

Mission

The mission of Keokuk Catholic Schools is to develop Christian values in its students through instruction, liturgical involvement, religious activities and community service and to develop the unique talents of each individual student.

Since our schools reflect the faith and values of our parents, they involve themselves in a unique partnership with our school. We are, therefore, able to expect more from our students. We challenge them to excel by establishing, maintaining, and continually reevaluating our standards as we effectively measure student outcomes. This process allows us to prepare our students to successfully meet the demands of the 21st Century, both academically and morally.

Philosophy

Subscribing to the principles delineated in the pastoral message on education, "To Teach as Jesus did," the Christian community of Keokuk Catholic Schools have sought to incorporate these principles in formulating their philosophy of education. Thus, the theory of instruction is based upon the triple concept of message, community and service.

Message: The parents, faculty, and students of Keokuk Catholic Schools believe that the school is an expression of the teaching ministry of the Church. Therefore, in order to foster a Christ like growth in each unique individual, the school endeavors to proclaim a message of faith, taught and lived in community, and reach out in service to others. Through a multi-disciplined curriculum integrated with the Gospel message, the school strives to develop the spiritual, moral, intellectual, emotional and physical dimension of the human person. It is believed that knowledge of Catholic Doctrine and development of the students' academic potential forms the basis for a way of life. This conviction provides a system of education, which enables the student to experience learning and living with coherence and with deep meaning.

Community: In the belief that the school should strive to be a strong Christian community united in the conviction that God is our Father, parents and faculty try to set an example for students of mutual trust, respect, care, concern and love. Together they experience what it means to live a life of prayer, personal responsibility and freedom reflective of the gospel values. In the belief that a Christian community functions best in an organized structure, an effort is made to instill the principles of self-discipline.

The Keokuk Catholic Schools concentrate on a program of learning, which enables students to develop their talents and become contributing members of the world in which they live. By teaching and by example, moral values form the basis for making decisions.

Acknowledging that parents exercise the first and foremost responsibility for their children, the Keokuk Catholic Schools assist parents in the total Christian development of their children. It is the parents' right and responsibility to assist the school by their cooperation and support.

Service: Convinced of the message of Christ and living in a community of faith, the Keokuk Catholic Schools alert the students to the compelling necessity of sharing human needs and to explore ways to use their gifts for the service of others in the classroom, in the school, in the local community and in the world community. By providing experience which responds to the obligation of Christian service, it is hoped that students will develop and deepen their selfless care and contribute to the world and its future.

Goals

Message

1. To develop and deepen knowledge of the gospel message and the truths of the Catholic Faith.
2. To grow in awareness that our Christian heritage is the foundation of our approach towards truth in all disciplines.
3. To create a climate where the uniqueness, the dignity and the self-worth of each individual is respected.
4. To provide the atmosphere necessary to develop in students the knowledge and skills basic for life.

Community

1. To strive to develop a Christian Community of loving, caring persons whose lives reflect Gospel values.
2. To create opportunities which lead to the development of self-discipline.
3. To aid students in making decisions and judgments which are based on Christian moral values.
4. To assist parents, the primary educators, in the total development of their children.
5. To encourage students to develop their individual talents.

Service

1. To develop a sensitivity to the needs of others in the school, in the local area, and in the world.
2. To enable students to recognize their gifts and to perceive their obligation to share these gifts with others.
3. To aid students in making vocational choices consistent with their talents and with the needs of others.
4. To provide opportunities for service.

Administration and Staff

The Bishop

The administration of the Catholic School System in the Diocese of Davenport is the responsibility of the Most Reverend Bishop Amos.

Diocesan Superintendent

Leland Morrison Ph.D., the Diocesan Superintendent of Schools, is appointed by the Bishop and is responsible to him for the administration and supervision of the Catholic Schools in the Diocese of Davenport.

Keokuk Board of Catholic Education

This organization represents the Catholic Community of Keokuk in matters pertaining to the school and religious education programs (Preschool through Eighth Grades). The Board exercises direct control over the approving and funding of the budgets submitted by the building principal.

