

Immaculate Conception School



Parent/Student Handbook

Faculty, Administration, Staff

2024-2025

Pastor: Fr. Peter Blake	636-583-5144	frpeterb@yahoo.com
Senior Assoc. Pastor: Fr. Eric Kunz	636-583-5144	erickunz@archstl.org
Superintendent for Elementary Education in the Archdiocese of St. Louis: Maureen Depriest	314-792-7333	maureendepriest@archstl.org
Principal: Mrs. Shelly Jensen	636-583-2641	jensensh@icschoolunion.org
DRE/Youth Minister: Janelle Gildehaus	636-259-6358	gildehausj@icschoolunion.org
School Secretaries: Mrs. Alesha Bardot, Mrs. Stephanie Birke & Mrs. Pam Edmister	636-583-2641	bardota@, birkes@, & edmisterp@icschoolunion.org
Parish Secretary: Mrs. Kathy Arens	636-583-5144	icunionoffice@gmail.com
Maintenance: Mr. Steve Riechers	636-583-2641	

Faculty Member	Homeroom	Room Number	Email (@icschoolunion.org)
Andonoff, Beth	Eighth	210	andonoffb@
Brueggemann, Jaclyn	First	15	brueggemann@
Busch, Jenny	Third	20	buschj@
Dickinson, Rebecca	Computers	204	dickinsonb@
Generally, Denise	Sixth	1	generallyd@
Gibson, Florence	Music	122	gibsonf@
Gross, Lisa	Fourth	4	grossl@
Hanratty, Brenna	Fifth	2	hanrattyb@
Henderson, Anne	ECLC	6	hendersona@
Henderson, Chris	Art	11	hendersonc@
Holdmeyer, Katharine	Kindergarten	16	holdmeyerk@
Juliette, Jackie	Second	12	juliettej@
Light, Lisa	Academic Support	3	lightl@
Mohesky, Whitney	ECLC	4	moheskyw@
Schroeder, Kate	Eighth	209	schroederk@
Schwoeppe, Joette	P.E.	Gym	schwoeppej@
Stuesse, Anne	Seventh	208	stuessea@
Voss, Brooke	ECLC	7	vossb@
West, Ann	Junior High	207	westa@

Organizations

School Board

Caleigh Brautigam
Rebecca Dickinson
Travis Griffin
Robert Guehne
Tessa Stowe
icunionschoolboard@gmail.com

Home and School Association

Adrienne Bailey - President
Shelly Alcorn - Vice President
Erin Griffin- Treasurer
Theresa Briggs - Secretary
ichomeschool@gmail.com

Athletic Association

Secretary – Vacant
Treasurer – Dawn Bollinger
At Large (Basketball) – Vacant
At Large (Volleyball) – Jennifer Hecktor
Concessions – Vacant
Grade Level Representatives - Vacant
icunionathletics@gmail.com

Dinner Auction

Shelly Jensen
Jessica Haynes

Fall Festival

Janelle Gildehaus

SCHOOL BOARD

The School Board acts in an advisory capacity to the pastor and the principal by formulating and evaluating policies for the school. The Board is the parish's representative body for identifying and articulating the educational needs and aspirations of the entire parish community. The Board functions in accordance with Archdiocesan guidelines. The Board functions only through its meetings which are held monthly throughout the school year. Please contact the School Board President and ask about being placed on the agenda for the next meeting. The Board encourages parents' comments and suggestions at any time. The Board agenda is cooperatively planned by the Board President, Pastor, and Principal, in consultation with Board members.

HOME & SCHOOL

The Home and School Organization is a very important part of our school family. It provides many valuable services for the school including, working with fundraisers, hosting teacher luncheons, assisting with school activities, providing assistance with the selection of equipment for the school, and helping with many other projects for the school.

ATHLETIC ASSOCIATION

It is the purpose of the Athletic Association to "foster sound athletics through a program that will promote good sportsmanship, respect for authority, and self-discipline among the contestants in order to help the youth of the school become morally sound Catholics."

DINNER AUCTION

The Immaculate Conception School Dinner Auction Committee organizes and directs the annual dinner auction which financially supports the school.

FALL FESTIVAL

The Fall Festival Committee organizes and directs the Fall Festival held each year to financially support the school's instructional programs and projects, especially the purchasing of textbooks.

