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KEY: DSP- Diocesan Policy; DSR- Diocesan Regulation; LSP- Local School Policy

- Diocesan Policies and Regulations are designated by upper case text.
- Local Policies are designated by lower case text.
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**SECTION ONE: COMMUNITY AND EXTERNAL OPERATIONS**

**Mission and Philosophy of Immaculate Conception School**

The mission on Immaculate Conception School is: “Inspiring faith and learning as disciples of Christ.”

Immaculate Conception School recognizes the parents of the parish as primary educators of their children and assists them in their role. Our goal is to create a strong foundation of faith, to ask challenging societal questions, and to present student-centered authentic experiences allowing each student to grow into a productive citizen in the church and the world. Opportunities will be provided for students to learn, play, and pray daily.

**EDUCATIONAL AUTHORITY IN THE PARISH** **DSP 1305**

The pastor of each parish, canonically-appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the diocesan Catholic school administrator/principal, and consults the parish school advisory council.

The parish school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals and objectives of the school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/ principal.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The parish school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises on the temporal goods to ensure the mission is sustained.

**School Advisory Council** **LSP**

The Immaculate Conception School Advisory Council consists of the pastor, principal, assistant principal, home & school association president, and six members elected from the school community. It is a policy-forming body for the school, functioning in an advisory capacity. Meetings are held monthly.

**HOME AND SCHOOL ASSOCIATION** **DSP:1430**

In fulfilling their mission, diocesan Catholic schools shall collaborate with parents/guardians. Associations of parents/ guardians shall be established and held in high esteem. Each elementary school shall establish and maintain a home and school association to help parents/guardians in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. “School associations and meetings of parents/guardians are to be set up and held in high esteem,” Code of Canon Law, Canon 796. The home and school association fulfills its purpose by supporting the school and collaborating with faculty and personnel.

The home & school association is a supporting organization of parents and teachers for Immaculate Conception School. Members work to raise funds for the improvement of the school and to provide assistance in many needed ways.

**COMMUNITY AND EXTERNAL OPERATIONS:**

**DSP 1810**

**Parent Communication Agreement**

Enrollment in a diocesan Catholic school is a privilege, not a right. Especially in the schools, a condition of a child's enrollment is the parents/guardians support of the school, and close cooperation of the parents/guardians with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parents/guardians and school shall be used to resolve the concern.

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) (Schools shall indicate the page number on which this is found in their parent/guardian/student handbook.) A brief summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor; if unsatisfied, the complaint will move to the diocesan level.

Parents/guardians are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email or any form of digital media. If parents/guardians use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the student of the parent/guardian who has done so.

By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide and support the school and its policies and regulations.

**GRIEVANCE**

**DSP 1901**

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council for advice on a serious issue. Administrative Recourse shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation.

**DEFINITION**

Official Policy of the Diocese of Jefferson City A grievance is a formal complaint about any serious issue regarding a diocesan Catholic school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

**PURPOSE**

The primary purpose of Administrative Recourse shall be to secure, at the lowest possible administrative level, equitable solutions to problems which may from time-to-time arise affecting the welfare or working conditions of persons associated with the school.

**BASIC PRINCIPLES**

- Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
- Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process.
- The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) By mutual written agreement, however, the timeframes may be extended.
- The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
- There shall be no retaliation against any party or participant in Administrative Recourse.
- Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
- Records of formal proceedings at every level shall be kept and made available to all parties involved.

**PROCEDURE**

- **Informal Attempts at Resolution**  
Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/ principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.
- **Formal Procedures**  
In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. For complaints to be resolved through these procedures, the following shall apply: if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL

TWO; if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE. Page 1 of 2 POLICY AND REGULATION MANUAL FOR DIOCESAN CATHOLIC SCHOOLS Official Policy of the Diocese of Jefferson City •

- LEVEL ONE — SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven days following receipt of the written statement of grievance. The school administrator/ principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

- LEVEL TWO — PASTOR

If the grievant is dissatisfied with the school administrator/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will hold a meeting within seven days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

- LEVEL THREE — CATHOLIC SCHOOL OFFICE

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal. •

- LEVEL FOUR — OFFICE OF THE BISHOP

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five days to the bishop. The bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 15 days after receipt of the written appeal. The grievant is entitled to attend the meeting.

Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the bishop as well as the interested parties. The bishop will render and communicate his recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the bishop shall be final and binding.

**PENALTY STATUS DURING ADMINISTRATIVE RECOURSE** **DSP 1902**

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person whom the grievance is against can make this request. The request, in consultation with the Catholic Schools Office, can be granted or denied.

**COPYRIGHT ETHICS STATEMENT** **DSP 3910**

All Catholic Schools of the diocese of Jefferson City adhere to the provisions of copyright laws governing the areas of micro-computer software, library and classroom video-taping, printed materials, including music.

All copyright laws are to be carefully followed. Publishers have cooperated in making their requirements known and their materials available for copy at reasonable rates.

**School Video Surveillance** **LSP**

In an effort to work towards increasing school safety, Immaculate Conception Parish has installed video camera surveillance on parish property, including school buildings and outside areas. Areas where there is an expectation for privacy will not be subject to video surveillance.

Violations of school policy or rules may be captured through video surveillance and those recordings may be used by the school to enforce disciplinary action and, in the event of criminal activity, may be disclosed to law enforcement.



## **SECTION TWO: STUDENTS**

### **NON-DISCRIMINATION POLICY**

**DSP 5101**

Every diocesan Catholic school shall respect the dignity of each individual and, therefore, shall not discriminate on the basis of race, nationality, sex or any other basis that is prohibited by law, in regard to enrollment.

### **Admissions Requirements**

**LSP**

The school was founded for registered members of the parish. Children of non-members will be charged tuition recommended by the school advisory council and approved by the pastor. This is usually determined by the cost to the parish per child.

### **Admission Guidelines**

**LSP**

Kindergarten registration for Immaculate Conception School during the second semester of school.

Children are to be five (5) years of age before August 1 in order to enroll in kindergarten. Children are screened for kindergarten readiness prior to enrollment to ensure academic, social, and emotional readiness for school.

Children fulfilling the age requirement, but who after sufficient examination are found lacking in maturity or readiness for kindergarten, need not be admitted. The teacher or administrator may recommend readiness activities or other programs for the development of the child.

To enroll at Immaculate Conception School, parents must present the following documents:

- Child's original birth certificate
- Baptismal record, if applicable
- Immunization records
- Custody agreement, if applicable

Missouri State Health Regulations dictate that students cannot attend school unless they are properly immunized and can provide evidence of the immunization, including month, date, and year of vaccine administration.

Admission age requirements for students attending Immaculate Conception School are in compliance with Missouri state laws and diocesan policy.

**Admission Procedures/Waiting List within Calendar Year**

**LSP**

Where space is limited, the school will normally utilize the following guidelines regarding the order of priority for admission to the school:

1. Children of active parishioners.
2. Children from active families with siblings already enrolled.
3. Active families whose first child is now of school age.
4. Other children registered on the approved waiting list.
5. Children from active families that are new to the parish and who were enrolled in Catholic school at their previous address.
6. Catholic children from non-active or non-parish families with siblings already enrolled.
7. Catholic children from non-active or non-parish families with no siblings enrolled.
8. Non-Catholic children from families with siblings already enrolled.
9. Non-Catholics wishing to attend Immaculate Conception School will be decided on an individual basis if class size permits.

**Family Requests for Student Placement**

**LSP**

Parents must contact the principal to express reasons why they are making the request.

An official request must then be put in writing by May 1<sup>st</sup> stating a legitimate educational reason for a request. After a reasonable length of time for the principal to gather data and input from pertinent sources, the principal makes a final determination of placement.

**School Financial Support**

**LSP**

Since there is no school tuition for members of Immaculate Conception Catholic Church, parents are expected to sacrificially tithe a portion of their income to the parish to help financially support this educational mission that our parish provides.

Home-school students participating in core or specials (PE, Art, Music, Band) subjects will be assessed a fee per subject/per student.

**Tuition for Non-parish Families**

**LSP**

Tuition for those students who are not members of Immaculate Conception Church is normally determined by taking the cost of educating a child per year and dividing it by 36 weeks of school. The pastor makes the final determination for payment.

## **School Fees**

**LSP**

The school is dependent upon the generosity of the people of Immaculate Conception Parish. A very substantial portion of the parish budget is used to maintain the school, but parent/guardian financial commitment is imperative to its continued growth and quality.

School families are required to meet their financial obligation for the current school year in order to register for the next school year.

### **The following steps will be followed to obtain delinquent fees:**

**LSP**

- Using the FACTS Financial Management System, families are reminded regularly regarding outstanding balances.

School registration information is sent prior to March 15 to school families who have met their financial and parish obligations.

Registration is held until fees are paid in full. The school also reserves the right to withhold transferable records.

School Families who are unable to meet financial obligations due to serious hardships are to contact the pastor and/or school principal to make special arrangements.

The registration/book fees, bus fees, and lunch fees are determined each year prior to the upcoming school year. Fees will be adjusted according to the budget set for that year. All fees and money due to the school must be paid in full or the school reserves the right to withhold transferable records and/or the right to re-enroll. If extenuating circumstances exist, contact must be made with the principal or pastor. (Approved by Immaculate Conception School Advisory Board – May 6, 1986, revised December 4, 1995, revised January, 2009).

All money sent to school is to be put in a sealed envelope and marked with the child's name, amount, and purpose.

## **Class Size**

**LSP**

It is recommended by Immaculate Conception School that the ideal classroom setting would not exceed 21 students per homeroom (Grades K-8). Anytime that potential enrollment in a homeroom class should exceed the above maximums, prior consultation with the Immaculate Conception School Advisory Council is done by school administration. Recommendation by the principal regarding classroom size should strongly be considered. Existing class sizes are grandfathered in and not affected by this statement unless class size decreased due to mobility, retention, financial constraints, etc. At the time, the above maximums would be applicable.

The Immaculate Conception School Advisory Council may discuss and make recommendations to the principal regarding reduction in staff. The Immaculate Conception Advisory Council's recommendations will include policies to determine appropriate grade levels to increase classroom size and how to determine which grade levels to focus on. They may also make policies to determine other non-essential positions when there is a need to reduce staff. The Immaculate Conception School Advisory Council will not make recommendations specific to teachers.

In the event that the maximum number of students is reached in any grade, school administration creates a waiting list of students wishing to enroll in that grade. When/if an opening occurs, a student is normally admitted in the following priority order:

1. Student of current, active IC school families
2. Students of current, active IC parish families
3. Students from other local Catholic institutions
4. Others

*This order is the same used to prioritize registration.*

**Active IC school family is defined as the following:**

- Considered an active parish family
- Currently have students enrolled at IC School
- Prior year Enrollment fees paid in full at the time of registration or meet their financial obligation according to their means as approved by the pastor or designee

**Active IC parish family is defined as the following:**

- Registered in the parish
- Regularly participates in Mass and the Sacraments
- Serves the needs of the people of the parish and the community
- Annually completes a stewardship commitment and fulfills that commitment

**IMMUNIZATION REQUIREMENT**

**DSR 5105**

The Catholic Church supports immunizations for the health of children and the common good of public health.

Effective July 1, 2019, all diocesan Catholic school students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine shall be in accordance with the regulations established by the Missouri Department of Health and Senior Services (DHSS). Each school administrator/principal is responsible for completing and maintaining the DHSS annual summary report, which is a record of the current immunization status of every student enrolled in the school. This summary report is required to be completed and submitted annually to DHSS.

Students shall not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either a medical exemption as confirmed by a statement from a duly licensed physician, or a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parent/guardian of the student.

Religious exemptions for Catholic families shall not be accepted. (See Appendix #5105 and health.mo.gov.)

