents should notify the school or vice versa. Proof of shampooing with a prescribed shampoo and removal of all visible nits is essential before the child returns to school.

### **CONTAGIOUS DISEASE**

Many childhood diseases are extremely contagious; it is essential that parents use good judgment in determining if their child is well enough to attend school. If a student **has vomited or run a fever of 99.0 degrees** the day before, the student should be kept home the next day to prevent the spread of illness. A student with pink eye, strep throat, or other illness

requiring antibiotics may return to school **24 hours after** receiving the first dose of medicine. When students develop illnesses at school, they will be removed from the classroom and a parent will be called to take them home as soon as possible.

### **PHYSICAL EXAMINATION AND IMMUNIZATION**

Each student entering **Kindergarten, Sixth Grade or an Illinois School for the first time** must have proof of a physical exam from a qualified physician and complete required immunizations. The School Code of Illinois requires that students who have not met these requirements by October 15 of the school year be excluded from school until the requirements are met. If for medical reasons one or more of the requirements are not met, the student must present a schedule of the administration of the immunizations and a statement of the medical reason for the delay. The requirement of immunizations may be waived for medical reasons with written notice from a physician.

### **VISION**

New Illinois law requires comprehensive eye exams for children starting school. The eye exam must take place within one year prior to starting kindergarten or for all students who are entering school for the first time in Illinois. Proof of the exam must be submitted by October 15<sup>th</sup> of each school year.

### **DENTAL HEALTH**

In compliance with rules adopted by the Department of Public Health and except as otherwise provided in this Section, all children in Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades of any public, private or parochial school shall have a dental examination. Each of these children shall present proof of having been examined by a dentist in accordance with this Section and rules adopted under this Section before May 15<sup>th</sup> of the school year. The Department of Public Health shall establish, by rule, a waiver for children who show an undue burden or a lack of access to a dentist.

*Public Act #093-0946/Section 5 (1.5) 7/21/05*

### **MEDICATION**

Over the counter medication (like Tylenol, Advil, Bayer Aspirin, any cold remedies, etc.) may only be given on a day-to-day basis for a child if we have a written order from the child's physician. We will NOT store this type of medication without a written order and specific directions from a physician.

If it is determined by a doctor that it is necessary for a child to take medication during the school hours, the following policies are to be followed:

1. Written orders must be provided to the school by the doctor, stating the name of the medication, dosage, and the time it is to be taken.

2. A written request from the parent authorizing the administering of any prescribed medication must be on file in the Principal's office.

3. Medication must be brought to school in a container appropriately labeled by the druggist or pharmacy. All medications are to be kept and administered by the Principal or designee.

3. Only enough medication shall be sent to school for one week. The container should be taken home on the last day in a given week.

**NOTE: If a child is on medication and the parent wishes to come to school to administer the medication, they may do so. The school will provide safe storage for the prescribed medications and will keep a basic record of medications administered by school personnel.**

### **HEARING AND VISION SCREENING**

Hearing and vision screenings are required and provided. Teachers/parents may refer any other student they feel is in need of screening. There will be a charge for these extra screenings. Parents are notified of problems.

### **VISION**

Preschool (age 3, 4, and 5)

Kindergarten

Second Grade

Eighth Grade

Teacher Referrals

New Students to State/Country

### **HEARING**

Preschool (age 3, 4, and 5)

Kindergarten /First Grade/Second Grade/Third Grade

Teacher Referrals/New Students to State/Country

### **HOMEWORK**

Students will have homework assignments to complete after school. It is important to cooperate with the teacher to be certain that all homework is finished and returned to school.

**Homework will be given in any grade level for a variety of reasons:**

- to finish what was begun in class
- to reinforce what was learned in class
- to research a topic assigned in class
- to study independently
- to make up missed work

**You can help your child by:**

- checking the assignment notebook daily
- setting a specific time for homework
- providing a quiet place to study
- letting your child do his/her own work, providing needed help
- asking what he/she is studying and what was learned.

**You can hinder your child if you:**

- do the homework for your child/ren
- criticize or disagree with the teacher or other school personnel in the presence of the child

**Unexcused late work will receive a lower grade except when a child has been absent from school or other valid reasons.** If a student is absent, assignments and books will be gathered. Parents may advise the school how they wish the child to receive these materials when they notify the school of the absence. Pre-K through 2nd grades abide by a different standard.