SCHOOL VOLUNTEERS

School Volunteers are interested adults who assist the school where needed. Volunteers are needed for the library, cafeteria, recess duty and other areas. **All families are required to volunteer (8) eight hours of service each year.** Of these eight hours, (2) two hours must be related to the Fall Festival. All volunteers and employees who work with students will need to register for a background screening, attend a Protecting God's Children (PGC) workshop, view two new online training modules on abuse reporting and the Code of Ethical Conduct, and agree to the Code of Ethical Conduct. This only has to be done one time, not yearly. The accomplishment of the goals of the parish school is heavily dependent upon the participation of volunteers from the parish, most notable the parents of the school children. The school recognizes that individual family situations result in a

variance in any parent's ability to assist in support of the school through volunteer activities. If parents are unable to volunteer, they are required to donate \$150 dollars to help pay someone to fill in over and above their own volunteer time.

Volunteer Opportunities

Apple Butter Cook

Slaw-making

Fall Festival setup

Fall Festival

Fall Festival cleanup

Dinner Auction setup

Dinner Auction

Dinner Auction cleanup

Grandparents' Day

Book Fair/Science Fair

Field Day

Cafeteria

Library

Recess Duty

Graduation setup and cleanup (7th grade families)

Kindergarten Graduation Reception (1st grade families)

Confirmation Reception (7th grade families)

Home & School sponsored events

Mission

Witness Statement

For those whose children attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word, and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;

commit to speak more with my children about God and to include prayer in our daily home life;

participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic

children;

support the moral and social teachings of the Catholic Church to ensure consistency between home and school;

teach my children by word and example to have a love and concern for the needs of others;

meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.

WITNESS STATEMENT: CALLED TO BE CATHOLIC For students who Attend Catholic Schools and Parish Schools of Religion

PRE-KINDERGARTEN AND KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. *Catholic School/Parish School of Religion* will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME. I LOVE GOD.

GOD MADE EVERYTHING GOOD.

I WILL PRAISE AND THANK GOD. GOD MADE ME SPECIAL.

I WILL ACT AS A CHILD OF GOD. GOD MADE ME PART OF HIS FAMILY.

I WILL BE KIND TO ALL OF GOD'S FAMILY.

WITNESS STATEMENT: CALLED TO BE CATHOLIC For students who Attend Catholic Schools and Parish Schools of Religion

GRADES 1 - 2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. *Catholic School/Parish School of Religion* will help me grow in the Catholic Faith. I believe that: **GOD LOVES ME.**

I PROMISE TO LOVE GOD BY:

LEARNING ABOUT JESUS AND HIS LOVE FOR ME.

PRAYING EVERY DAY.

SPEAKING GOD'S NAME WITH RESPECT. GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

OBEYING MY PARENTS/GUARDIANS AND TEACHERS.

BEING HONEST AND TRUTHFUL.

DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

BEING RESPECTFUL OF OTHERS.

HELPING OTHERS IN NEED.

BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

WITNESS STATEMENT: CALLED TO BE CATHOLIC For students who Attend Catholic Schools and Parish Schools of Religion

GRADES 3 - 4 - 5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. *Catholic School/Parish School of Religion* will help me grow in the Catholic Faith. I believe that: GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.

SPENDING TIME PRAYING EACH DAY. LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHING OF JESUS. RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

LEARNING WHAT JESUS EXPECTS OF ME.

RESPECTING MY BODY AS A GIFT FROM GOD.

BEING A PERSON WHO IS TRUTHFUL AND FAIR.

BECOMING THE BEST PERSON THAT I CAN BE. GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.

GIVING GOOD EXAMPLE AS JESUS DID.

PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.

BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

WITNESS STATEMENT: CALLED TO BE CATHOLIC For students who Attend Catholic Schools and Parish Schools of Religion

GRADES 6 – 7 - 8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. *Catholic School/Parish School of Religion* will help me grow in the Catholic Faith. I believe that: GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

STUDYING ABOUT GOD – FATHER, SON, AND HOLY SPIRIT – AND HIS CHURCH.

PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.

DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.

FOLLOWING THE COMMANDMENTS AND BEATITUDES.

READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION. GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.

BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.

TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.

VALUING MY SELF AND DEVELOPING MY GIFTS.

LIVING THE GIFTS OF THE HOLY SPIRIT. GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.

RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.