**Immunization Requirements**

**LSP**

All students shall be appropriately immunized before the first day of school or they will not be allowed to attend class. The immunization requirements are in accordance with the regulations established by Missouri Department of Health and Senior Services, Their website is <http://www.dhss.mo.gov/Immunizations/Requirements.html#school>. The school is required to maintain a record of current immunization status of all students.

**PROOF OF GUARDIANSHIP**

**DSP 5201**

The diocesan Catholic school presumes each parent/guardian has the authority to enroll the student, consent to various activities and programs, have custody of the student or discontinue enrollment.

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools shall indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/guardian/student handbook along with a statement that indicates the parents/guardians shall notify the school immediately of any change in the agreement.

When consent by both parents/guardians is required by court decree in any/all matters relating to school, the consenting parent/guardian represents that the other parent/guardian has been consulted, and they consent to this registration.

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

Any non-parent/guardian having custodial rights must supply the school with complete documentation evidencing such rights.

**Proof of Guardianship**

**LSP**

When legal action dictates custodial arrangements/guardianship/power of attorney, etc. a copy of the documents, as they pertain to the health, education, and welfare of the child, is to be on file in the local school office at the time of registration. It is the responsibility of both parents to provide such documentation. In all cases where joint/mutual consent by both parties is assured, or where the relevant document is unclear, i.e. registration, participation in school activities, emergency care, etc. it is the responsibility of the primary custodial parent to secure and provide to the school such written consent. The school assumes that the child can be released into the custody of either parent regardless of visitation schedules, unless such is forbidden by the terms of the custodial and/or divorce decree.

**ABSENCES AND TARDINESS**

**DSP 5210**

**ABSENCE**

Official Policy of the Diocese of Jefferson City DSP 5210 Excessive absenteeism of a diocesan Catholic school student may be indicative of educational neglect by the parent/ guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. An absence of more than two hours is recorded as one-half day absence.

**TARDINESS**

Excessive tardiness of a diocesan Catholic school student may be indicative of educational neglect by the parent/ guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (See DSP 5810.)

The parent/guardian/student handbook specifies times for the beginning of the morning and afternoon sessions. Any student who arrives after either of the stated times is considered tardy.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration in allowing the student to continue to be enrolled in the school.

**Absence and Tardiness**

**LSP**

An absence of more than two hours is recorded as one-half day absence.

The school day begins at 7:45 a.m. A student is considered tardy if he/she arrives after this time. Students entering the building after the 7:45 a.m. tardy bell has rung are required to sign in at the school office.

**WRITTEN EXCUSES**

**DSP 5211**

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/ guardian. All notes concerning absences are kept on file until the end of the school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal shall investigate or delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring “Return to School” documentation from a medical professional after a period of illness (e.g., if a student misses more than three days due to illness, documentation is required for return to school).

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to call the school if a student will be absent. This phone call, however, does not replace the written excuse as a matter of record.

**Immaculate Conception Policy for Written Excuses**

**LSP**

When a student has been absent, the school requires a written or email excuse from his/her parent or guardian upon the return to school. All correspondence concerning absences are kept in a file until the end of the school year. This correspondence is to state the reason for the absence, be

dated, and signed by the parent or guardian. It is at the discretion of the school administration to decide whether or not absences are considered excused.

Parents are to call or email the school office by 9:00am if their child will be absent or tardy. If the school is not notified by this time, the school secretary will call to check on the absent child. A phone call, however, does not replace the written excuse as a matter of record. Parents and/or guardians are still responsible to send a written, dated, and signed note or email when a student returns to school even if they have notified the office previously by phone.

Parents are required to notify the school office and homeroom teacher in writing or by email if their child is being taken out of school to participate in family vacation or other special activities. Students are responsible to make up all missed assignments, projects, quizzes and tests upon returning to school. The students requested to leave school early will wait in the school office for pick up by the parent.

No student is ever permitted to leave the school or parish grounds without parental permission.

No student is sent home except for illness, or other serious reasons. In such cases, if the parent or guardian cannot be reached, the person listed on the office record will be contacted.

#### **REQUESTS FOR FAMILY REASONS**

**DSP 5220**

Parent/guardians of diocesan Catholic school students may occasionally wish to take their child out of school for several days because of family plans. The school administrator/principal and teacher(s) shall discuss the child's progress and make recommendations to the parent/guardian. The school administrator/principal keeps a record of the recommendations made to the parent/guardian. The final decision, however, is the responsibility of the parent/guardian. Conditions, procedures, and time limits for making-up schoolwork shall be specified in writing.

#### **Student Transferring Out**

**LSP**

A student's transferable records and/or the student's right to re-enroll will be withheld if all financial obligations are not paid in full. If extenuating circumstances exist, contact must be made with the pastor or principal.

Rather than strict confidentiality in regard to student and school personnel communication (verbal and written), the diocesan Catholic schools operate under a “spirit of confidentiality.” Therefore, outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

- information that concerns violation of the law;
- matters involving the health and safety of the student or any person;
- serious moral issues; and/or
- any other matter raising serious enough concern in the mind of the employee that they believe it is important to share the information with school administrator/principal.

The school administrator/principal, after consultation with the Catholic Schools Office, may choose to disclose the information to parents/guardians, legal authorities, medical personnel or other deemed necessary personnel.



## Immaculate Conception School Student Dress Code Guidelines

The dress code policy of Immaculate Conception School reflects that the students' dress shall be neat, conducive to learning, and consistent with our Christian values.

The administration and faculty will enforce the dress code expectations and shall be responsible for taking corrective actions when students fail to adhere to the school's dress code. Final ruling of questionable attire is the sole responsibility of the administration. A parent/guardian may be contacted to bring an appropriate change of clothes to school if the school does not have the correct size on hand. Dress down privileges can be lost if excessive violations occur.

### UNIFORM DRESS CODE (Revised 6/2024)

**Please note: Shorts are not allowed November through February.**

Ankle length tights or leggings must be worn under jumpers/skirts/skort/dresses from **November through February.**

Slacks/Pants	Solid navy blue or khaki (not brown) -No holes or frayed bottoms or cut-offs and no longer than the shoe -Must be loose fitting and modest
Shorts/Capris	Solid navy blue or khaki (not brown) -No shorter than 3" above the top of the kneecap
Girls: Jumpers/Skirts/Skort	Solid navy blue, khaki (not brown), or *IC plaid (From Schoolbelles) -Shorts must be worn under jumpers and skirts -No shorter than 3" above top of kneecap *Side Pleat Skort w/shorts: Style #1533 and #3533 *Drop Waist Shift Jumper: Style #0194 and #1421
Girls: Collared Dresses	Solid navy blue -Shorts must be worn under dresses -No shorter than 3" above top of kneecap
Girls: Leggings/Tights	Solid navy blue, white, black, or gray
Shirts	Solid navy blue, white, and IC and Helias logo shirts -Must have a collar -Logos no larger than 2" in diameter -Must be long enough to stay tucked in, even when raising hand
Sweaters/Cardigans/Vests	Solid navy blue, white, khaki (not brown), or Helias navy V neck -Must have a collared uniform shirt underneath
Sweatshirts <b>(These are the only ones that can be worn in the classroom.)</b>	Solid navy blue or white <b>crew neck only</b> -IC and Helias logo in navy blue or white (½ zippered microfleece) -Must have a collared uniform shirt underneath -Must not hang over bottom

Tee shirts	Solid navy blue, white, black, or gray -Must be worn as an undershirt ONLY
Scarves and Ties	Solid navy blue, white, black, or gray
Belts	Solid navy blue, white, black, brown, or combination of these colors -Required for grades 4-8 if pants/slacks/shorts have belt loops
Socks	Solid black or white -Small trademark on socks is permitted -Must always be worn and matched
Shoes	-Fully enclosed -Soft soled shoes, boots, or tennis shoes (required for prek-2nd grade) must be worn -Shoes and boots must have a back and not higher heel than 1 inch -Sandals and Crocs are not allowed -Tennis shoes mandatory for PE days

### GUIDELINES FOR UNIFORM FABRICS AND STYLES

Acceptable Fabrics	Unacceptable Bottom Fabrics	Unacceptable Styles
Cotton	Denim	Stretch Pants/ Yoga Style
Cotton/ Polyester	Fleece	Sweats
	Spandex	Overalls
	Nylon	Wind Suits

### DRESS DOWN DAY/OUT OF UNIFORM ATTIRE

Although these days are designed for casual dress, there are still expectations for dress that is neat, conducive for learning and in line with Christian values. It is important to remember that students may be attending services in church on dress down days. Even though the attire for these days is casual, it is still to be respectful.

**Pants:** May not be frayed or have holes and must be properly fitted (No spandex/stretch or writing across the bottom).

**Shorts:** No shorter than 3” above the top of the kneecap and must be properly fitted (No spandex/stretch or writing across the bottom). **Cannot be worn November-February**

**Girls: Jumpers/Skirts/Dresses/Skorts:** No shorter than 3” above top of kneecap and must be properly fitted (No spandex/stretch). Shorts must be worn underneath. Ankle length tights or leggings must be worn underneath from **November-February**.

**Shirts/Sweatshirts:** No tank tops or sleeveless unless proper covering worn under or over to eliminate bare shoulders. Underneath shirts MUST be worn under any cropped top so that mid-section is not exposed. Offensive pictures, design, logos and/or words are not permitted.

**Hoodies:** May be worn in the classroom ONLY on dress down days.

**Shoes:** Same expectations as on uniform days.

**Socks:** Required

### **IC SPIRIT SHIRT DAYS**

IC SPIRIT SHIRT DAYS are held every Tuesday (except the second Tuesday of each month which is a dress down day). Students may wear any IC themed shirt with uniform bottoms. The shirt may be a purchased IC Spirit Shirt, Athletic IC shirt, IC Club shirt, etc.

**Helias shirts are NOT permitted on IC Spirit Days.**

### **GENERAL RULES FOR ALL**

- Accessories (bandanas, adorned belts, etc) are not permitted.
- Ink marks on arms and legs are inappropriate. Students writing on themselves or others is unacceptable.
- Visible tattoos and jewelry in body piercings other than girls' earrings are not permitted.
- Girls are allowed to wear nail polish and earrings; boys are not. (Large hoop & long-dangling earrings are not allowed).
- Hair must be clean, neat, combed, and not hang in front of eyes. Boy's hair length in back may not overhang the collar.
- The appropriateness of hairstyle and coloring will be determined by the administration. Hair color is to be a natural color.

### **Farewell Mass and Promotion Mass Dress Guidelines**

Certain standards for dress are followed for 8th grade Farewell and Promotion Masses. All students will be wearing blue robes at no cost. Students are asked to wear **modest** dress clothes underneath their robes. The guidelines for this attire are given to parents of 8th grade students at the beginning of the second semester of school.

As a condition of initial and continued enrollment as a student in diocesan Catholic schools, a student's conduct (both in and outside of school) must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or personnel and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

**Christian Self-Discipline****LSP**

Self-discipline is our aim for the children. Students will be guided to do what is right, because it is right, and because of the satisfaction one achieves as a result. For the good of all, limits must be set (school rules, classroom rules). Thus, an environment is created where the child learns to handle his/her freedom appropriately. School rules will be enforced in a firm but respectful manner reflecting the philosophy of Immaculate Conception School. Minor infractions will be dealt with at school through the teacher and the principal. In more serious matters, parents will be consulted. The discipline proposed is to be commensurate with the offense.

**School-Wide Positive Behavior Support****LSP**

School-Wide Positive Behavior Support (SW-PBS) helps Immaculate Conception School in developing students into good citizens. Parents, teachers, and students must work together to maintain a safe learning environment in the school setting.