The Board meets on the second Thursday of each month at Keokuk Catholic Schools. These meetings are open, public meetings; attendance of interested members of the community is welcome. Anyone who wishes to address the Board must submit a written request detailing the subject matter to Board Chair at least one week in advance. Any communication to the Board may be submitted to the office and this will be forwarded to the appropriate Board Chairperson as requested.

Chief Administrator/ Principal

The Principal of Keokuk Catholic Schools is also the Chief Administrator of the Keokuk Catholic Schools and is responsible and accountable to the Keokuk Board of Education for administering and supervising all aspects of operating the school. The Chief Administrator/ Principal may be reached during school hours at (319) 524-5450.

Director of Education

The Director of Education will be assisting the principal with duties and evaluations.

The Teacher

The teachers are an integral part of the school. Pope Paul VI and the Second Vatican Fathers said of the Christian teacher in the modern world:

“They should therefore be very carefully prepared so that both in secular and religious knowledge they are equipped with suitable qualifications and also with pedagogical skill that is in keeping with the findings of the contemporary world.”

Staff

Chief Administrator/ Principal

Mrs. Laura Marsot

Director of Education

Mrs. Sharon Kokemuller

Teachers

Ms. Becky Bloome - Early Childhood Director/ 3 Year old Preschool

Mrs. Stacey Dixon – Four Year old Preschool

Ms. Andrea Wierather – Kindergarten

Mrs. Lisa Klesner – First Grade

Mrs. Shelley Williams – Second Grade

Mrs. Kate Duffie – Third Grade

Mrs. Colleen Gredell – Fourth Grade

Ms. Madalyn Reynolds – Fifth Grade

Mrs. Dawn Butler – Art & Enrichment

Ms. Jackie Bodner – Physical Education, Health Education,

Mr. Kjel Hanson – Vocal Music

Non- Instructional Personnel

Mrs. Pam Getz- Business Manager

Mrs. Chris Petty – Secretary

Mrs. Deb Varner – Preschool Aide & Morning Day Care

Mrs. Daniell Guymon – Preschool Aide

Mr. Pat Rector – Building and Grounds

Ms. Chris Ison – After school day care

General Policies and Procedures

Admissions

Keokuk Catholic Schools maintains a policy of open enrollment toward students meeting the school's reasonable academic and behavioral requirements regardless of race, ethnic origin or creed.

3-Year Old Preschool Admissions: Children will be eligible for the 3-day preschool if they are 3 years old on or before July 15th of the enrollment year. Any parent that feels their child is ready for preschool may receive special consideration for admissions, if the teacher and the principal agree with the parents.

4 Year Old Preschool Admissions: Children will be eligible for the 5-day preschool if they are 4 years old on or before September 15th of the enrollment year. Any parent that feels their child is ready for preschool may receive special consideration for admissions, if the teacher and the principal agree with the parents.

Kindergarten: Children will be eligible for the Kindergarten program if they are 5 years old on or before September 15th of the enrollment year.

Attendance

It is of great importance that your child is in school everyday, on time, if he-she is to achieve success in schoolwork and form a foundation in habits of attendance and punctuality so needed in daily life. Except in cases of illnesses or for a death in the immediate family, a child should not be absent from class. A telephone call to the office is required before 9:00 a.m. on the morning of the day the child is going to be absent. Any child that is going to be tardy and wants to order hot lunch needs to inform the office before 9:00 a.m. If a call is not placed to the school office to order hot lunch before 9:00 a.m., the child must have a sack lunch and a drink. Office hours are from 7:45 a.m. to 3:15 p.m. In the event this call is not made, the school office will contact the home to ascertain the reason for the absence.

School Day

The school day is from 8:15 a.m. to 2:45 p.m. ideally, students should arrive at school no earlier than 8:00 a.m. If your child comes to school before 8:00 a.m., they will be asked to sign-in for Before School Daycare and you will be charged with drop-in fees. If your child has yet to be

picked-up and it is 3:00 p.m., your child will be asked to go to After School Daycare and you will be charged with drop-in fees.

Keokuk Catholic School is required to follow state and Iowa Law and this means that we are required to report excessive absences and tardiness to the Lee County Truancy office. Excessive absences mean absences over **32** days per school year.