GROWING IN COMPASSION BY SERVING THOSE IN NEED.

BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.

WORKING WITH OTHERS TO HELP MAKE IMMACULATE CONCEPTION SCHOOL AND PARISH A BETTER PLACE.

ARCHDIOCESAN MISSION STATEMENT

As Catholics in the Archdiocese of St. Louis, in communion with the Bishop of Rome, we are called by our Lord Jesus Christ to be His Church and live His Gospel. With joy, we strive to fulfill our Baptismal calling by prayer and worship, teaching and sharing our faith, serving others, and fostering unity in diversity. Guided by the Holy Spirit, we commit ourselves to the responsible stewardship of all God's gifts.

PARISH MISSION STATEMENT

As Catholics of Immaculate Conception Parish, in communion with our Archbishop, and the Bishop of Rome, we are called by Jesus Christ to be His body, the church in our local community of Union, Missouri and to live fully, the Gospel. With faith, hope and charity, we strive to live our discipleship by fervent prayer, inspired worship, sound teaching and sharing our faith with those in physical and spiritual need. Guided by the power of the Holy Spirit, and following the example of the Blessed Virgin Mary, we commit ourselves to building the Kingdom of God in our midst by being responsible stewards of all we have received from the past with zeal and dedication for the future.

SCHOOL MISSION STATEMENT

We, as members of Immaculate Conception Catholic School, are enriched by tradition, rooted in the teachings of Jesus Christ, and are a community of believers. We are growing together in faith, love knowledge of Christ, service to God, our church, our community, and continually attempt to reach out globally in service to others. We strive to provide a Christian environment that is safe and secure; where students may grow spiritually, physically, emotionally and intellectually where parents are encouraged in their role as a child's first teacher, where children are provided the opportunity to utilize their gifts and talents to glorify the Lord and where students are empowered to reach their full academic potential.

PHILOSOPHY STATEMENT

Immaculate Conception Elementary School is a Catholic School, which communicates the message of God's love, expresses love and faith through worship, develops a strong faith Community, and inspires our school community to serve others as Christ did. Our teacher, Jesus Christ, said: "Have the Children come unto me, for such is the Kingdom of God.

EXPECTATIONS

1. Enabling a child to function in school is the responsibility of the students, teachers, parent(s), and principal.
2. A child needs to be fit to learn; therefore he/she must come to school clean and having had the proper rest, love, and nourishment.
3. Parents must inform the principal and teachers of any physical impairment(s), (hearing loss, legal blindness, epilepsy, diabetes, etc.) or emotional problems etc., that a child may have so that teachers can work more effectively with the child.
4. ALL children have the right to learn and teachers have the right to teach. Therefore, all must respect the rights of others by helping to maintain an atmosphere conducive to learning.
5. Discipline is not punishment. Discipline is training which helps the individual to develop self- control and character. This training must be directed and consistent until it becomes part and parcel of the child. The result of such training is self-discipline.
6. Discipline begins at home where a child learns to respect the loving authority of parents and learns courtesy and caring for family members. We support and nurture this training, here at school, where we expect respect for authority and courtesy toward ALL.
7. We also assist parents in building the child's self esteem and sound Christian character. The faculty and other staff members have the responsibility to praise and direct each child in becoming self-disciplined and well mannered. To assist this development, we here at Immaculate Conception School, expect all to:

Affirm one another and smile and greet each other.

Acknowledge accomplishments.

Respect school property and books.

Keep textbooks covered, take care of books and carry them to and from school in a book bag.

Report broken or defaced property and pay for damages or loss incurred by careless action.

Be honest and speak gently to others. Refrain from: lying or denying actions, cheating on papers, tests or games, talking out in class, saying “shut-up”, calling someone a name, using strong vulgar language, yelling or loud speaking in the school building or on school property.

Support one another in community and individual tasks.

Respect others by not laughing at them or criticizing them for making an error.

Be courteous. Open and hold the door for adults and other classmates. Step aside for adults to pass, and do not interrupt when adults are speaking.

Take responsibility seriously and respond to the academic setting. Be in the right place at the right time, follow what is going on in class, and do not disturb others.

Never chew gum during school hours.

Wear the correct uniform properly.

Keep the school and premises neat and orderly. Pick up paper, put books and other materials in their proper place and wipe up spills, etc.