SW-PBS is based on recognizing positive contributions of students to increase positive behavior and interactions between students and adults. SW-PBS means that teachers, administrators, counselors, and support staff are going to take responsibility to teach positive behavior expectations to students and recognize students for meeting expectations.

Immaculate Conception School has developed a school-wide behavior matrix. The matrix is a list of specific behaviors/skills for each setting in the school. All students and staff will be responsible for following the behaviors listed on the matrix. The matrix is the school's social skills behavior curriculum that will be taught to all students in the settings in which those behaviors should be used. SW-PBS will teach students exactly what is expected of them. Students who take responsibility to behave positively will be recognized and rewarded in a variety of ways. One reward is the quarterly reward. To earn the quarterly HALO reward: 3 or fewer FACTs entries and NO "Office Discipline Referral (ODR)" forms.

**Purpose Statement**

We, the students, staff, and families of Immaculate Conception School, will create a climate of responsibility, safety, Christianity, and respect to ensure growth in faith and learning.

**Immaculate Conception School's SW-PBS Expectations****H.A.L.O. H – Have Responsibility; A – Act Safely; L – Live Christ-like; O – Offer Respect**

	<b>H</b> <b>Have responsibility.</b>	<b>A</b> <b>Act Safely.</b>	<b>L</b> <b>Live Christ-like.</b>	<b>O</b> <b>Offer respect.</b>
<b>All Settings</b>	-Listen to adults in charge and follow directions the first time. -Follow expected volume level.	-Walk facing forward. -Keep hands, feet, and objects to yourself.	-Accept others. -Be honest. -Be positive.	-Appropriately acknowledge and respond to others. -Use polite words and manners. -Provide personal space.
<b>Classroom</b>	-Be prepared. -Actively participate. -Be organized. -Use technology devices for school purposes only	-Keep your area clean. -Use supplies as intended. -Stay seated and on task when teacher is out of the room.	-Pray actively and reverently. -Share willingly. -Invite others to activity groups.	-Always do your best. -Wait your turn to speak. -Be silent during instruction and independent work times.
<b>Playground</b>	-Follow playground and game rules. -Take care of structures and equipment. -When bell rings or whistle blows to end recess, stop playing and line up facing forward.	-Use structures and equipment as intended. -Stay in approved areas. -Walk around recess activities and games.	-Include everyone. -Show good sportsmanship. -Offer help.	-Encourage others.
<b>Cafeteria</b>	-Bring your lunch or lunch ticket with you. -Remember all of your lunch supplies before sitting down. -Clean up your area before leaving.	-Clean up or report spills. -Sit correctly on chair. -Watch out for others. -Eat only YOUR food.	-Be grateful. -Make healthy choices.	-Take only what you will eat. -Use appropriate voices. -Use table manners.
<b>Church</b>	-Actively participate in prayer and song. -Take care of church materials and furnishings.	-Use kneelers appropriately. -Stay clear of balcony ledge.	-Learn and live the message. -Show reverence.	-Enter and exit Church quietly. -Face the Altar during Mass.
<b>Restroom</b>	-Clean up after yourself. -Wash hands with soap. -Return to class when finished.	-Report messes. -Report concerns.	-Conserve paper, water, and soap.	-Take care of property. -Give people privacy.
<b>Before/After School Care</b>	-Use indoor voices when inside. -Take care of your property and belongings. -Use technology devices for school purposes only	-Stay in supervised areas. -Use structures and equipment as intended. -Keep walking areas clear.	-Include everyone. -Show good sportsmanship.	-Be silent when the bell rings. -Put chairs under table.
<b>Hallway/Building Transition</b>	-Stay to the right. -Stay with your group. -Keep track of belongings.	-Use crosswalks. -Keep all doors closed. -Use stairs one step at a time.	-Be courteous. -Show patience.	-Be silent when classes are in session. -Use volume 2 or below when walking between buildings.
<b>At Dismissal</b>	-Keep all belongings in backpack. -Arrive on time to your dismissal line.	-Move straight to your dismissal location with your group. -Use crosswalks and dismissal routes. -Leave only with authorized adult.	-Wait patiently.	-Be silent and pay attention.
<b>Assembly</b>	-Actively listen and participate as instructed.	-Enter and exit in orderly manner. -Walk carefully on bleachers. -Stay seated until you're dismissed.	-Show appreciation.	-Support everyone.
<b>Field Trip</b>	-Listen to and follow directions given by adults. -Be responsible for belongings.	-Stay with your group. -Follow rules for vehicles used.	-Represent I.C. positively. -Show appreciation.	-Use appropriate voices. -Use property correctly.

# Behavior Flowchart

## Immaculate Conception

### 4 Questions to Ask the Student

1. What are you doing?
2. What should you be doing?
3. Do you understand the expectation or should we work on it together?
4. Will you follow the expectation from now on?

Observe Problem Behavior

Step #1  
Warning/Conference/Problem Solve with student  
Restate expectation

Minor vs Major?

Minor

Major

- Sample Interventions**
- Seating Change
  - Safe Seat (*Think Sheet*)
  - Focus: Room Referral
  - Student Conference
  - Parent Contact
  - Detention (*Lunch*)
  - Extra Skill Practice by teaching others
  - Student Contract
  - P/T/S Conference (w/out Admin)
  - P/T/S Conference (w/Admin)
  - Redirection
  - Proximity
  - Loss of Privilege (*needs or activity*)
  - Restitution

Step #2 (Same behavior)  
Re-teach  
Apply Intervention

Behavior stops, No further action

Step #3 (Same behavior)  
Apply Intervention  
Contact Parent

Behavior stops, No further action

Step #4 (Same behavior)  
Contact a peer, counselor, SW, PBS Team, or Admin for further intervention/suggestions

Behavior stops, No further action

Step #5 (Same behavior)  
Refer to counselor or complete office referral form

For office referrals, attach notes

Minor	Major
Defiance/Disrespect	Defiance/Disrespect
Non-Compliance	Non-Compliance
Disruption	Disruption
Physical Aggression	Physical Aggression
Physical Contact	Physical Contact
Property Misuse	Harassment/ Bullying
Inappropriate Language	Inappropriate Language
Cheating	Forgery/Theft
Dress Code Violation	Inappropriate Display of Affection
Other	Property Damage/Vandalism
	Truancy
	Possession of Alcohol/ Drugs/ Tobacco
	Possession of Weapons
	Arson
	Bomb Threat
	Fighting
	Other

Complete Office Referral Form (ODR)  
Administration is contacted to escort student to the office.

-Admin conferences with student  
-Reteach expectation  
-Parent Contact  
-Consequence determined

Sample Admin Consequence:  
-Lunch Detention(s) w/ Service  
-After School Detention(s)  
-After School Detention(s) w/ Service  
- Community Service  
- Suspension of activities/games  
-In School Suspension  
-Out of School Suspension  
-Expulsion

**1. Supervision**

Students are to be supervised at all times by teachers or adult volunteers. The directives of the supervisor are to be followed at all times. Children are to show Christian behavior because every person within our school deserves to work and learn in a friendly, peaceful, and secure Christian environment.

In the event a teacher must leave students unsupervised because of an emergency, students will be in “teacher timeout” status. Students are instructed of these procedures at the beginning of the year.

**2. Classroom and Playground Expectations**

These rules and expectations will be discussed and posted in each homeroom at the beginning of the year. Consequences for inappropriate behavior will be established according to the seriousness of the offense and age of the child. Consequences may include, but are not limited to, the loss of privileges or recess, being sent to the principal, notifying the parents of the child, or doing a service project.

**3. Books**

Students’ non-consumable books must be covered with a book cover at all times. If damaged, written in, or lost, the book must be replaced. (Parents are financially responsible for this)

**4. Gum / Candy**

Gum is never allowed on school property and is not to be sent to school as a treat by parents/guardians for parties. Eating of candy, except under teacher supervision or during lunch period in the cafeteria is unacceptable.

**5. Personal Property**

Students are responsible for personal property and the same should be well labeled. They are responsible for any money that is brought to school and not turned into the teacher or school office. The only time students are allowed to bring toys, games, etc., to school is when their teacher instructs them to do so (for show and tell, for example).

The students will assume responsibility for any items brought to school. The school is not responsible for lost or damaged personal items. Please DO NOT send valuable items to school with your child.

Items specifically prohibited include, but are not limited to, electronic games, radios, cameras, or any items that could be considered weapons. Sports equipment is also not to be brought to school. Such belongings can be lost or broken, presenting a liability issue for our school.

### 5a. Cell Phones or Other Messaging Devices (Ibods, Smart Watches, etc.)

Cell Phones/Other messaging devices including Smart Watches brought to school to be used after school hours will be collected and secured daily. Students who are in possession of a cell phone/messaging device/ Smart Watches during school hours will receive the following consequences:

- \* First Offense: Device will be taken to the school office. Parent will be notified to pick up after school prior to 3:30pm
- \* Second Offense: Device will be taken to the school office. Parent will be notified to pick up after school prior to 3:30pm. A \$10 fee will be assessed.
- \* Third Offense: Device will be taken to the school office. Parent will be notified to pick up prior to 3:30pm. A \$25 fee will be assessed. Student will be asked not to bring device back to school for the remainder of the school year.

(Subsequent offenses will result in an increased fee assessment of \$25 for each offense, ie 4<sup>th</sup> Offense = \$50, 5<sup>th</sup> = \$75).

### 5b. E-Reader Acceptable Use Policy

(I-Pad, Kindle, Kindle Fire, Nook, (excludes: I-Pod Touch & Smartphones))

Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. Immaculate Conception School, in striving to maintain technological relevance in education, is providing the opportunity for students in grades 5-8 to use these devices in accordance with an e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

- a. All e-Readers must be registered with Immaculate Conception’s Technology Coordinator and classroom teacher and accompanied by the Acceptable Use Agreement Form signed both by parents and the student.
- b. E-Readers are to be used **only** for the reading of school approved material (books, etc.). Any use of the electronic equipment except for educational purposes is strictly prohibited at school, (i.e., accessing pictures, communication, games, music, or any form of the Internet). All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
- c. E-Readers are not to be used as audio devices during school hours. This includes audio recordings of books being read in class. (Consideration will be given to students with special needs.)
- d. All material on the e-Reader must comply with the spirit and policies of Immaculate Conception School.
- e. E-Readers must be used at appropriate times in accordance with the teacher’s instructions. The e-Reader must not be a distraction for the student or those around him/her, nor be a source of classroom disruption.



- f. Electronic devices are to be used by the owner only and are not to be borrowed by or loaned to other students.
- g. The student is responsible for knowing how to properly and effectively use their e-Reader and this should not be a burden for the teachers.

A student who brings their e-Reader to school is personally responsible for the equipment. The school assumes no responsibility for the loss, theft, or damage to any personal device. Inappropriate use or violation of the Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation. Further disciplinary action will be given for serious violations.

#### 6. Lockers / Cubbies

Lockers and cubbies are considered school property and may be subjected to unannounced searches.

#### 7. Telephone

Students and teachers are not called to the telephone during the school day, except for emergencies. Messages will be taken and forwarded. Students are discouraged from making phone calls during the day. If such a call is necessary, students are to use the phone in the office. Teachers may return calls to parents during their planning time or after school.

#### 8. Tobacco

Tobacco is not permitted on school grounds. Smoking, chewing/spit tobacco, e-cigarette, vapes pens, Juuls, or possession of any tobacco products or synthetic versions are not permitted by students at any time on or around the school grounds or at school activities, functions, or events. Students in possession of any such items will be required to notify their parents and will result in disciplinary action.

### **Bullying**

**LSP**

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. Bullying can be done by individuals or groups of individuals.

Bullying can take many forms such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation through gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by email or other forms of technology (cyber bullying).