### **PHYSICAL EDUCATION**

Physical Education is an integral part of the instructional program. All children will be required to participate unless a doctor's certificate is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.

### **HONORS RECOGNITION**

An honor roll will be determined for grades 5-8 only.

**A HONOR ROLL:** All A's and 1 B in core curriculum. \*\*

**B HONOR ROLL:** All A's and B's in core curriculum. \*\*

**\*\*Core Curriculum includes: religion, reading, math, social studies, English, science and spelling.**

The honor roll will be posted in the school and a certificate will be presented to each student.

### **LIBRARY**

The school library is used to supplement the reading program. Our library contains an assortment of books and magazines, which are available to students. Regular library time will be scheduled for each class. Children will be taught responsible use of the library. Any material borrowed from the library must be properly checked in and out. Library materials may be borrowed for one week and may be returned on the assigned library day or given to the volunteer on duty. The borrower must properly care for books. A fine per day per overdue book will be assessed. Students must pay full price for any book that is lost and appropriate costs for damaged books.

### **LOST AND FOUND**

Proper care of personal items, clothing, shoes, etc. teaches responsibility. Marking all articles of clothing, gym shoes, books, and supplies will help in identifying lost articles. The students are to clear off the coat racks at the end of each day. Parents should periodically check the lost and found barrel found in the main hallway.

### **LUNCH**

The period for lunch/recess is 40 minutes for all grades. All students are to eat in the lunchroom only. Students are to practice the rules of good manners while eating lunch. Leaving the table and surrounding area neat and clean and putting trash in the proper container are expected. Students are to remain seated in the lunchroom until dismissed from the table. We have a hot lunch program. We ask that hot lunches be ordered and purchased at least one week in advance. Milk is sold for those who wish to purchase it.

### **NON-CUSTODIAL PARENTS**

St. Mary's Parish School abides by the provisions on the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, access to academic records and other school related information regarding their child would be provided to non-custodial parents upon request.

It is the responsibility of the custodial parent to provide the school with an official copy of the court order specifying that information not be given to a non-custodial parent.

### **PARTIES AND TREATS**

Parties may be planned for certain holidays or special days designated by teachers. All other parties must be cleared through the school office. There is a Diocesan Policy on Wellness with recommended treats (healthy snacks).

Students may bring birthday treats to share with the class if they wish to do so. Simple, nutritious treats that can be easily passed out are recommended. **Cakes that need to be cut are NOT allowed.** Cupcakes, which can easily be passed, are allowed.

### **RELIGIOUS EDUCATION**

Religious education is the heart of a Catholic School. We consider working with the students' spiritual life and growth a privilege. St. Mary's Parish School of Kickapoo religious education consists of the following components:

*Holy Mass Textbook Instruction*

*Daily Prayer/Special Prayers*

*Scheduled Confessions Christian Services*

*Pastor Instruction All Saints Day Celebration*

*"Virtues" Vocabulary Saint of the Week*

*An environment where "Christ like" behavior is expressed and expected.*

**INSTRUCTION** provides the core of beliefs and teachings of the Catholic Church.

**LITURGY** - The children and faculty will participate in the parish 8:00 a.m. Mass on Tuesday and Friday of each week. Students will attend and participate in special school Masses planned by the classes. Teachers may arrange for class liturgies with the pastor

at their convenience. Children will attend Mass as a class on Church Holy Days when school is in session. Everyone is invited to attend Mass.

### **PRAYER**

A variety of prayer forms are used at school, such as traditional prayer, spontaneous prayer, singing, quiet prayer, Bible readings and prayer services. The school day begins with prayer and the pledge to the flag. The prayer before meals and the Angelus are said before lunch.

During October and May the entire school recites the whole rosary once a week together in church. The students participate in the Stations of the Cross once a week during Lent. We also participate in Eucharistic Adoration Services the First Friday of every month.

**SACRAMENTS** - Students in grade 2 are prepared for the Sacraments of Penance and Eucharist. Confirmation is held for the students in grades 7 and 8.

**CHRISTIAN SERVICE** - encouraging students to participate in the following further develops the concept of worshipping God through service to others:

Food and Fund drives, Lenten Rice Bowl, Lector at Mass, Service to Younger Students and Teachers, Altar Servers, choir, cards to the sick, cleaning the school and grounds, helping the Pastor, etc.