- The following will be the standard in recording attendance:
 - A child arriving to school after 8:15 will be marked tardy.
 - A child arriving after **9:15 a.m.** will be marked ½ day absent.
 - A child leaving school on or before **1:15 p.m.** will be counted ½ day absent.
 - A child that is sick or leaves during the morning session of school must be present for at least **2** hours during the morning session to count as a half day present. If a child has been absent in the morning and comes to school for the afternoon session, the child must be there for **1 ½** hours in the afternoon otherwise the child will be counted absent for a whole day instead of **½ day**.

Ordinary medical appointments should be scheduled outside of school time. For those appointments, which cannot be so scheduled, the students must bring a written excuse to the office. With the exception of emergency appointments, written notice should be provided to the office ONE DAY prior to the child being absent.

All children arriving to school late and leaving school early ***MUST BE SIGNED-IN or SIGNED-OUT*** in the school office.

Bicycles, Skateboards and Heelies

Bicycles are kept on the school grounds in the racks provided. No one is allowed to ride a bike on the school grounds during the school day. The school accepts no responsibility for loss or damage to a bike. The Keokuk City Ordinance requires that bicycles be licensed. Unlicensed bikes are not permitted on the school grounds. Skateboards are not allowed on school grounds. Students may wear heelies to school and home from school. All wheels are to be covered or to be taken out of shoes upon entering the school grounds.

Books and Supplies

A list of supplies will be published in August preceding the new school year. Keokuk Catholic Schools may issue other books and supplies. It is the policy of the school that parents must pay for lost or damaged textbooks, workbooks, or library books before the child can receive the final report card.

Bus Services

Bus service is provided without charge for all students who live two miles or more from Keokuk Catholic Schools. For bus service please contact the Transportation Director at 524-3690. Students riding the bus are expected to follow the rules and procedures set by Keokuk Community School District.

Classroom Parties

Classroom parties are held for Halloween and Valentine's Day and at the teacher's discretion. We encourage parents to become actively involved in their child's classroom parties. Students are welcomed to celebrate birthdays in their classrooms. We ask that if a student brings party invitations to school, there be one for every student in that classroom. In the event there is not an invitation for all students in the child's classroom, we ask parents to distribute them outside of school. Parents and guardians are asked not to send flowers, balloons, and other items to school in recognition or to celebrate a child's birthday or special event.

Curriculum

Keokuk Catholic Schools prides itself in offering our students highly skilled and innovated teachers. Keokuk Catholic Schools' teachers are continually updating their training in order to provide curriculum and instruction, which reflect current best practice. Providing developmentally appropriate content and learning strategies is always at the forefront of our goals, while recognizing that each student is an individual. Much effort is made to meet the needs of the unique learning styles of each and every student.

The Diocese School Office and the Iowa Department of Education approve the curriculum of studies followed at Keokuk Catholic Schools. The following subjects are included into our Christ centered curriculum: religion, reading, language arts, social studies, math, science, art, music, physical education, technology, and band.

Discipline Policy

OFFENSIVE LANGUAGE is not acceptable and may result in a teacher/administrator given detention or an in-school suspension.

UNACCEPTABLE BEHAVIOR

In addition to any other rules, regulations or policies adopted by the Board of Education pertaining to pupil conduct or discipline, any student of this school system may be suspended or expelled for any of the following actions which are considered to be **Gross Misconduct**. The following are examples of gross-misconduct, this list is not meant to be a complete listing of all misconduct, but rather common examples.

1. Fighting at school, on school buses, or at school-sponsored activities.
2. Smoking or the possession of tobacco in any form on the school grounds.
3. Walk-outs or unauthorized mass assemblies.