We strongly encourage children and/or parents to bring any type of bullying to the attention of the school administration. It is our goal to alleviate any type of this behavior. The procedures for the discipline with bullying behaviors are handled with the SW-PBS Behavior Flow Chart (pg. 22)

**Fighting**

**LSP**

Fighting will not be tolerated on school premises. When significant physical aggression occurs, students are sent to the office for administration to determine the nature of the confrontation. All students involved will notify their parents. Consequences for fighting will include in-school suspension for all students involved. If the offense occurs again, a conference with the parent, pastor, student, teacher, and the principal will be required. Dismissal or expulsion may be considered. Also, if serious enough, fighting could be cause for dismissal or expulsion even after the first offense.

**PROHIBITION OF CORPORAL PUNISHMENT**

**DSP 5310**

Corporal punishment is not used under any circumstances in any diocesan Catholic school. The school administrator/principal is responsible to report immediately to the Catholic Schools Office any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive shall be avoided.

**WEAPONS AND DANGEROUS INSTRUMENTS**

**DSP 5315**

The possession, conveyance, use, or storage of weapons or look-alikes on diocesan Catholic school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, personnel and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools shall formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

**Weapons and Dangerous Instruments**

**LSP**

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. Students who violate this policy will meet with the pastor, principal and parents/guardians to review the facts of the case.

The pastor and principal will determine the outcome of each case after consultation with the superintendent of Catholic schools. The outcome could result in a recommendation for counseling, suspension, or dismissal or expulsion from school. In addition, law enforcement officials may be contacted after consultation with the superintendent of Catholic schools.

Weapons of any kind are not permitted on school premises at any time. Students are not allowed to play pretend weapons at school. This is a threat to student safety, and will be treated as such.

**VIOLENCE/SELF HARM**

**DSP 5325**

To maintain the health, safety, and welfare of all persons associated with diocesan Catholic schools (e.g., students, teachers, personnel, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat to do harm to one's self or to another person shall be promptly and severely addressed.

**VIOLENCE/SELF HARM**

**DSR 5325**

If a diocesan Catholic school student displays violent behavior (which may include but not limited to verbal and/or physical threat to do harm to one's self or to another person), the following protocol

shall be followed:

- Parents/guardians must be notified of the incident and asked to remove the child from the school until further notice. If warranted by the situation, the Missouri Department of Health and Senior Services Children’s Division or local law enforcement may also be notified.
- The student must be seen by a qualified mental health professional as soon as possible.
- Return of the student to school shall not be considered by the pastor or the administrator/principal until written evaluation, from a qualified mental health professional which assures the student is not a threat to him/herself or others has been provided to the school, and reviewed by the Catholic Schools Office.
- Providing a written evaluation does not guarantee readmission to the school.
- The pastor and/or school administrator/principal may require ongoing counseling, direct communication with a treating mental health professional, etc. as required for readmission into the school.
- Failure of parents/guardians or the student to follow-through with required treatment may result in dismissal from the school.

**Controlled Substances**

**LSP**

A student, who possesses a controlled substance, look alike substance, or alcohol on the property is subject to immediate disciplinary action and notification of parents.

**HARASSMENT/BULLYING**

**DSP 5820**

All diocesan Catholic schools shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.

**Reporting of Suspected Child Abuse**

**LSP**

Under Missouri law, principals, teachers, or other school officials are responsible for reporting any suspected cases of child abuse or neglect to the Division of Family Services

Basis of reporting:

Reasonable cause to suspect that a child has been or may be subjected to abuse or neglect; or observation of a child being subjected to conditions or circumstances, which would, reasonably result in abuse or neglect

Any employee charged with abuse may be placed on paid leave and/or assigned tasks, which are moved from contact with children pending investigation of the accusation and disposal of the case. The Diocese of Jefferson City has a specific procedure for reporting such abuse, which can be found in DSR 5210.

**SEXUAL ABUSE OF MINORS**

**DSP 5825**

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers. (See DSR 5825 and Appendix #5825.)

The expulsion of a diocesan Catholic school student is a very serious matter and shall be invoked only in extreme cases. Care shall be taken that fundamental fairness is offered the student in the process of expulsion.

Expulsion is defined as permanent termination of a student from the school with no opportunity for reinstatement.

In cases of serious misconduct which could lead to expulsion, the parent/guardians shall be advised immediately and in writing. They are urged to take advantage of assistance from school, parish or social service agencies which can help the student with their difficulties. Careful documentation shall be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior, or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP 5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding expulsion. All expulsions must be reviewed with the Catholic Schools Office for compliance with the law and diocesan policies and regulations. A statement of expulsion shall be made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion.

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor.

In-school or out-of-school suspension may be given at the discretion of the principal. Work assigned during suspension must be completed. ***Any time in-school suspension is given, a substitute will be hired by the school and paid for by the parents of the student serving the in-school suspension.***

The following, which are considered infractions and not meant to be inclusive, will be brought to the immediate attention of the principal:

- (a) Any physical confrontation – physical confrontations will warrant a "cooling off" period in the principal's office. Consequences for the confrontation will be agreed upon by the principal and teacher or teachers involved. Physical confrontations may result in in-school suspension.
- (b) Property damage – Students will be required to make full restitution by repairing, replacing or paying for the damage.
- (c) Verbal abuse to a teacher or student after being spoken to privately by the teacher – The student(s) will be removed because this disrupts instruction and takes away from the other students' rights.

(d) Stealing – Parents will be immediately notified and the property will be replaced or restored and an appropriate consequence will be given.

The following will warrant at least an immediate in-school suspension and could be cause for expulsion:

- The possession of illegal drug paraphernalia or look-alike illegal drug paraphernalia, tobacco, or alcohol on school property or at a school function.
- Weapons are never to be brought onto school grounds. The principal will use discretion in determining if a "weapon" is present if there is doubt.

Severe discipline problems will warrant immediate in-school or out-of-school suspension, or expulsion, depending on the nature of the incident. These actions are at the discretion of the principal and approval by the Superintendent.

**PLEASE NOTE:** If a student receives an ISS or an OSS, he or she will be suspended from participating for a minimum of two events/activities (games, club meetings, etc.) following the suspension.

**RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL DSP 5370**

Extraordinary care is taken in regard to early dismissal of individual students in diocesan Catholic schools. Parents/ guardians presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of the parent/guardian. Under no circumstances shall a student be released to anyone other than the parent/guardian listed on the student's registration form or another person explicitly authorized in writing by the parent/guardian.

In the case where only one parent/guardian has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.

A student shall never be sent home for assignments, books or disciplinary reasons without parent/guardian communication, nor shall any student be sent on errands outside the school/parish grounds for anyone.

**Release of Students from School LSP**

Students being picked up before the end of the school day must wait in the office and be signed out in the school office by an adult before leaving the school grounds, unless explicitly authorized by the principal.

**Search and Seizure LSP**

Immaculate Conception School operates an orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending a school program is not consistent with the above statement, school officials may conduct periodic inspections of any school lockers, desks, or other facilities or spaces owned by the school and provided for student use.

“Contraband” includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustrations, but is not limited to, drugs, narcotics, tobacco, liquor, weapons, and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

**PARENT/TEACHER/STUDENT CONFERENCES** **DSP 5405**

It is required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK–8. These conferences provide the opportunity to discuss and explore various aspects of the student’s growth and development.

**Parent/Student Teacher Conferences** **LSP**

Parent/teacher/student conferences are scheduled in the fall for all students. Teachers and parents can schedule additional conferences, as needed. If a student is receiving a failing grade in any class on progress reports or report cards, it is required that teachers communicate and schedule a time with parents to discuss strategies to help the student be more successful.

Teachers are to be available to speak to parents between 3:10 and 3:30 P.M. or by appointment.

**PROGRESS AND REPORTING** **DSR 5401**

Diocesan Catholic schools shall use the following grading scale for all report cards in grades three through 12. PreK through second grade shall use standards-based grading.

School administrators/principals shall ensure teachers’ individual gradebooks also match this grading scale.

Letter Grade	Percentage	Standard GPA
<b>A</b>	<b>93-100</b>	<b>4.0</b>
<b>A-</b>	<b>90-92</b>	<b>3.7</b>
<b>B+</b>	<b>87-89</b>	<b>3.4</b>
<b>B</b>	<b>83-86</b>	<b>3.0</b>
<b>B-</b>	<b>80-82</b>	<b>2.7</b>
<b>C+</b>	<b>77-79</b>	<b>2.4</b>
<b>C</b>	<b>73-76</b>	<b>2.0</b>
<b>C-</b>	<b>70-72</b>	<b>1.7</b>
<b>D+</b>	<b>67-69</b>	<b>1.4</b>
<b>D</b>	<b>63-66</b>	<b>1.0</b>
<b>D-</b>	<b>60-62</b>	<b>0.4</b>
<b>F</b>	<b>0-59</b>	<b>0</b>

July 1, 2023

## **Mid-Quarter Reports**

**LSP**

Progress reports are available at the middle of each quarter. The purpose of the mid-quarter reporting is to inform students and parents of progress, and to allow time to make improvements if necessary before the final quarterly report.

## **Quarterly Reports**

**LSP**

Report cards are issued to the students every nine (9) weeks, as a means of evaluation of their learning progress. The first quarter grade card is given out in conjunction with a parent/teacher conference.

The fourth quarter grade card communicates the child's placement for the next school year. This determination, made in consultation with the current teacher and parents, is made by the principal.

At the end of each quarter, an honor roll will be recognized. There will be two honor rolls established as follows:

- **A Honor Roll = GPA of 3.7+ (No C's allowed)**
- **B Honor Roll = GPA of 2.7+**

**Students earning any "D's" or "F's" are not eligible for any honor roll.**

To be eligible to participate in school sponsored activities (e.g. sports, speech, cheerleading), a student **MUST** adhere to the following:

A student is considered "ineligible" if he/she receives an F or 3 or more D's in any subject at mid-quarter and end of quarter evaluations. A student is ineligible to participate in any school sponsored extracurricular activity for a two-week period. Administration reserves the right to adjust timeframe for students with repeated ineligibility.

## **PROMOTION AND RETENTION**

**DSP 5410**

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parent/guardian and with the student, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parent/guardian, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the parent/guardian does not agree with the school administrator/principal's decision, the school administrator/ principal and the parent/guardian

shall meet to discuss the rationale for the decision. It is ultimately the school administrator/principal's decision whether or not to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of a parent/guardian who are aware that a special education program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student as well as the type of diploma to be awarded upon termination of attendance.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs shall receive a diploma that indicates the modified nature of the curriculum (i.e., modified diploma).

## **Promotion and Retention**

**LSP**

Prolonged absences may result in retention.

To pass a subject for the year, students must receive a final grade of at least a D- (60%+). This is computed using the average percentage of all four quarters of the school year.

Students who fail two or more of the six major subjects for the year (or have a cumulative GPA less than 1.4) are normally either put on academic probation or not promoted to the next grade level. The six major subjects are religion, reading/literature, Language Arts/English, math, science, and social studies.

### **Grades K-7**

Students who only fail two subjects will be placed on academic probation and will be required to complete a tutoring program during the summer months for promotion to the next grade level. A retention case is reviewed at the beginning of the next school year following tutoring during the summer for at least 12 hours/subject by a qualified tutor, who recommends the student for mastery testing in the failed subject. Mastery on the teacher made test must be 60% to qualify for promotion.

### **Grades K-7**

Students who fail three or more of the six major subjects for the year are not promoted to the next grade. The six major subjects are religion, reading/literature, English, math, science, and social studies.