### **SCHOOL SAFETY**

#### **ACCIDENTS**

The school staff will treat minor accidents. If there is an accident of a serious nature, it will be reported promptly to the principal and parents. If the parents are not available, persons listed as secondary contact will be called. If it is impossible for anyone to be notified, the school will arrange to have the student attended by a doctor or hospitalized.

#### **SAFETY RULES**

**PLAYGROUND:** The following playground rules will be observed:

1. **All students** may use playground equipment.
2. **Slide:** Proper use of the slide includes waiting until the way is clear before going down. Users of the slide must go down sitting, one at a time. No one is to walk up the slide.
3. **Swings:** The swings should be used for a short amount of time so that they may be shared with others. Only one child may swing at a time. Only sitting on the swings is permitted.
4. **Equipment** will be used for the purpose it is intended.
5. **All games stop** immediately when the bell rings, and students are to line up according to grade. This allows time to cool off and quiet down before entering the building.

6. The **playground supervisor** is to be obeyed.
7. The **final decision** of any playground rule rests with the teacher or supervisor.

**SNOW** Throwing snow in any form is not allowed at any time. When the playground is covered with snow, students must wear boots in order to play. Without boots, students will not be permitted to leave the sidewalk.

#### **ASBESTOS-CONTAINING BUILDING MATERIALS MANAGEMENT PLAN**

**Note:** This is notification that St. Mary's Parish School of Kickapoo has submitted its management plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA 29 CFR 763) for the school facility. Copies of the management plan are available for your inspection during normal business hours of the office and during other times by special arrangement. We request you make an appointment to review these plans.

In compliance with state regulations, a licensed company inspects the building every three years. Also, an annual in-house inspection is done and the results are retained on file in the parish office.

#### **STUDENT RESPONSIBILITIES**

All students will have certain responsibilities for the school. Responsibility allows students to become part of the school and develop pride and ownership in the school.

#### **SUPPLIES**

Each student is to provide his/her own general supplies. A list of supplies is provided to each student. PLEASE see that your child has the appropriate supplies.

#### **VISITORS**

Parents and visitors are welcome to visit the school. If a parents wishes to observe a class, they must call the teacher ahead of time. State law requires anyone entering a school to report to the school office. The only exceptions are St. Mary of Kickapoo School students and official staff. Those wishing to visit a classroom must call the office to arrange the visit. This allows the teacher to be aware of the visit. All visitors must register with the office before going to the classrooms. As a general rule, children may not bring visitors. This type of visit must be cleared with the parents and the school office.

#### **ACCESS TO THE BUILDING**

All parents and visitors should report to the school office upon entry to the school. Access to the building will be at the discretion of the Principal and/or Pastor. Access to the school will only be allowed through the front doors. All doors of the school will be locked during

school hours. All parents and visitors must observe the security system for the entry to the school. Only school personnel are allowed to unlock the doors to allow entry. Children are forbidden to open the doors for any parent or visitor. Only school personnel may go directly to a classroom when school is in session. This rule is enforced for the safety of all children. Parents may not disrupt a class at any time for any reason.

#### **VOLUNTEERS**

Volunteers are a vital asset to St. Mary's School, and we appreciate their dedication. We depend on volunteers to help us out with numerous events and projects throughout the school year. As per Diocesan Policy, all volunteers are required to complete and pass the following two (2) background checks: Department of Children and Family Services and Illinois State Police. The background checks will be kept on file in the school office and need to be renewed every 5 years. The Diocese requires all volunteers to attend a seminar, "Safe Environment Program".

Anyone with time and interest, regardless of age or educational background, can be of assistance to our school. Volunteers need not belong to the parish nor be related to any of the students, however they do need to contact the school office about a background check, fingerprinting, and "Protecting God's Children" training session.

Please contact the current Parents' Club President for more detailed information on the Volunteer Program and Point System.

#### ***Volunteer programs include (but are not limited to):***

Library worker, Teacher's helper, Field trip driver, Auction, Room Parent, Cookie walk, Lunchroom and Playground helper/monitor.

