

# Peoria Christian School

## ~Handbook Highlights~

Please make sure to read through the full version of the handbook. This sheet is for quick reference only.

### SCHOOL HOURS

	FULL DAY	HALF-DAY
FULL DAY PK (Mon.-Fri)	8:30 a.m.-3:15 p.m.	8:30 a.m.-12:30 p.m.
HALF DAY PK (Tue, Wed, Thur)	8:30 a.m.-11:30 a.m.	8:30 a.m.-11:30 p.m.
KDG-4 <sup>TH</sup> GRADE	8:30 a.m.-3:15 p.m.	8:30 a.m.-12:30 p.m.

### LUNCH SCHEDULE

FULL DAY PK	11:45 a.m.-12:15 p.m.
1 <sup>ST</sup> -4 <sup>TH</sup> GRADE	11:25 a.m.-11:48 a.m.
KINDERGARTEN	11:25 a.m.-11:50 a.m.

### CHAPEL SCHEDULE

KINDERGARTEN	WEDNESDAY	2:30-3:00 p.m.
1 <sup>ST</sup> -4 <sup>TH</sup> GRADE	WEDNESDAY	8:45-9:15 a.m.

### BUILDING HOURS

Generally, K-4<sup>th</sup> grade students are admitted to the classroom 10 minutes before school begins. Teachers supervise students arriving between 8:00-8:20 in the North Gym. Students arriving between 8:20-8:30 may go directly to the classroom. PreK students must be taken directly to the classroom and signed in.

Students are asked to vacate the building as soon as school ends. Younger siblings are not permitted to wait for older siblings who have games or practices after school. All students still in the building at 3:30 will automatically be taken to our after-care program where charges may apply.

Students who need to see a teacher or go to the library after school may do so if he/she promptly goes to those locations. Please leave the building when finished, and do not abuse the privilege. If the student needs to return inside the building after dismissal, an adult must accompany him/her using the north door entrance.

**Parents need to please wait for their students after school in the area outside the elementary front building doors to allow students to line up for dismissal in the front hallway. If you need to wait inside the building for any other reason, please access the building using the north entrance and wait by the vestibule area on the benches. Please keep all siblings waiting with you at all times as well.**

### ABSENCES/ATTENDANCE

The school requires students who are enrolled to attend daily during the entire regular school term. [23 Ill. Admin Code 425.30(a)(1)(A)]

#### ABSENCES

If your child is absent, please call the school office by 9:00 a.m. on the day of the absence. If we do not receive this call, we will call you. Please be prepared to give reasons for the absence. Legitimate reasons for absences include sickness, death in the family, doctor or dentist appointments and other emergencies. Parents should make every effort to NOT take extended (week or more) family vacations while school is in session.

Absences in excess of 20 days per YEAR will place promotion in jeopardy. Parents will be notified if a student accumulates an excessive number of absences.

If it is known ahead of time that a student will be absent, a note should be sent to the teacher several days before the planned absence. Any student who receives his/her assignments before an absence will be expected to have them completed when he/she returns to school unless the nature of the absence prevents this. All make-up work from an absence due to sickness must be returned in a reasonable amount of time.

Parents must come to the office to sign their child in and out if arriving or leaving during school. The secretary will call the student out of class when leaving. Please do not go directly to the classroom.

If a student is absent for 2 clock hours or more, he/she will be considered absent for one-half day. If a student is absent for 4 clock hours or more he/she will be considered absent for the entire day. A student must attend at least the second half of the day (12:00 p.m. or after) to be eligible for any school sponsored event that evening (i.e. Sports or a musical concert).

### **ILLNESS**

PCS requires that students who have fevers over 100, are vomiting, or have contagious symptoms stay home. Students may return to school 24 hours after the last symptoms have left and/or a normal temperature is maintained **without** medication.

### **TARDY**

Please arrive no later than **8:20 am** to allow students sufficient time to go to lockers or take care of other necessities, so that they can be in their seats by 8:30 am. Teaching and instruction for the day begin at this time. If arriving late, students should check in at the office before going to their classroom.

Consistent tardies will be dealt with on a case by case basis.

NOTE: TARDIES MAY BE WAIVED BY ADMINISTRATION FOR SUCH THINGS AS INCLEMENT WEATHER, DOCTOR OR DENTIST APPOINTMENTS, ETC.

## **ELEMENTARY DRESS CODE**

**THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE IF A STUDENT IS NOT DRESSED MODESTLY, NEATLY, OR APPROPRIATELY.**

### **General Guidelines (K-4<sup>th</sup>)-Boys and Girls**

**All K-12 students are to wear the approved PCS standardized shirt when on campus, before school and after school, each day of attendance. The shirt is not to be altered in any manner and is to be appropriately sized. The PCS standardized shirt must be the outer layer at all times. All PCS standardized shirts must be purchased at The Charging Station.**

### **LOGO T-SHIRTS:**

Students in K-12 are allowed to wear a t-shirt that is PCS logo-wear any day (i.e. activity/athletic PCS t-shirt distributed through PCS departments or purchased logo-wear from The Charging Station). It must meet the general dress code guidelines of modesty, neatness, appropriateness (i.e. clean and in good repair, properly fitting, etc.)

Students are allowed to wear long sleeved t-shirts or turtleneck shirts under the short sleeved logo-wear shirts. All outer layering must be logo-wear, including sweaters and sweatshirts over logo-wear. A PCS standardized shirt must be worn under the PCS zip-up hoodie or sweater that can be unbuttoned or unzipped. Girls may wear a non-PCS shirt under PCS jumpers. A PCS shirt must be worn with a PCS skirt. Please do not purchase shirts from a middle/high school sibling activity to wear to elementary.