4. Disrespect by work or action toward any staff member or conduct that infringes on the rights of others.
5. Open defiance to a degree that may threaten the general atmosphere of the school classroom.
6. Extreme clothing or hairstyles that are likely to cause antagonism among students or to arouse anger, contempt, or erotic excitement among any other member of the student body so as to create a disruptive influence on the learning process.
7. Stealing and malicious destruction or defacing of property. Restitution will be a part of the penalty for such actions and such instances may be referred to law enforcement officials.
8. Possession or use of alcoholic beverages or illicit drugs.
9. Acts of pupils that interfere with schoolwork, impair discipline, or substantially disrupt, impede, or interfere with the operation of the school.
10. Disobedience of directions of a teacher or administrator when such disobedience can result in disorder, disruption or interference with the operation of the school.
11. Other acts as prescribed by Board of Administration Policy that disrupt the general school program, threaten the rights of others, or jeopardize the health or safety of others.
12. Gambling is strongly discouraged. Any exchange of money will not be tolerated.
13. Student to student, both sexual and physical shall be prohibited.

SEXUAL HARASSMENT Means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

*Submission to such conduct is made either explicitly a term or condition of a student's participation in school programs or school activities.

*Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

*Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

*Sexual harassment, as prohibited by this policy, may include, but is not limited to the following:

Verbal or written harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching, suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grade, snapping, pulling, jerking, or exposing another student's underwear.

Sexual harassment is strictly prohibited and students caught harassing another student at school or at a school activity shall be suspended from school for the first offense for (5) days. This suspension may be an in-school suspension or an out-of-school suspension, as shall be determined at the discretion of the administrator.

Upon the second offense, the student shall be required to appear before the Board of Education with his/her parents. The board shall determine whether or not expulsion from the Keokuk Catholic Schools is appropriate.

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The board is committed to providing all students with a safe and civil school/faith formation environment in which all members of the school/parish community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school/parish.

Policy Adopted: June 3, 2007

The following policies were adopted by the Keokuk Catholic Board in 1998.

Policy Regarding Controlled Substances

It shall be the policy of the Keokuk Catholic Schools that in the events that a controlled substance or drug paraphernalia relating to a controlled substance is found upon any person when that person is on school property or within 1000 feet of the boundary of school property or any school sponsored activity, then both of the following activities shall be required:

- The school administrator shall immediately notify the civil authorities and advise them of the occasion, the identity of the individual or individuals involved and the type of suspected substance or paraphernalia discovered or the basis for the belief that the suspected individual was under the influence of a controlled substance, as the case may be.
- In the event that the individual or individuals are students of the Keokuk Catholic Schools, then:
 - The student shall be suspended from school for a period of twenty (20) school days commencing with the day of the incident or the first school day thereafter.
 - The student shall not be allowed on school grounds nor at any school activity during the suspension.
 - Parents shall be permitted to pick up assignments from school on every other day during the suspension period.
 - All tests and quizzes conducted during the suspension period may be taken by the student at the rectory or some other approved facility not located on school property.
 - The student will be required to undergo an alcohol/drug evaluation at an appropriate agency and a certificate or report regarding the results of that evaluation shall be submitted to the school administrator prior to the time that the student is permitted to return to school.

- In the event of a second offense unless the Board of Education of Keokuk Catholic Schools determines otherwise, the penalty shall be expulsion from the Keokuk Catholic School System.
- If a student leaves the school without completing a suspension and wishes to return, that student will not be accepted until he or she appears before the Board of Education for approval for admission. Recommendations may be required from doctors, probation officers, and/or teachers in our system. If upon reception or permanent records, new and pertinent information is revealed, the student may not attend classes until he or she appears before the board.

Policy Regarding Beer, Alcohol and Tobacco

It shall be the policy of the Keokuk Catholic School that in the event the possession or use of beer, alcohol, or tobacco products by any student of the Keokuk Catholic Schools upon school properties or at any school sponsored activity then, upon the first offense the administrator shall notify the parents of the student and shall impose a five (5) school day suspension. This suspension may be an in-school suspension or an out of school suspension, as shall be determined at the discretion of the administrator.

Cell phones

Keokuk Catholic Schools does not allow the use of student cell phones, mp3 players or any other electronic devices during school hours (this includes lunch). All cell phones must be shut off; and any student caught using a cell phone during school hours will have their phone taken away. Parents will be called to let them know that the student's cell phone has been taken, and can be picked up at the end of the day in the principal's office. If the parent needs to contact a student you may call the office to talk to them or leave a message for the student.