### **Grade 8**

Immaculate Conception School students gain the knowledge of their 8<sup>th</sup> grade coursework to be able to proceed and achieve in their first year of high school. Students who fail any 2 subjects of the six major subjects for the year will not receive a signed Diocese of Jefferson City-Immaculate Conception School certificate of promotion at the end of the school year. They will receive a certificate of attendance. The six major subjects are religion, reading/literature, English, math, science, and social studies. If a student chooses to attend the promotion ceremony, he/she will receive a certificate only.

## **STUDENTS WITH SPECIAL NEEDS**

**DSP 5701**



If a student with special needs — categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability — applies for admission in a diocesan Catholic school and/or is in need of special placement, and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the school administrator/principal shall immediately consult with the Catholic Schools Office so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations shall be made to meet the total needs of the student. A review committee can be convened by the Catholic Schools Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic Schools Office, the school administrator/principal, parent/guardian, counselor, pastor and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision.

The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends.

Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card.

**Students with Special Needs at Immaculate Conception School LSP**

The school will make a good effort to reasonably accommodate the needs of students with physical and/or intellectual disabilities. If the school cannot meet the special needs due to limited staff and/or physical plant limitations, a recommendation of transfer could be made.

**DRUG/MEDICATION ADMINISTRATION DSP 5520**

Any drug which may lawfully be sold over-the-counter without a prescription may be administered in a diocesan Catholic school in compliance with the written instructions and consent of the student's parent/guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian. All drugs, whether over-the-counter or prescribed, must be kept in the school office/nurse's office, and NOT in the possession of a student.

Each school must have a written policy in regarding to oral drug administration. The policy shall include procedures for obtaining and filing (in the school or other appropriate facility) the written instructions and consent required. There must be procedures for periodic review of the instructions, storing of the drugs, record keeping and appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep drugs in a locked cabinet.)

Students or personnel using cannabidiol (CBD) products or medical marijuana shall be doing so under physician's care. Documentation from a licensed physician of such use shall be on file at the school. This documentation shall be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by a parent/guardian.

### **Internal Medicine/External Medical Care** **LSP**

In response to a completed "Permission for School Administration of Medication Form", prescription medication will be given to the student, provided the medication is in a prescription container that is clearly labeled with the student's name, name of the medication, and the doctor's direction of administration. A Doctor's Prescription is required for all prescription medications. Documentation of administration will be kept on a daily basis of routine prescription medication given out to students.

Prescription medication should be given at home, if possible. The school may refuse to give medication to a student and require the parent to give the medication at home.

Non-prescription medicine will be given only with a completed "Permission for School Administration of Medication Form". This medicine is to be presented to the school office in the original container with the name and strength/dosage of the medication. Parents may sign a permission form that will cover the entire school year. (It is suggested that all medication given to the student be approved by his/her doctor.)

- School personnel will never dispense any medication at the request of a student.
- School personnel will not give an expired medication to a student.
- Expired medications will not be given to students.
- Medications will not be given in amounts exceeding the manufacturer's recommendation.
- Medications will be stored in a safe place and administered by trained school personnel.

### **Identification of Health Problems** **LSP**

Health screenings are a part of the total school health program. The school will arrange periodic health screenings. Students will be screened for vision/hearing acuity and scoliosis. Identified concerns are referred to parents for follow-up exams by their family physician.

Parents are not to knowingly send a sick child to school. If a child becomes ill during the day, the severity of the illness will be assessed and the parents notified. The school reserves the right to send sick students home, and to approve re-admission time, especially when the possibility of contagion exists.

Parents will be notified to pick up a student if:

1. He/She has an oral temperature of 100 degrees or higher.
2. He/She vomits or has diarrhea.

3. He/She has any symptoms of a disease/illness determined to be communicable based on publications/communication from the Missouri Department of Health and Senior Services (DHSS), Cole County Health Department (CCHD), and/or the Centers for Disease Control and Prevention (CDC). (Ex: Possibility of Pink Eye, Suspicious Rash, Strep Throat, Influenza A or B, COVID, etc.)

Parents will receive a “General Exclusion Guidelines for Ill Children” form specifying the symptoms and requirements for a student’s readmission to school if being sent home ill (which may include quarantine from school).

Any student who, due to illness, is not at school by 9:45am and/or leaves school due to illness is not eligible to participate in or attend any extracurricular activities that day. If illness occurs at the beginning of a weekend break, the student must be symptom/fever free for 24 hours before being allowed to participate in the extracurricular activity.

### **CONCUSSION / HEAD INJURY POLICY** **LSP**

Any student athlete in a school-sponsored sport (including cheerleaders) showing signs of a concussion or head injury must be removed from play for the remainder of that day.

Emergency medical assistance will be contacted for severe symptoms, such as:

- Loss of consciousness
- Direct neck pain
- Increase of symptoms
- Other signs of emergency attention are needed.

The student’s parents will be contacted immediately and informed of the nature of the injury. A student-athlete who is suspected of sustaining a concussion or head injury shall have a medical examination and must provide a written medical clearance by a physician or licensed health care provider before the student is allowed to return to participation in any school-sponsored sport, including physical education or active recess sports. The medical release must be approved by school administration. In addition, school reserves the right to develop a plan of gradual return to competition and practice.

### **Contagious and Communicable Diseases** **LSP**

Students with infectious diseases that can be transmitted in school and/or athletic settings (such as but not limited to: chickenpox, influenza, COVID, and conjunctivitis) will be managed as specified in: (a) the most current edition of the Missouri Department of Health and Senior Services document entitled “Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators”; and (b) in accordance with any specific guidelines/recommendations or requirements disseminated by the Cole County Health Department. This management includes exclusion from school and school sponsored activities as long as the possibility of contagion exists.

### **Life Threatening Allergy Policy and Procedure** **LSP**

Immaculate Conception School is committed to providing a safe and nurturing environment for students. The school understands the increasing prevalence of life-threatening allergies among students. Recognizing the risk of accidental exposure to allergens can be reduced in the school setting. Immaculate Conception School is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

#### General Information

- a. The school does not have any medication on hand for students. Medications for use in treatment of students with allergies will be administered as described in the school policy: Medication Administration. This includes the necessary forms for completion by parents and requirement for a physician prescription for all prescription drugs, including epinephrine.
- b. Staff members should not use air fresheners, oils, scented candles or other items intended to add fragrance in any classrooms.
- c. Teachers and faculty will be educated on an annual basis regarding anaphylaxis and life threatening food allergies.
- d. The school nurse or designee will identify students with life threatening allergies through review of registration forms, information provided by parents or previous school year information. Based upon this information, he/she will coordinate the completion of Allergy Action Plan and other necessary forms.
- e. Age appropriate education on allergies and allergic reactions will be provided to the students. Education may include causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps to take to keep classmates safe.
- f. Education will be provided for parents on as needed basis.
- g. A list of students with life threatening allergies will be maintained in the School Office and will be provided to food service. Teachers are informed by the school nurse and/or designee of any students in their class with life threatening allergies prior to the start of the school year. This information is provided to those individuals on an as needed basis to safeguard the student's confidentiality.

#### Responsibilities of Parents/Guardian of a Student with Severe Allergy:

- a. If possible based on child's age and understanding, teach child to recognize the first symptoms of an allergic reaction to food or insect, and to communicate with teacher/staff when he/she feels a reaction is starting.
- b. Teach child not to share snacks, lunches, drinks or utensils.
- c. Teach child to not eat anything with unknown ingredients or known to contain allergen. Younger children should be taught to have food approved by their teacher or designee.

- d. Teach child about importance of hand-washing before and after eating.
- e. Inform school of child's allergies prior to the opening of school or as soon as identified and diagnosis is made.
- f. All severe food allergies must be verified by documentation from the child's physician.
- g. For severe food allergies, it is recommended that parent/guardian provide/send student's lunch and snack to insure these have been screened by parent/guardian for allergen.
- h. Complete an Allergy Action Plan for child and attach photo to that plan. Plan is to be signed by the child's physician.
- i. Complete and submit all required medication forms and provide physician prescription for prescription medications.
- j. Provide the school with current cell phone, pager, etc. and maintain updated emergency contact numbers and medical information.
- k. Provide the school with all emergency medications, such as Epinephrine and Benadryl for school use and field trips. If emergency medication has not been provided or is expired, the student may not attend the field trip.)
- l. Arrange to meet with child's teacher, principal and/or nurse prior to the start of each school year, if possible, to discuss child's allergies.
- m. To go on your child's field trip if possible and if requested.
- n. To provide safe snacks for your child's classroom, so there is always something your child can choose from during an unplanned special event.
- o. Encourage child to wash hands before and after eating/handling food. Encourage child to identify the allergy alert zone when eating.
- p. Report or have child report any teasing and/or bullying that may be related to the child's allergy or medical condition.
- q. Inform the school of any changes in the child's severe food allergy status.
- r. Inform school if student has an allergic reaction outside of school. Debrief with the school staff after a reaction that occurs during school.
- s. Provide the school with the physician's statement if the student no longer has food allergies or food allergies are no longer considered severe.

A copy of the entire Life Threatening Allergy Policy and Procedure will be provided to any parent/guardian upon request.

No alcohol shall be present or consumed at any diocesan Catholic school events where students and youth are the primary focus (e.g., field trips, school carnivals, school picnics, school-sponsored athletic events).

### **Smoke Free Environment**

**LSP**

Legislation requires that persons shall not smoke in a public place (this includes educational facilities) or in a public meeting except in a designated smoking area. According to the law, a person having custody or control of the public place shall make reasonable efforts to prevent smoking in the public place by posting appropriate signs indicating no smoking areas. The person in custody or control of the public place shall enforce the smoking prohibitions.

### **Accidents and Serious Illness**

**LSP**

A. At the beginning of each school year, the parents will be required to complete a FAMILY/STUDENT HEALTH AND EMERGENCY INFORMATION FORM for their children. This form gives permission to proceed with emergency medical care for their child/ren if necessary.

B. When a student becomes ill or is involved in a serious accident, the principal, secretary, or the teacher in charge will contact the parent or guardian immediately and make arrangements for medical care. If the parents or guardian cannot be reached, and/or the child's condition demands immediate attention, the principal, secretary, or teacher in charge, will direct standard first aid procedures by a qualified person if these are essential to the student's well-being.

C. School Bloodborne Pathogen plan is located in Faculty Handbooks in each classroom. It is in school offices and first aid room as well.

D. Wellness Policy is located in school office. The policy is reviewed annually with faculty and staff with updates and changes. It may be reviewed upon request.

### **Student Insurance**

**LSP**

The school provides student accident insurance. Information is located in the school office. In the event of an injury warranting medical attention during a school-sponsored activity, please contact the school office to receive the necessary forms.

## **SECTION THREE: INSTRUCTION**

### **LENGTH OF SCHOOL DAY**

**DSP 6103**

The schedule of each diocesan Catholic school typically provides six hours of instruction per day, but may be modified to fit the school community with pastor approval and approval from the superintendent.

If any school is dismissed because of inclement weather after school has been in session for four or more hours, that day counts as a full day. If school has been in session for two hours or more, but less than four hours, that session counts as one-half day.

### **School Hours**

**LSP**

School begins at 7:45 a.m. and dismisses at 3:10 p.m. (PreK Program hours are 7:00am-5:30pm) Early morning supervision is offered beginning at 7 a.m. for students K to 8 at no additional cost. Students (K-8) may not be in classrooms until 7:30 a.m. If arriving before 7:30 a.m., students must participate in early morning care in the school cafeteria. Students are marked tardy after the 7:45 a.m. bell.

After School Care is provided from 3:10 p.m. to 5:30 p.m. for which a monthly fee is assessed. The school is not responsible for children outside the school building before 7:00 a.m. or after 3:30 p.m. Students may not remain on the school property unattended after 3:30 p.m.