A child displaying unacceptable behavior will be corrected by a faculty or auxiliary staff member and the matter dropped. If for some reason this does not effectively alter the child’s behavior, further action will be taken.

Children are to show respect to playground supervisors and fellow students while at play. Students may not leave the playground without the principal’s permission and a signed note from the parent stating the reason.

Fighting or rough play will not be tolerated. Snacks (no gum) may be eaten on the playground during morning recess but not at noon. Footballs, rubber kickballs, whiffle balls, volleyballs, and other soft play articles used at play are furnished by the school.

School Board Policy on Reduction in Staff

Immaculate Conception School Parish Board of Education recognizes the importance of having the finest teaching staff possible. However, there may be times that reductions in staff may be necessary.

Teachers who are currently teaching in the school must be notified by a date set by the

Archdiocese in writing by the pastor whether or not a contract will be offered, however, if the decision not to renew a contract results from factors that eliminate the need for a teacher (such as declining enrollment or termination of a program for which a teacher has been hired), no discussion prior to the notification is necessary nor is the March 15 date required.

The principal will notify the School Personnel Office upon notification of the teacher who will not be renewed, within five (5) working days of notification to the teacher.

Factors that shall be used in determining reductions are as follows and shall be followed in this order:

Qualifications to teach assigned grade levels (certification)

Past evaluations and work history

Length of service at the particular school

Length of service at other parish schools within the Archdiocese

We as a parish school board feel very strongly that certain professional conduct be observed by faculty. The following are listed as serious violations, which certainly would be considered if reduction is necessary.

Insubordination, refusal to obey instructions of principal or pastor

Unprofessional behavior toward students, parents, or staff members

Violation of principles of Christian morality

Failure to adhere to the Christian Witness Statement

Chronic and continuous conflicts that prevent implementation of a Faith

Community

Excessive unexcused absences

Excessive tardiness

Instruction, Curriculum, and Admissions

SCHOOL HOURS for K-8

7:15 ----- Gym Doors Open= All students report to Gym

7:45 ----- All students need to be in class at this time

7:50 ----- Morning Announcements and Prayer (Monday through Friday)

8:00 ----- First Period Begins ---- Mass on Tuesday (all), Wednesday (K-4), Thursday (5-8)

11:00 – 12:45 ----- Lunch and Recess (three shifts)

3:00 ----- Students Dismissed

3:00 – 4:00 ----- Detention, Tutoring (pre-arranged with teacher)

SCHOOL HOURS for PRESCHOOL

7:35 ----- Door 11 opens = Report to classroom-Student can be dropped off in the gym between 7:15-7:45

7:50 ----- Students need to be in the classroom

7:55 ----- Morning Announcement and prayer (Monday through Friday)

11:20 ----- LUNCH AND RECESS

2:45 ----- Students Dismissed

ALL STUDENTS ARE TO LEAVE THEIR CLASSROOMS AT THE END OF THE DAY IN A CALM, ORDERLY, SAFE MANNER. STUDENTS ON SCHOOL PROPERTY AFTER 3:15 P.M. WILL BE SENT TO AFTERCARE UNLESS UNDER THE SUPERVISION OF AN ADULT. STUDENTS MAY NOT BE IN THE HALLS OR IN ANY CLASSROOM AFTER 3:15 P.M. UNLESS UNDER THE SUPERVISION OF A STAFF MEMBER.

ADMISSIONS POLICY (4101 Archdiocesan Policy Manual)

It is the policy of Immaculate Conception school to provide a quality Catholic Education in grades Preschool through Eighth Grade for its parishioners' children regardless of race, sex, national or ethnic origin. Preference is given to those of Catholic Faith and those who are registered and active parishioners of Immaculate Conception Parish. The Parish provides and supports our school for the transmission of the Faith.

ADMISSIONS PROCEDURES (General Admissions and Registration)

Immaculate Conception Catholic Grade School welcomes students of any race, national or ethnic origin. Because teaching and living the Catholic faith are major goals of this school, priorities to admission will be as follows:

1. Children of parishioners who have siblings enrolled in the school. (or legal guardians are parishioners)
2. Children of parishioners (or legal guardians are parishioners)
3. Children of non-parishioners
4. Children of non- Catholics (subject to space availability on a class-by-class basis)

Parental interest in their child's education, and cooperation with the teachers and the administration in school matters is important. Parental interest is demonstrated by: assuming financial responsibilities to Immaculate Conception School, taking an active part in the Home and School Association, volunteering time and talents. There is no finer inspiration to a child than to see parents/guardians giving of themselves to the school. This participation says to the child that the school is a community working together to enable it to come ALIVE.