Emergency Drills

In accordance with Iowa Law, there are at least four fire drills and four tornado drills each year. As a signal for the drills goes off, students, teachers and non-instructional personnel follow the emergency procedure according to the designated plan. Strict, silence must be observed during the emergency drill. All students move quickly and without running to the designated area. All doors will be closed after everyone is in their safe place. When notified, everyone will walk in silence back to the classrooms.

Extended Daycare

The before and after school program is completely licensed by the Iowa Department of Human Services and is available only to students attending Keokuk Catholic Schools. This program affords a fully supervised opportunity for outdoor play, study, games, etc. The extended care program time is 6:45- 8:00 a.m. and 2:45-5:15 p.m. The cost is \$2.20 per hour and may be paid weekly. We offer a breakfast program and after school snack at an additional fee. The program ends at 5:15 p.m. each day. Parents who have not picked up their children will be billed \$5.00 for every fifteen minutes overdue. On days of early

dismissal the students will go directly from school into daycare. If it is before lunch time, parents will need to send a sack lunch from home. If school is let out early because of bad weather, there will not be day care. Arrangements should be in place to have children picked up upon dismissal.

Due to lack of supervisory personnel, children arriving to school before 8:00 a.m. and/or not picked up from school by 3:00 will be put into Extended Daycare and parents will be billed for the drop-in fees. Students are not to be on school grounds before or after school without supervision. Keokuk Catholic Schools provides extended day care so children will be supervised and safe.

Field Trips

Field Trips are an extension of our curriculum and provide important educational experiences for our children. A field trip is considered to be any off-campus excursion for children conducted by a teacher in charge. The teacher will arrange transportation and chaperones. Any parent that is providing transportation or chaperoning will be asked to acknowledge, in writing, that she/he has been informed of and agree to follow the guidelines established by the Keokuk Catholic School Board and the Diocese of Davenport. Any parent driving will also be required to complete a Diocesan Driver Information Sheet.

A permission slip must be signed by a parent/guardian before the student will be permitted to go on the field trip. Parents will be informed by the teacher of upcoming field trips. Any parent that does not wish their child to attend a particular field trip should send a note stating such to the classroom teacher.

Grading Scale

Kindergarten, 1st Grade, 2nd Grade

<i>+ = yes, mastered</i>	<i>s- = not yet progressing</i>
<i>s+ = progressing, mastering</i>	<i>- = not yet, little or no mastery</i>
<i>s = progressing, working towards mastering</i>	<i>= not assessed at this time</i>

<i>3^d - 8th</i>	99-100 A+
	95-98 A
	93-94 A-
	91-92 B+
	88-90 B
	85-87 B-
	83-84 C+
	80-82 C
	77-79 C-
	75-76 D+
	72-74 D

Health and First Aid

A qualified medical person is available to maintain school medical records and act as a resource to initiate occasional health-orientated programs. This person is not available for first aid support. The school clerical staff has been trained to distribute medications and to tend to minor emergencies. The school appreciates the assistance of the parents in notifying us of any contagious disease.

If it is necessary for a student to receive medication during the day, the school needs to have a SIGNED note accompanying the medication from the physician and the parent stating: who the medication is for, what the medication is, and when it is to be given, and the physician's name and phone number. NO prescriptions medication can be administered to a student without a doctor's permission accompanying the medication. Over-the counter medication must be accompanied by a parent's written permission. Any medication needs to be turned in to the office at the beginning of the school day. Students are not permitted to carry medications on their person or keep any in their desk or their locker. This policy is in conformity with the social health guidelines issued by the State Department of Education.

A written release from a physician is necessary for a child to return to school after having had any communicable diseases, such as: Chicken Pox, Diphtheria, German measles, Fifth Disease, Impetigo, Ringworm, Scabies, Smallpox, or Whooping Cough.

School Policy and Procedure regarding Head Lice: Parents are the front liners in the control of the spread of head lice. A weekly check should be done on each child by his/her parent. The school provides a head check once in the fall and again in the spring, or as the need arises. If you discover head lice at home, be sure to call the school. It is no disgrace to contract head lice, but it is necessary that it be treated.