*In teaching responsibility, children may not enter their classroom prior to 7:30am unless a teacher has requested it; they may not return to their classroom to pick up homework items once they leave their classroom at the end of the day.*

Classes will dismiss at 2:00 p.m. on the second Tuesday of each month for a faculty meeting.

### **Emergencies – Inclement Weather and the Closing of School**

**LSP**

School closing due to inclement weather is announced on the television stations. The school will also utilize the texting service to inform parents of closures.

When it is necessary to cancel school in the event of a snow or other emergency situation, a text and/or email will be sent to parents. In addition to classes, all extra-curricular activities will be canceled for the day.

School closings due to inclement weather will be announced over the local television stations (KRCG, KOMU, and KMIZ).

### **Emergency Procedures**

**LSP**

Fire, tornado and earthquake drills are held with the students so they will know what to do in case of emergency. Emergency telephone numbers are listed by each telephone in school. Information on each child is kept in the office.

**Fire Drill:** At the sound of the alarm, the students and staff are to exit in a silent and orderly manner. The exits and assigned place to assemble outside are posted in each classroom by the door.

Tornado Drill: At the sound of the alarm, the students and staff are to proceed single file to a designated area. Each classroom door posts designated routes and places to assemble. Upon entering the area, students will sit with legs crossed, face away from any windows, and protect their head and neck with their arms.

Earthquake Drill: At the sound of the alarm, the students and staff kneel under their desks or tables, face away from any windows, and protect their head and neck with their arms.

Evacuation: Should the need for evacuation arise, students will be relocated to the announced Safe House (Church, Building located to our east, etc) All persons shall remain at least 300 feet from the building.

### **Religious Instruction**

**LSP**

Religion classes are scheduled daily. Attendance at Mass does not take the place of religion class. The texts have been selected from those approved by the Diocesan Religious Education Office and classes follow the guidelines for the religious education program established by that office.

Human sexuality is taught in grades 3-8 as part of religious education. The programs used are from the approved list at the Diocesan Religious Education Office. Parents are notified and given the opportunity to preview the material in advance. Parents may request that students be exempt from class on those days where human sexuality is taught.

### **Participation in Religious Activities**

**LSP**

Parents are the primary educators of their children. Parents are the child's role model so it is important that parents' faith is shared and sacraments received. Attending and participating in Sunday Mass/services and holy days, as a family, is vital.

Students have the benefit of religious education courses, daily prayer, and the opportunity to participate in Mass each week. Students, under the guidance of their teachers, plan the liturgy to be meaningful and appropriate for the day's celebration. Basic school expectations for student participation apply to all students- Catholic or Non-Catholic.

Catholic students are given the opportunity to receive the Sacraments of Reconciliation during the seasons of Advent and Lent.

Students in grade two receive the Sacraments of Reconciliation and Eucharist after sufficient preparation with teachers, parents, and pastor.

### **Homework Assignments**

**LSR**

A reasonable amount of homework is necessary for progress, self-discipline, and self-motivation. Homework is designed to reinforce material already taught. The responsibility of the homework belongs to the student. However, parents may assist their child best by providing a quiet and regular place of study. Active participation in the assignment through discussion and checking to see that homework is complete.



Regular assignments are given to the students. An assignment pad is highly recommended for each student. Parents are to check the child's assignment planner and work regularly to be informed of his/her progress. Following diocesan guidelines, homework is not usually given on weekends, unless a long-term project is in progress.

A general guide as to the amount of homework is ten minutes times the grade level (i.e. Grade 4 is 10 x 4 or 40 minutes). This may not always be written homework.

Penalty for late assignments is left to the discretion of the teacher with the approval of the principal. Parents will be notified of repeatedly late assignments from students.

***In teaching responsibility, children may not enter their classroom prior to 7:30am unless a teacher has requested it, not may they return to their classroom to pick up homework items once they leave their classroom at the end of the day.***

### **NON-CATHOLIC STUDENT PARTICIPATION**

**DSP 6235**

Non-Catholic students enrolled in a diocesan Catholic school are required to participate to the same extent in all school activities (both curricular and extracurricular) and courses of study as Catholic students, provided such activity is permitted by canon law.

### **EDUCATIONAL OUTINGS AND FIELD TRIPS**

**DSR 6301**

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal.

### **Field Trips and Outings**

**LSP**

Field trips or outings may be limited to those students with satisfactory class work and self-discipline. The teacher or principal may refuse to allow one or more students to participate.

A parent or guardian shall sign a field trip form. Failure to return the form to the teacher will result in the student being excluded from the trip or outing. A copy of the field trip permission slip is provided to the school office, principal, and assistant principal prior to the distribution of permission slips to students or parents.

Diocesan Catholic schools shall take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events and other off-campus school activities.

An adequate number of responsible adult chaperones shall accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades; some situations (e.g., travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged.

When appropriate, schools shall use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (e.g., a small number of students involved in an activity, cost of commercial transportation, etc.). If a private passenger vehicle is used, the following criteria shall apply:

- Drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind.
- Drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Drivers must have a valid, non-probationary driver's license and no physical disability that shall impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (See Appendix #6305: Agreement to Transport Students.).
- Drivers must complete the diocesan safe environment training.
- The vehicle must have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence.

All drivers shall be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver's license, vehicle registration and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

**School Visitors and Volunteers****LSP**

All visitors to Immaculate Conception School during school hours are required to check in at the school office prior to entering the building. All volunteers are required to follow teacher directives. In accordance with diocese regulations, all volunteers must complete the Protecting God's Children program available through the diocese.

## **STUDENT INTERNET, E-MAIL AND OTHER TECHNOLOGY USE      DSP 6425**

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. The content of this policy shall include, at a minimum, the following statements:

- Internet, email and other technology access and use in school is a privilege, not a right.
- Use of technology access shall be consistent with Catholic teaching, doctrine, morality and values.
- Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
- Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology for the purpose of plagiarism.
- Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.
- Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.
- The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.
- Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- The privilege of the internet, email or other technology use can be suspended or revoked at any time by administration.

In addition to the above, the school, after consultation with the Catholic Schools Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully or assault the character or being of the school, diocese, any of its personnel and/or students. This includes any such negative postings (verbal or pictorial) on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, TikTok and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

## **AI USE, DATA STEWARDSHIP & COMPLIANCE      DSP 6426**

Artificial Intelligence (AI) use in a diocesan Catholic school setting is permissible only under direct supervision of school personnel for specific academic purpose.

## **Internet and Electronic Communications Conduct**

**LSP**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they are subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, tweets, text messages, or web site postings, electronic social networking and other related electronic communications whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's sole discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct will be subject to the full range of disciplinary consequences, including immediate dismissal/expulsion. The school will cooperate with law enforcement personnel, as appropriate.

## **Standardized Testing**

**LSP**

Immaculate Conception School participates in the annual diocesan standardized achievement testing program in the fall. An individual student profile will be made available to the parents/guardians of each child after the results are received. The results are to be applied by teachers to instructional planning and priorities.

Parents can assist their children during the testing period by seeing that they are well rested and eat nutritional breakfasts.

## **School Co-Curricular Activities**

**LSP**

**Participants:** Students enrolled in the parish school including, parish home school students who are in good standing of the parish as defined by the pastor of the local parish.

It is permissible to pass out information regarding school co-curricular activities, if the principal approves the material before distribution.

The parish office must be consulted in order to schedule space/room needed to conduct these school co-curricular activities.

The school will sponsor activities, such as volleyball, basketball, archery, cross country, track, cheerleading, dances, speech meets, and other school student oriented events. Those participating in co-curricular activities are also responsible in maintaining the upkeep of our school. These duties include but are not limited to trash removal, turning off lights, and general cleanliness, including restroom areas.

## **ATHLETICS**

**DSP 6610**

All athletic programs offered through diocesan Catholic schools shall reflect the values of, and be consistent with the mission and principles of the schools and the diocese. All students, parents/guardians, leaders, coaches and referees will sign a code of conduct prior to participation in any athletic event/team sponsored by a diocesan school. Additionally, schools may require all involved with an extracurricular activity (including athletics) to agree to sportsmanship training prior to the start of the activity.

## **ATHLETICS**

**DSR 6610**

All athletic programs offered through diocesan Catholic schools shall ensure the programs meet the following criteria:

- Sports are viewed as a ministry to students and families.
- Teams are seen as moral communities.
- Moral growth and character development are emphasized. Spiritual development is expected.

All coaches and assistant coaches (whether paid or volunteer) shall be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools. Additionally, when a diocesan school facility is used for extracurricular activities (e.g., athletic games) involving

diocesan schools, a designated monitor for the host school must be present. This monitor will be responsible for making sure school property is protected, and participants and attendees are behaving in ways consistent with diocesan policy. (Refer to the school facility's guidelines.)

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. Any games, tournaments, practices, etc. for school teams or individuals participating in a school extracurricular activity held over school holidays must have the express, written permission of the administrator/principal.

### **Athletic Program**

**LSP**

The athletic program is an extension of the school elementary curriculum and comes under the guidelines and standards set for other school activities. The athletic program provides our children with an opportunity to develop and expand their Christian principles into an area outside the classroom. Athletics are to be a positive learning experience where students are exposed to teamwork and sportsmanship.

#### **Activity Fee:**

The athletic committee requires a fee per student, per sport. (CMPAL will have additional costs related to participation) The cost of maintaining and improving basketball, volleyball, track, cross country, and now archery has become such that a fee is necessary for our programs.

The fee will be collected at the time the student-athlete registers for the sport. In the event a student-athlete and their family need assistance or cannot afford the fee, the athletic committee can reduce or eliminate the fee for the student-athlete. The intent of this policy is to improve the overall Immaculate Conception student's experience. No child will be denied the privilege to participate based on the activity fee.

The participation fee is non-refundable. Once a player is on the team and the fee is paid, the fee will not be refunded due to academic ineligibility, injury, or voluntary withdrawal from the program.

#### **Guidelines Include, But Are Not Limited To, The Following:**

##### A. Athletic Committee

- The Athletic Committee, designated by the school principal, shall be responsible for monitoring and evaluating the athletic program to ensure that it complies with and supports the school mission.
- The committee membership shall consist of 4 standing members and 8 at-large parish members. The four standing members will be: Athletic Director, PE Teacher, School Board Representative, and Faculty/Staff representative. The at-large parish members will

be chosen from volunteers that sign up as part of the school registration packet or the annual stewardship commitment forms. Committee Members will elect the Athletic Director. The Athletic Director will serve a term of 3 years.

#### B. Coach Selection

- For all IC teams, at least one parent volunteer will be required to coach. The parent volunteer will be approved by the Athletic Director and, if needed, representatives from the Athletic committee. If no parents volunteer, then all efforts will be made to find a responsible coach approved by the Athletic Director and, if needed, representatives from the Athletic committee. If a parent does not volunteer and no other adult can be found, there will not be a team formed for that group.
- Each coach must complete the diocesan Safe Environment training and adhere to the Code of Ethics for Coaches. High school or college students may be assistant coaches for Immaculate Conception School athletic teams. However, a parent 'head coach' must be assigned to each team where a student is an assistant coach. The parent coach must attend all practices and games.

#### C. Student Participation

- Sign-up forms will be sent home with students prior to the beginning of each sport season. The fall sports include: Volleyball for girls in grades 5-8 and Cross Country for boys and girls in grades 4-8. The winter sports are: Basketball for boys and girls in grades 5-8, and Cheerleading for girls in grades 7-8. Spring sports are: Track for boys and girls in grades 5-8 and Little Olympics for boys and girls in grades 4-5.
- Participation in practice and games will only be allowed when a completed physical examination has been returned to the school. The physical exam must have been performed within 1 year prior to the beginning of the sport season. The sports activities examination form is an appendix to this document.
- Eligibility requirements are specified in the Immaculate Conception School Parent/Student Handbook under Section Three: Instruction, Quarterly Reports.
- All participating students must adhere to the Code of Ethics for Players. All parents must sign the Code of Ethics for Parents. All Athletic Committee Members must sign the Code of Ethics.
- Behavior eligibility requirements are based on the Code of Ethics for players. Consequences are at the discretion of the Administration and Athletic Director.