#### **WITHDRAWALS / TRANSFERS**

In the event that a child will be withdrawn from St. Mary's Parish School, parents should notify the office at least a week prior to the date. A release of school records form must be signed to allow records to be transferred. ***St. Mary's uses the Diocesan student transfer form when transferring student records.***

#### **TUITION REFUND POLICY**

If a student withdraws from St. Mary's School in Kickapoo, tuition fees are pro-rated based upon the days attended in the current school year. (Jan. 07)

#### **SEXUAL ABUSE**

**St. Mary's school follows the Catholic Diocese sexual abuse policy C-402 found in the Handbook of Policies and Administrative Regulations for Catholic and Secondary Schools. (This book is available from the principal).**

**VIOLENCE – THREATENED AND ACTED**

St. Mary's school follows the Catholic Diocese  
Violence – Threatened and Acted policy D-150  
found in the Handbook of Policies and  
Administration Regulations for Catholic and  
Secondary Schools.  
(This book is available from the principal.)

**ST. MARY'S PARISH SCHOOL OF  
KICKAPOO IS A MEMBER OF THE  
PEORIA CATHOLIC DIOCESE. ALL  
STUDENTS, PARENTS AND FACULTY  
MEMBERS ARE SUBJECT TO ALL THE  
RULES AND REGULATIONS OF THE  
PEORIA DIOCESE EVEN IF NOT  
MENTIONED IN THIS HANDBOOK.**

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**ST. MARY'S**  
**Roman Catholic Church & School of Kickapoo**  
St. Mary's Education Commission / 2010-2011

<b>Member</b>	<b>Residence</b>	<b>Term ends</b>
Dr. Tom Golemon	8309 Switzer Road..... Brimfield, IL 61605	2010
Kevin Cotter	7509 Pottstown Road Peoria, IL 61605 (H) 673-1322	2010
Jeff McClanahan	7905 W. Robertson Road Peoria, IL 61604 (H) 243-2425	2010
Dr. Vic Lenzi	7300 Honeysuckle Ct Brimfield, IL 61517 (H) 446-3060	2012
Angela Weck	7520 W. Gensler Ct. Edwards, IL 61528 (H) 693-0462	2011
Phil McIntosh	5806 Heinz Lane Edwards, IL 61528 (H) 689-7530	2011
Vito Minneci	11416 N. Park Ridge Rd. Princeville, IL 61559 (H) 243-2545	2011
Doug Hanley	7414 N. Honeysuckle Ct. Brimfield, IL 61517 H) 446-9976	2013
Robert Zinser	8421 N. Vine Street Edwards, IL 61528 H) 691-5680	2013

## **PROCEDURE FOR COMPLAINTS**

**All concerns, issues, or complaints should first be addressed among those directly involved.** For example, if a teacher has an issue with another teacher, he or she should attempt resolution of the issue first. If a parent has a complaint about a teacher, he or she should attempt to resolve the issue first. Regardless of those involved - students, parents, teachers, administrator, or staff member, the first attempt to resolve the concern should be made at this level. If resolution has been attempted and is not possible at this level, or if one of the parties is dissatisfied with the resolution attempt, the following procedure will be followed.

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***A complaint issued by a student, parent, teacher, or staff member is brought to the principal's attention:***

- 1) The Principal speaks to complainant, other involved parties, and the Pastor in a timely manner. The Principal will require if first level resolution has been attempted. If not, the complainant is requested to do so. If resolution has been attempted, the process continues. All parties are asked to maintain confidentiality. The complaint is shared-verbal or written – with all involved. Notify all involved parties of two points:
  - a. Right to a written response
  - b. If the complaint involves a teacher, the written complaints or other documentation could become a part of a personnel file along with a written response or documentation provided by teachers or others.
- 2) If possible, bring complainant and other involved parties together to resolve issues prior to a formal meeting.
- 3) Investigate the complaint and continue to speak to all involved parties. Continue to notify Pastor of ongoing issues. If deemed necessary, call the Superintendent of schools and vice Chancellor for policy and legal opinions.
- 4) The Pastor may meet with all parties as a part of investigation and resolution process.
- 5) Communicate results of investigation to all parties without breaching confidentiality.
- 6) Resolve or dismiss allegations.
- 7) Place written documentation in personnel file (if necessary) after consulting with Superintendent of schools and Vice Chancellor.
- 8) If dissatisfaction continues from one of the involved parties, notify all involved of the Diocesan Appeal and review Policy: G111 located in the Parent / Student and Teacher handbooks.