If a student is found to have lice or nits, the parents/guardian removes the affected student from school. The student will not be re-admitted until they have received treatment. A written, signed note from the person treating the child must accompany the proof of treatment (bottle label, box top, etc).

If treatment with over-the- counter medications is not successful, stronger prescription drugs are available from your physician.

If you want more information on the how to check for lice or how to treat lice, contact the Lee County Public Health Nurse at 524-4423.

Health Services

The school renders the following health services to the children during the school year.

1. Vision of all students is tested and referrals are made.
2. Height and weight are recorded in the fall and in the spring.
3. Hearing screenings are done for selected grades during the first semester.
4. Head Checks- are done in the fall and spring and as needed.

Home and School Communication

Home and school communication is vital for your child to receive the quality education we wish to provide for your child. Therefore, please feel free to contact your child's teacher or the school administration to address any and all questions, comments, or concerns regarding your child's educational experiences.

Our School's website, keokukcatholicschools.org can be accessed at any time to find scheduled activities and lunch menus in addition to other information. You may also access your child's grades (3-5) and view your child's lunch account on the schools JMC program. Passwords and user names are issued at the office at the beginning of each year.

If a parent has a concern or request for clarification concerning the student's work or behavior, this is first discussed with the student's teacher. If the parent wishes to communicate with the teacher, please call the school office and to leave a message for your child's teacher to get back with you to schedule a time to address your concern.

After speaking with your child's teacher, if you still have a concern or a question regarding your child's educational experience, please contact the school administration. If time permits the principal will address your concern or answer your questions at that time, otherwise, schedule an appointment or leave a message for the principal to get back with you to schedule a time to address your concern.

Parents are encouraged to visit their child's classroom anytime during the school year, unless exams are being given. We ask that **all visitors, including parents**, sign in upon arrival and sign out upon departures.

Wednesday Folders

Every Wednesday, the school sends home a "Wednesday Folder." This is a way to invite communications between parents and our school staff. The folder will come home nearly every Wednesday. It will contain sample work that the student has done throughout the week. Please review the documents being sent home, and will take note of missing assignments, upcoming tests and upcoming events. There will be room for teacher and parent comments. Please feel free to make comments each week. After reviewing the folder, returned it on Thursday with the parent's signature.

Communication between home and school is necessary to provide the high quality education we want for your child and it is most advantageous when it is two-way communication.

Homework

Primary Grades: (K-3) Primary students are expected to do the following homework: read their A.R. books, memorize math facts, and practice the weekly spelling words and other assignments at the teacher's discretion. If your child consistently brings home unfinished schoolwork, please contact his/her teacher to find out the reason for the uncompleted schoolwork.

Intermediate Grades:(4-5) Homework for intermediate grade students is more frequent than at the primary level.

The child, who is absent, should make every effort to acquire the assignments from the teacher for the day they were absent. In the event of a prolonged or planned absence, the student will make every effort to contact the teacher to discuss the best means for making up the work.

Lost and Found

Articles found in the building or on the school grounds will be placed in the lost and found. If not claimed within two weeks, they will be disposed of or given to a resale shop. Please see that your children have their names on all books, clothing (especially scarves, mittens, and coats), and school supplies. Valuable articles (i.e. eyeglasses, money, jewelry, etc) should be turned in to the office. Children who have lost valuable things should check with the office staff to see if it has been turned in.

Parent Support

Keokuk Catholic Schools could not operate without the involvement, interest and support of the parents and guardians of our students. Keokuk Catholic Schools parents are and always have been dedicated, energetic supporters of our school. They share a common goal with the teachers, administration and staff of the school to provide the children with a religious setting for high academic achievement. The product we strive together to produce is well worth all our hard work so that our children are equipped with the knowledge, skills, abilities and moral standards necessary to be happy and productive members of our society. During registration we ask that you fill out volunteer sheet.

Parent-Teacher Organization

Another avenue to promoting good Home- School relationships is the Parent-Teacher Organization. All parents of children attending Keokuk Catholic Schools

are members of this organization and are urged to attend the meetings. Parents and teachers meet on the second Tuesday of most months at 6:00 p.m. in the school cafeteria. Yearly dues are \$5.00 per family, payable at the Fall Registration. Your volunteerism to help plan these events or to help during these events is greatly appreciated by all the students, teachers, and other parents of Keokuk Catholic Schools.