#### D. Team Selection/Organization

- A sport's season shall consist of scheduled league games. Additional tournaments are optional. Immaculate Conception School teams will follow CMPAL rules, unless otherwise stated in this policy. The roster of each team shall constitute the only

approved roster of players for school-sponsored activities, except as approved by the Athletic Committee.

- Fifth and sixth grade volleyball and basketball teams will be divided by the Athletic director with the coach input. It is the responsibility of the Athletic Committee to ensure that there is an approximate equalization of talent between teams.
- Tryouts may be held for 7<sup>th</sup> and 8<sup>th</sup> grade volleyball and basketball teams. Tryout information will be made available through the athletic committee and communicated from the Athletic director.
- Teams are to be formed with the same school as much as possible.
- There will not be tryouts for cross-country, archery, track & field, or cheerleading. These sports are not divided into teams.
- In basketball tournaments, each player must follow the CMPAL tournament rules.

#### E. Practice Times

##### Basketball, Volleyball and Cheerleading

Practice times begin after school on Mon-Fri. Saturday practices must begin after 2pm due to potential game hosting, Sunday practices must begin after noon. Games are hosted at Immaculate Conception on Thursday evenings and Saturday mornings. Once the season begins, these times are not available for practice. In determining practice times, each coach, (beginning with the 5<sup>th</sup> grade and going thru the 8<sup>th</sup> grade) gets to choose a time. This same process is repeated for a second practice time.

#### F. Disagreements/Conflicts

Any disagreements or conflicts relating to the school's Athletic Program should be brought to the attention of the Athletic Director. The issue will be presented to the Athletic Committee for a decision. If a parent or individual wishes to appeal a decision made by the Athletic Committee, the principal is to be contacted to resolve the issue. If the situation is still not resolved through an informal process using the local chain of command, parents may choose for the situation to be resolved through the Administrative Recourse Procedure.

#### **Coach and Player Discipline for All Sports:**

- If a coach is ejected from a game due or receives two technical fouls, the coach is not allowed to coach the following game. If the same coach is ejected from two games in one season, the Athletic Committee will review the events of the ejections and reserves the right to remove the coach from the team for the remainder of the season and removal of coaching privileges for subsequent years.
- If a Player receives a Technical Foul, based on unsportsmanlike conduct, the player is not allowed to play the remainder of the game and may be suspended for a minimum of one game immediately following the technical depending on the review of the circumstances. If the player receives additional technical fouls within the season, Administration and the Athletic Director reserve the right to disallow or reduce play time. If the player is ejected



from a game, the player will be suspended for a minimum of two games immediately following the ejection.

- If a player receives an In or Out of School Suspension during the season, the player will be suspended for a minimum of two games following the Suspension.
- All incidents are reviewed by the Athletic Committee. These rules are to uphold the high standards I.C. Athletics is known for.
- If a parent is ejected from 1 game, the parent is not allowed to attend the next game. If a parent is ejected from 2 games within the same season, the Athletic committee reserves the right to restrict their game attendance or to be placed on probation for the remainder of the season. Specifics will be determined by the Athletic committee based on the situation.
- If negative feedback is provided and deemed true about a coach, parent, spectator, or Athletic committee member, the team will be subject to a probationary period or withdrawal from the end of season tournament. Specifics will be provided by the Athletic committee based on the situation.

**Immaculate Conception School Code of Ethics –**

**Parents**

I/we hereby pledge to abide by the rules set forth by the Immaculate Conception School Board and Athletic Committee regarding the following Parents Code of Ethics:

- I/we will lead by example in demonstrating sportsmanship, fair play, and setting an appropriate Christian example for our child/children and others.
- I/we as parent(s) will support our child/children, so as not to allow our sports commitment to take away from quality family, school and church time.
- I/we as parent(s) will support the coaches chosen to guide our child/children's team(s) with our utmost ability.
- I/we will place the emotional, physical and spiritual well-being of our child/children, as well as others, ahead of my/our desire to win.
- I/we understand the school policy regarding ineligibility. This policy states that three D's or a single F in any subject at mid-quarter or quarter grades will result in a two-week suspension. I/we understand that a second consecutive probation will result in a 30-day suspension and a third consecutive probation warrants ineligibility for the remainder of the school year in any extra-curricular activity.
- I/we will do our best to remember that each player is a unique individual with a unique emotional and physical development.
- I/we understand the school policy in regards to concussions and/or head injuries. I/we understand that we will need to turn in the necessary paperwork to the school office, such as written medical clearance, for my child to return to activities following a concussion and/or head injury.

- I/we will remember as parent(s) of young children that these games are for fun and recreation for the children and enjoyment for the parents.
- I/we understand school policies regarding player discipline as detailed in the parent handbook. The handbook details consequences specific to In-School and Out-of-School Suspension, technical fouls based on player conduct, and player ejections from athletic contests.
- I/we will control our tempers with players, coaches, referees, officials, scorekeepers, and parents of our players, as well as those from other schools.
- I/we will not demean players for any reason, whether our own or those of another team.
- I/we will do our best not to compare the abilities or inabilities of any player(s) while in their presence or in the presence of others.
- I/we will encourage our child/children to play by the rules and respect the rights of other players, coaches, fans and officials.
- I/we advocate a sports environment for our child/children that is free of drugs, tobacco, alcohol, bullying and abusive language, and refrain from their use during youth sporting events.
- I/we will help our child/children to show up to practices and games on time, with proper equipment, and ready to play.
- I/we promise to promote the Christian mission of Immaculate Conception School to the best of our ability.

**Immaculate Conception School Code of Ethics – Student Athlete**

I hereby pledge to abide by the rules set forth by the Immaculate Conception School Board and Athletic Committee regarding the following Student Athlete Code of Ethics:

- I promise as a young Christian, to set a good example by exhibiting good sportsmanship towards officials, referees, coaches, opponents and fellow student athletes.
- I promise to be respectful to all fellow student athletes both on the playing field and in the classroom.
- I promise to be considerate of the feelings of my fellow student athletes.
- I promise as a young Christian athlete, to respect the game, play fairly, and follow its rules and regulations.
- I promise as a young Christian athlete, to show respect for authority to the officials of the game and of the PAL league.
- I promise to help keep a drug, alcohol and tobacco-free environment.
- I promise to attempt to make all practices, games and tournaments on time. If I cannot, I will contact my coach at a reasonable time prior to the event.

- I promise to be respectful to all coaches and pay attention and work hard at all practices.
- I promise to be modest when successful and be gracious in defeat.
- I promise to have FUN and not allow sports to take away from my duty as a student.
- I promise to put my obligation to my class, teachers and students before my commitment to sports. Furthermore, I understand the school policy which states that 3 D's or a single F in any subject at mid-quarter or quarter grades will result in a two-week suspension. I understand that a second consecutive probation will result in a 30-day suspension and a third consecutive probation warrants ineligibility for the remainder of the school year in any extra-curricular activity.
- I promise to promote the Christian mission of Immaculate Conception School to the best of my ability.
- I understand that I will need to turn in the necessary paperwork to the school office such as written medical clearance in the event of a concussion and/or head injury.
- I understand the school policies mentioned in the Parent Handbook specific to In-School and Out-of-School Suspension, and player conduct as it relates to technical fouls and ejections received during athletic contests.
- I understand that failure to comply with the above-mentioned Code of Ethics could result in loss of athletic privileges and further disciplinary consequences.

## **HOLY DAYS OF OBLIGATION**

**DSP 6105**

Holy days of obligation shall be observed and respected in a special way in diocesan Catholic schools. A Mass for the entire student body shall be celebrated during regular school hours, if at all possible.

In addition, the day shall include activities and observances to foster student understanding of the holy day, and an appreciation of the intent of the day. School-sponsored extracurricular activities shall not be scheduled on holy days of obligation, including during the Triduum.

After-school activities, athletic practices/games, and any school-sponsored events shall not take place on holy days of obligation.

**Social Activities****LSP**

Holiday celebrations are arranged by room parents with the coordination of each classroom's teacher.

Kindergarten – 8<sup>th</sup> grades will have the following celebrations: 1. Halloween party; 2. Cupcakes for Jesus shortly before dismissal for Christmas break; and a Valentine's Day party. Kindergarten – 6<sup>th</sup> grade room parents also help with the end of the year Field Day, while 7<sup>th</sup> and 8<sup>th</sup> grade room parents help coordinate the end of the year field trips with junior high teachers.) Room parent coordinators will contact those parents who have volunteered to help with parties. Birthday treats may be brought to school with the knowledge of the teacher. Birthday treats are to consist of one (1) item. No gum, or blow pops allowed. Healthy food choices are encouraged. Teachers are to be informed at least a day in advance.

**Government Instruction Programs****LSP**

The school participates in government instructional programs available to students when possible and practical. The public-school district in which the student resides sometimes determines assistance available to students. If there is a change in which school district the child resides, the school office is to be notified.

**Federal Lunch Program****LSP**

The school participates in the government lunch program which provides balanced, nutritional meals. The school receives some free food commodities. Monthly lunches will be billed at the end of each month. Students may bring their own lunches and purchase milk at school. Soda is not allowed with cold lunches. Families who qualify at any time during the school year are eligible for reduced-price or free lunches. Application forms are available from the school office.

Lunch payments are expected by the 10th of each month, but we do realize that sometimes there are circumstances that might arise which would prevent a family from paying in a timely manner. If a payment is not received, the family will be notified that they are responsible for providing a cold lunch for their child(ren).

**Movie Policy****LSP**

All movies viewed by students in grades Pre-Kindergarten-4 of Immaculate Conception School during school time or during school sponsored activities are to have a rating of AI. Students in grades 5-8 may be permitted to view movies rated AII with parental permission. Movies are to be used for instructional purposes; showing copyrighted movies for any other purpose is considered a violation of copyright laws. The rating can be located U.S. Conference of Catholic Bishop's Office for Film and Broadcasting website: <http://www.usccb.org/movies/p/p.shtml>

## **SECTION FOUR: PRESCHOOL INFORMATION**

### **Philosophy**

We believe:

- Preschooler's learning is best achieved in a positive, supportive and challenging environment at home and at school.
- Preschoolers are better able to learn when they have a positive image of themselves.
- While individual differences must be recognized, all children are capable of learning.
- Preschoolers' learning environment should be based on exploration, intellectual and social development, playing and praying daily.
- An emphasis is placed on kindergarten readiness.

### **Admission Age**

A child must be three years of age before August 1 of that school year for admission into the preschool program. The child must be **fully potty-trained** and be able to dress him/herself.

### **Tuition**

A \$50 non-refundable enrollment fee will be due at the time of registration. Registration is not complete until this fee has been paid. A \$40 miscellaneous fee will be collected at the beginning of the school year. This fee covers most project supplies and field trips.

- **\$175.00/month** per student for 9 months with 3 half-day sessions weekly. (Tues/Wed/Thurs)
- **\$300.00/month** per student for 9 months with 3 full-day sessions weekly. (Tues/Wed/Thurs)
- **\$300.00/month** per student for 9 months with 5 half-day morning sessions weekly.
- **\$500.00/month** per student for 9 months with 5 full-day sessions weekly.

If you are one month behind in your tuition payment, we reserve the right to remove your child from the Preschool Program unless contact is made with the Principal or Pastor. You will be given a 2 week notice for making other arrangements for your child.