### **ACCEPTABLE PANTS/SHORTS:**

- Jeans, khaki style and twill pants, sweatpants and athletic pants that are free from tears, holes, frayed spots, patches and fit properly.
- Shorts (Boys)-at least mid-thigh in length.
- Shorts (Girls)-capri's and shorts at least mid-thigh in length.
- Skirts (Girls)-length should be no shorter than mid-thigh

- Leggings (Girls)

#### **STYLES, FADS, MISCELLANEOUS:**

- No hats, caps, bandanas, or “dew” rags—this applies before, during, and after school as well as all school related events
- Boys may not wear earrings
- Tattoos are not allowed
- Shoes are to be worn at all times (please see handbook for more about shoes).

#### **HAIR GUIDELINES:**

- Hair must be clean, well groomed, and kept out of face for both male and female students.

### **MEDICATIONS**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. If a student must receive (prescription or non-prescription) medication at school, a written request completed by both the prescriber (physician or dentist) and the parent/guardian must be on file at school. The appropriate form is available at the school office. For short-term medication, the prescriber may send a document with the following information: 1) name of student; 2) date of birth; licensed prescriber, signature and date; 4) name of medication with the dosage and time to taken/given; and 5) common side effects.

Students will administer the medication under the supervision of the school administrator, school personnel, or school volunteer. If the student is not capable of self-administration, the administrator, school personnel, or school volunteer shall administer the medication. The school shall keep a written log of medication administered throughout the school year.

All prescription medication must be in a container labeled appropriately by the pharmacist or licensed prescriber. The label must include: 1) name of student; 2) name of medication; 3) dosage; 4) time to taken/given; 5) prescriber's name; 6) pharmacy name, address, and phone number; and 7) date. Non-prescription medication must be in the original labeled container with the student's name affixed to the container.

No medication will be administered until both the licensed prescriber request and the parent/guardian request is on file in the school office. A student may possess medication prescribed for asthma, diabetes, and/or auto-injectable epinephrine as the circumstances demand. The parent/guardian will waive any liability or claims against, and agree to hold harmless the school or any officers, board member, employee, or volunteer at the school arising out of the supervision of the self-administration of medication or administration by the school designee of medication. The school will provide no medication. Unless ordered short term, all requests for administration of medication will expire at the end of the school year. If the parent/guardian does not pick up unused medication, the administration will dispose of the medication in the presence of a witness and document this.

## PHYSICAL EXAMINATIONS AND BIRTH CERTIFICATE

Each student is required to have a **certified copy of his/her birth certificate** to the office where he/she is enrolled by September 10<sup>th</sup> or within 30 days of enrollment (if enrolled after September 10<sup>th</sup>). Per the Illinois Compiled Statutes (325 ILCS 50/5; 325 ILCS 55/5; 105 ILCS 5/27-8.1), we are required to maintain updated records at all times.

The **required physical examination and needed immunizations** must also be on file at PCS. These may be obtained up to twelve (12) months before the beginning of school. Students entering K or first grade, or any student enrolling in an Illinois school for the first time, shall submit a health examination following Illinois guidelines. The Illinois Revised Statutes require that school children be adequately immunized against measles, mumps, rubella, chicken pox, tetanus, diphtheria, poliomyelitis, pertussis, and hepatitis B. If there is an objection based on religious or medical grounds (77 Ill. Adm. Code 665.510; Ill Adm. Code 665.520), please submit the appropriate letter with that statement to include in your child's file. Immunization objection letters are only for 1 year. Medical objection can ONLY come from a doctor. Parents must submit an "Illinois Certificate of Religious Exemption" form that is signed by a physician. These documents must be turned in no later than **SEPTEMBER 10<sup>TH</sup>**. If we have not received these documents by that date, your child will be excluded from school the following school day until the documents are submitted.

## DENTAL EXAMINATIONS

A dental examination is required by law for all students **entering K and 2<sup>nd</sup> grades**. [105 ILCS 5/425.30(d)(4), 105 ILCS 5/27-8.1, 77Ill. Adm. Code Part 665] The deadline for your child's examination is April 15<sup>th</sup>. If at that time you cannot prove that the dental examination is scheduled, we will be holding your child's report card(s) and blocking PowerSchool access.

## VISION EXAMINATIONS

A vision examination is required by law for all students entering K and any student entering an Illinois school for the first time. [105 ILCS 5/425.30(d)(4), 105 ILCS 5/27-8.1, 77 Ill. Adm. Code Part 665] Proof of an eye examination by an optometrist or a physician who provides complete eye examinations shall be presented to the school by September 10<sup>th</sup>. If at that time, you cannot prove that the eye exam is scheduled, we will be holding your child's report card(s) and blocking PowerSchool access.

## SCREENINGS (VISION, HEARING, DIABETES, LEAD)

A **vision screening** is required for all students **entering PK, and 2<sup>nd</sup> grades**. A **hearing screening** is required for all students **entering PK, K, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades**. PCS will administer the screenings for vision and hearing for a fee paid at registration.

A **diabetes screening** is required by law (House Bill #752) for all students **entering K and 1<sup>st</sup> grades**. A **lead screening** is required by law for all students **entering K or 1<sup>st</sup> grades**. These screenings are done by your physician at the time of your child's physical exam.