Playground/ Recess

All pupils are expected to stay in the designated play areas during the recess times. Children are not allowed to remain in the classrooms unsupervised during the recesses.

Children are asked to keep all toys, games, or other such items for recess at home. Children that bring such items to school will not be allowed to use them while at school and will be asked to return them to their lockers or backpacks. The teacher may hold them until the end of the school day, or the student may be asked to take the item to the office. Since all these items are discouraged at school, any item brought to school remains the responsibility of the child. The only exception to this is when there is a special day in the classroom or the school, and the school has sent a note home requesting special items be brought to school for the event.

***Playground Rules:* BE SAFE BE FAIR BE KIND**

1. Children must be visible by the playground supervisors at all times.
2. Play carefully and safely; no rough play or body contact.
3. Inappropriate use of body parts is not tolerated.
4. Running, jumping from any level of the play structures is not tolerated. Precautions should be taken at all times to avoid unnecessary accidents.
5. Your feet should be the closest body part to the ground at all times.
6. Use playground equipment correctly: jump ropes are for jumping rope only; rocks are to stay on the ground at all times.
7. Bleachers are for school-sponsored events only.

Registration

Any student wishing to enroll in Keokuk Catholic Schools (new students and those currently enrolled wishing to enroll for the following school year) have two opportunities to register. We hold Registration during Preschool Round-up and during Kindergarten Round-up. For those students currently enrolled, we also hold registration during the spring and fall. The actual times and dates for registration are announced in the Church Bulletin, Daily gate City, and KOKX RAIDO. For registration fees and procedures, please reference the Scholarship and Financial Information Packet.

If you have registered your child at Keokuk Catholic Schools and circumstances make it impossible for your child to return to the school, please notify the

principal by phone or mail. It is important that you know the registration fee is not refundable.

School Lunch Program

Our school lunch program operates on a subsidy from the Federal Government under the National School Lunch Act. The purpose of this program is to contribute to a better understanding of good nutrition and important food habits. The NSLA requires that milk be served with each student's meal. A note is required from your child's doctor regarding food allergies or intolerances before we can withhold that certain food from your child's school lunch.

The price for a lunch is \$1.85 a day or \$9.25 a week for all students. Any student can purchase extra milk for \$.30 per carton. We ask that the lunch payments are in an envelope marked "LUNCH" with the child's name. In the event that the lunch payment is for more than one student, please indicate the children's names and the amount per child.

Children are allowed to bring their own lunch to school and parents are asked to remember the four basic food groups when packing sack lunches for children. Candy, pop, chocolate etc . . . and commercial fast food will not be permitted in the lunchroom.

Free and reduced lunch prices are available to those who qualify under the guidelines issued by the Federal Lunch Program. Information concerning free and reduced lunch prices are given to all families at the beginning of the school year. Applications will be available at the school office throughout the school year.

Student Behavior

Appropriate Christian behavior is essential in order to ensure an effective learning environment for all students. Students are expected to conduct themselves using behaviors that are becoming to a Christian student at all times. As Christians, we recognize those times we falter to sinful thoughts and actions. Therefore, our philosophy of discipline is to teach the appropriate Christian behaviors first.

Students are expected to follow three basic MUTUAL RESPECT rules at all times:

1. Follow adults' directions
2. Use common courtesy
3. Stay in your own space
4. Show respect for yourself, your fellow students and your school environment at all times.

Each classroom teacher will establish the guidelines for his/her individual classroom. These will be based upon the philosophy of Keokuk Catholic Schools. Teachers are responsible for the management of their respective classrooms with support from the parents and the principal. Students who repeatedly interrupt the classroom functions interfere with others' rights to learn. If this becomes the

case for a particular student, a behavior plan may need to be implemented to help the student, teacher, parents and principal monitor the student's behavior.