## **Program Goals for Students**

The Immaculate Conception Pre-Kindergarten Program follows the curriculum standards established by the Diocese of Jefferson City to direct instruction.

### **Socio-moral domain**

#### Social Relationships

- Build relationships of mutual trust and respect with adults
- Build relationships with peers
- Consider the perspectives of others
- Negotiate and apply rules

#### Dispositions

- Be curious
- Take initiative
- Be confident
- Be creative

### **Cognitive Domain**

#### Logico-Mathematical Knowledge

- Construct classificatory relationships
- Construct numerical relationships
- Construct spatial and temporal relationships

#### Physical Knowledge

- Act on objects and observe reactions
- Act on objects to produce desired effects

#### Conventional knowledge

- Know personal information
- Know about the community
- Know conventional notations, manners and customs

### **Representational Domain**

#### Symbolic Development

- Represent ideas and feeling through pretend play
- Represent ideas and feelings through movement

- Represent ideas and feeling through music
- Represent ideas and feelings through art and construction

#### Language Development

- Use language for a variety of functions
- Expand and refine the form and organization of language
- Construct meaning from language
- Represent ideas and feelings through language

#### Physical Development Domain

##### Main Skills

- Develop motor skills for personally meaningful purposes

##### Health and Safety

- Develop healthy living practices.

#### **Dress Code**

Girls and boys may wear casual dress clothes such as blue jeans, sweat pants, wind pants, t-shirts and sweatshirts. Skirts, jumpers, shorts, culottes and skorts must be no more than 3 inches from the top of the kneecap. Students must wear tennis shoes daily.

Children's clothing should be comfortable and allows for self-dressing. Girls who wear skirts or jumpers must wear shorts under these clothing items. Students will be involved in activities that do not always allow for them to stay clean.

Every child will be expected to keep extra warm/cool clothes and a pair of underwear at school to use as needed with your child. All personal items are to be clearly marked with the child's name.

#### **Length of the Day**

The instructional day begins at 7:45 AM and ends at 3:10 PM.

The children may arrive from 7:00-7:30 AM. They will be dropped off at the Incarnate Word Building door. They will be supervised by the Preschool staff.

If the child is dropped off at 7:30 AM, the parent will drive up to the lower Incarnate Word Building door and drop their child off there. The child will proceed to their classroom. At 8:00 AM, the door will be locked for safety purposes. If you arrive after 8:00, the parent will need to go to the office and check in before entering the school building.

Dismissal will start at 2:50 PM prior to the rest of the school. Those children who are leaving at 2:50 will be dismissed from the program with entrance through the back gate on Miller Street. The parent will sign the student out in the program area.

### **After School Care**

The After School Care program is available to all students who attend the Preschool program.

After School care begins at 2:50 PM and runs until 5:30 PM. The Preschoolers will be separate from the rest of the IC After School Care children. The preschoolers After School Care will be located in the Incarnate Word building. When picking up your child from after school care, park in front of the cones and walk to the back of the Incarnate Word building.

### **Progress Reports**

Progress reports will be issued quarterly throughout the school year as a means of evaluation of the student's progress. Reports are given in order to determine whether or not a student is developing according to ability in academic, social, physical and Christian areas. Parents are asked to sign the envelope of the report and return it in a timely manner.

### **Parent/Teacher/Student Conferences**

Conferences will be held after the first quarter and on a need-be basis. We will discuss the student's progress about academics, behavior and spiritual growth.

### **Preschool Rules**

- Be silent in the hallways when any classes are in session
- Be courteous to others
- Keep all restrooms silent and clean
- Avoid disrupting other's learning within the classroom
- Move and behave safely on the school campus
- Be respectful of all school property and the property of others
- Follow all playground rules
- Follow all cafeteria rules
- Bring only approved items to school

Each teacher will set up appropriate consequences for their classroom. These consequences will reward those students who continually make appropriate choices. They will also help those students who have made poor choices, find solutions and ways to improve their behavior.

No items from home are allowed at school unless requested by the teacher.



### **Pre-K Aggression Policy**

Aggressive behavior includes, but is not limited to, actions such as slapping, hitting, biting, or intentionally hurting another person; pushing and shoving; or using verbally aggressive language—all of which may or may not be provoked. The teacher observing this behavior will determine whether an incident report is to be completed. Since preschool personnel want to partner with parents to provide a safe environment for the students, I.C. Pre-K has established the following policy for aggressive behavior:

1. Each incident is to be documented with a description of the situation that led to the event.
2. A parent is required to sign the incident report that will be kept in the child's file.
3. After five aggressive incidents by a child within a semester, the parents will be called to the school for a conference to discuss the child's behavior.
4. If a child continues the aggressive behavior within the same semester, the parents will be called in for another conference. At that time, the child may be suspended from the program for the remainder of the year. In order for the child to return to the program, the child must have approval of the director, principal, and a health care professional to attend the preschool the following school year.

### **Rest/Nap Time**

The program provides nap cots for the students. The students may bring a small blanket and can have one stuffed animal.

### **Birthdays**

Birthdays are a special event in your child's life. We will celebrate your child's special day by singing to them, making a birthday book, etc. We do ask that you DO NOT send in any birthday treats or prizes. We will be having a whole class birthday party at the end of the school year to celebrate everyone's birthday. You will receive more details about this towards the end of the school year.

Invitations to a party may be passed out at school only if the whole class, all the girls and all the boys are invited. No gifts or presents will be given out at school to individual students by other students.

## **SECTION FIVE: AFTER SCHOOL CARE PROGRAM INFORMATION**

The main purpose of the I.C. After School Care Program is to provide a safe, nurturing, Christian alternative for Immaculate Conception Grade School families in the afternoon hours proceeding school dismissal. The After School Care Program is staffed by a Director, assistant director, a number of devoted adults and high school students. They work together to follow the mission statement that is currently in use by the school.

### **Important Contact Information**

- The After School Care phone number is 573-636-6146. *It is best to call after 1 PM.*
- The school phone number is 573-636-7680
- The After School Care email address is [mminor@icangels.com](mailto:mminor@icangels.com)
- The School Office email address is [jwyrick@icangels.com](mailto:jwyrick@icangels.com) or [kjennings@icangels.com](mailto:kjennings@icangels.com)

### **Hours of Operation**

The program is open from the time of regular school dismissal until 5:30 PM. The program appreciates the consideration of parents **STRICTLY** abiding by the **5:30 PM** concluding time of After School Care. If a parent is late picking up their child there is a late fee of \$1.00 per minute. If a parent or guardian is repeatedly late, the dismissal of that family from the program will be the result. Please adjust work and extracurricular activities according to the program's schedule

### **Days of Operation**

After School Care is in operation each school day, including all 1:00 and 2:00 PM dismissal times. On snow days, early dismissal days due to bad weather or school emergency, parent lunch day, the last day before Christmas break and the last day of school; there is no After School Care.

### **Fees and Receipts**

The fee charged is for the entire school year and is payable in nine monthly installments, each of which is due by the 10<sup>th</sup> of each month. This charge covers the cost of the program each day of operation. Fees are the sole support of the Immaculate Conception After School Care Program. It is not subsidized by the school or parish. The fee rate is reviewed annually.

If a parent or guardian fails to meet the After School Care Program fee payment promptly and does not make adequate arrangements with the Director, the child will not be allowed to continue in the program. Prompt payment is essential in maintaining our monthly budget.

If parents are over one month behind in the ASC payment, the program reserves the right to remove the child from the program unless contact is made with the Principal or Pastor.

All families whether their children attend on a part-time or full-time basis are expected to pay the \$25 registration fee.

Monthly fee for first child is \$125 and \$100 for each additional child.

Drop in rate is per child and is as follows:

3:10 PM dismissal is \$10

2:00 PM dismissal is \$11

1:00 PM dismissal is \$12

Drop-in rates will be billed through the FACTS system at the end of the month and are due upon receipt. It is a set fee per child and not prorated. No exceptions will be made.

All full-time student families will receive a monthly receipt for tax and cafeteria needs. The tax ID number will be on all of the receipts. Please contact the school secretary if extra copies are needed, or one is needed for a part-time student.

### **Daily Schedule**

**Dismissal to After School Care--3:05-3:15 PM**

**Snack Times--3:05-3:30 PM**

A daily snack is provided that meets the USDA requirements. If a child has braces or allergies, a written note from the doctor is strongly recommended in order to accommodate that child's needs.

Children are not encouraged to bring snacks from home. If you feel this is necessary, please make it a healthy choice—not candy. Those students with severe food allergies are asked to provide their own snack. The director will ask to have a meeting prior to school starting to discuss this.

### **Activities during After School Care**

#### Play Time

Outside play time is offered every day, weather permitting. Please dress your child accordingly. The kids are encouraged to get fresh air and exercise. The gym will be used when weather is questionable- if available.

#### Activities and Crafts

There are weekly planned activities available for all ages. Guest speakers are also utilized if possible.

#### Homework Time

General homework time

We provide an area for any child to work on their homework. Doing homework is not a mandatory thing; it is by the child's choice. If a parent wants a child to complete their homework while with us, they need to let us know. Students are to work independently. They will receive all the guidance and help needed to work while they are with us. We will have SOME supplies for them to use, but it is essentially up to the child to have the proper materials with them. Students are not allowed to use the school library or computer labs for homework.

**Children are not allowed to go back to their classrooms after dismissal for supplies and homework.**

### **After School Sponsored Activities**

Immaculate Conception School and Church is a busy place with lots of exciting activities going on. Many children arrive to the After School Care program late from scout meetings, sports practices, Children's Choir and Safety Patrol, just to name a few. ***It is important for parents to let us know in a written note or email that your child will be late for ASC.***

Many kids leave After School Care early to attend sports practice before their parents arrive. ***Please inform ASC staff through phone call or email so that there is proper authorization to release them.*** If the student needs to change clothes for this, they will be allowed to 15 minutes prior to pick up time

### **Toys and Electronic Games**

Electronic games, MP3 players, I pads, etc, are not allowed to be used in ASC.

### **Cell Phones**

Students MAY NOT use their personal cell phones for any reason. Students who choose to use a cell phone without permission will have it taken away and returned to the parent upon pick-up. Students are allowed to use the ASC phone with permission if needed to contact parents. The ASC will follow the guidelines from the school handbook for repeated offenses. Parents are to call ASC to contact your children (573)636-4146.

### **Emergencies/Safety**

With the children's safety and well-being in mind, it is MOST important that the parent fill out an emergency form, and then adhere to the instructions given.

One of the most important regulation concerns is the child leaving the premises of the After School Care Program.

1. Parents or guardians are not to take children from the school yard or other areas without notifying the ASC staff and signing the child out.
2. For the release of children, parents or guardians should send persons ONLY whose names are on the emergency form. For the child's safety, release will not be granted to anyone else. If someone other than a designated person on the list is picking up, we need to have a note stating who and when.
3. Special arrangements for being absent from the ASC Program are best made beforehand in writing to the Program Director or the school office. This will stop unnecessary phone calls to check on the child's whereabouts.
4. Emergency releases are made only on an individual basis.

### **Discipline Procedures**

ASC staff will first work to redirect student behavior. The next step would be to give a consequence. The third time may require notification to the parent and/or school administration action.

Christian behavior and attitude towards other students and the staff is expected by all attending. We will follow the school's SW-PBS program, but it will be done independently from the school.

Because the ASC Program is a service, the following behavior may result in dismissal from the program:

- Any physical confrontation—physical confrontations will warrant a “cooling off” period in the director’s office. Consequences for the confrontation will be agreed upon by the director and staff members involved. Further consultation with the school administration may be required depending on the severity of the actions.
- Verbal abuse to a teacher or student after being spoken to privately by the director—the student(s) will be removed because this disrupts the activities and takes away from the children’s enjoyment.