The teacher or supervisor in charge will handle minor misbehaviors as outlined within the classroom rules. When a student's choices of behavior are consistently inappropriate or depending on the seriousness of the misconduct, disciplinary action will take the following form:

- 1st referral to the principal: the student will be given an opportunity to present his/her view of the situation and a consequences for the behavior, if necessary will be given. The student and the principal will develop a verbal disciplinary plan of action to prevent the incident from happening again.
- 2nd referral to the principal: the student, teacher and the principal will develop a written plan of action, and a consequence will be given. This action plan will be sent home to the parents for them to sign and return to the office the next school day.
- 3rd referral to the principal: if it is necessary to write a 3rd plan, the parents will be asked to be part of the development of this plan, and a consequence will be stated.
- 4th referral to the principal: depending on the seriousness of the misconduct, the child will serve an indoor suspension for one or two days. Parents will be notified if this arrangement. Students charged with a serious wrongdoing can be placed on a home study program pending an investigation.

The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

Tuition

Keokuk Catholic Schools prides itself on providing high quality Catholic Education to families within the greater Keokuk Area. Since we are a private Catholic school, we rely on tuition and the good will of others to help support our school financially. The good will of others allow us to provide tuition assistance/scholarships for families that want high quality, Catholic education for their children, but may not be able to afford the tuition rates. For more information regarding the tuition fees or scholarships available to families, please refer to the Scholarship and Tuition Information Packet. If assistance is requested, this request must be submitted by the due date to be considered.

Uniform Exchange

Keokuk Catholic Schools provides parents the opportunity to exchange their student's uniforms. We have created a closet for parents to drop-off used uniforms that their children have out grown and pick-up clean, gently used uniforms that are the appropriate size for their child. Parents that may not have a uniform to exchange can exchange a free will donation for uniforms for their child. Any parent that would like to donate uniforms for the exchange may simply drop-off your clean, gently used uniforms to the school office.

Keokuk Catholic Schools Dress Code (K-5)

Pant Colors- Black, Navy Blue, Tan

Shirt Colors- Light blue, White, Red, and Navy

Sweatshirts- Light blue, White, Red, Navy, Gray. Hooded sweatshirts and sweaters are allowed. The only logo allowed on shirts is the school logo. If a sweatshirt or

sweater is worn, the collar of the shirt that is being worn underneath must be seen at all times.

Shirts- (Both boys and girls) Polo type shirts, blouses or dress shirts. Please refer to the colors allowed for shirts. They must all have collars.

Pants- (boys and girls) Dress type pants in a loose fitted style in specified colors. Twill or Corduroy are allowed. Capri pants can be worn only during August, September, April and May in specified pant colors.

Shorts-(boys and girls) Shorts are allowed during August, September and May and at the discretion of the principal, in specified pant colors. Girls may wear shorts in specified pant colors. Shorts must be loose fitting

Jumpers and Skirts- Girls can wear blue-green plaid skirts or jumpers with shirt or blouse underneath specified shirt colors. Other colors for jumpers and skirts are Tan or Navy. Girls must wear shorts under their jumpers and skirts at all times.

Shoes- Safe durable shoes must be worn at all times. Clogs, sandals, mules, hiking boots or cowboy boots are not allowed. On gym days athletic shoes should be worn or brought to school. Socks are required at all times.

Skirts and Dresses- the length of skirts and dresses must be appropriate and modest to allow for sitting and bending. The appropriate length would be six inches from the floor while kneeling is a good standard.

All Students- Appearance should be clean, neat and appropriate for the classroom. Dresses, shirts or pants should be well fitted and not excessively tight. Clothes must be clean and in good repair. Earrings are not to be worn by boys during the school day. Boy's hair should not be longer than the tip of their collar. Hats and bandanas should not be worn during school day.

All students are required to follow the dress code. If a child is not in dress code the parent will be called to bring the proper clothing required for dress code.

Please Read and sign then turn into the office!!

I/ We have read the student parent handbook and understand the policies, rules and regulations described in the handbook. I/we will abide by these policies rules and regulations for the following school year _____.

Signature of Parent _____ Date _____

Signature of Student_____Date_____

Do we have permission to print your name, address, and home phone number in a school directory, we would distribute to other parents in our school

Yes_____ No_____