Any student upon entering Immaculate Conception School must present a birth certificate, health form, current immunization records, baptismal certificate, Social Security number, and records from previous years.

The following steps will be taken prior to acceptance of new students:

- a) Records from the previous school will be requested and reviewed;
- b) The former school may be contacted by telephone for information;
- c) The parent will be asked to identify any prior testing or diagnosis of special needs as part of the registration process;
- d) When a need for additional information or clarification is evident, the principal will schedule a meeting with the parent(s).

The following guidelines apply upon acceptance:

- a) There will be a probationary period of nine weeks for all new students;
- b) During this probationary period, the effort, conduct, and academic grades of the student will be monitored by the classroom teacher(s) and reported to the principal, parent, and student at the Mid-Quarter reporting period (earlier, if dictated by need).

The registration process must also include a verification of custody arrangements in cases in which the parents of the student are divorced. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided. (Archdiocesan Policy Manual Sec. 4102)

NON – CUSTODIAL PARENT (4103 Archdiocesan Policy Manual)

In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to academic records and to other school-related information regarding their child. It is the responsibility of the custodial parent to provide the school with an

official copy of any court order to the contrary.

Missouri law provides that children may not enroll in school until they have been vaccinated for diphtheria-whooping cough-tetanus DPT, polio, rubella, and rubella, Hepatitis B, and a second dose of the MMR. Parents are required to have a statement from the doctor indicating the month, day, and year of vacation.

AGE REQUIREMENT FOR SCHOOL AGE CHILDREN

Preschool-----Children should be 3 or 4 before August 1 (must be toilet trained)

Kindergarten -----Children should be 5 before August 1

1st Grade -----Children should be 6 before August 1

The Archdiocese requires a physical examination for admission to Kindergarten. If the parents or guardians can produce written confirmation that their child has had a physical examination during the period of January 1st of this year to the present date, it will fulfill the requirement.

REGISTRATION & TUITION FEES

Registration is held in February at which time the registration fee is due upon submission of registration forms and the Facts Payment Plan Form for the following school year.

Families registering students for the following year must be current in their financial obligations. Tuition is payable according to the terms of the Facts Contract.

Incidental Fee covers various dittoed materials, art supplies, workbooks, general school supplies, Diocesan fees for materials such as report cards, testing, and the purchase of

textbooks. Report cards will be withheld, no records will be forwarded to any other school, and no registration for the coming year is final until all financial obligations have been met. Eighth grade students must complete all financial obligations to the Parish by May 1st of the current school year.

TUITION & FEE SCHEDULE

The Tuition and Fee Schedule will be issued each February for the following school year.

Immaculate Conception School acknowledges and is grateful to Immaculate Conception Parish for the 40%-60% subsidy from the parish for school expenses.

CATHOLIC HIGH SCHOOL ADMISSION

Eighth grade students are notified of the registration procedures in the fall. On a designated Sunday each year in the fall, all Catholic High Schools in the Archdiocese of St. Louis

conduct an Open House Program for all Eighth Grade students and their parents.

After applications have been given to the students, decisions, with parents, have been made regarding choices for high school, applications are returned, and records are then gathered and sent to the First Choice schools. Students may apply for scholarships that are available through the Knights of Columbus and St. Francis Borgia Regional High School. Please contact other schools to check into available scholarships.

EXTRACURRICULAR ACTIVITIES (5202.10 Archdiocesan Policy)

All extracurricular activities (outside of school hours) must be approved by the principal.

These activities must have an evident educational purpose. The purpose of the activity and

the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

STUDENT PUBLICATIONS (5202.101 Archdiocesan Policy)

Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

SPORTSMANSHIP (5202.102 Archdiocesan Policy)

Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship should be addressed promptly and appropriately.

GRADING SYSTEM

The following symbols are used to indicate the students' achievement:

Kindergarten

O=Outstanding

VG=Very Good

S=Satisfactory

NI=Need Improvement

/Needs Practice

-=Area not graded

Grades 1-8

A+ = 97-100

A = 95-96

A- = 93-94

B+ = 89-92

B = 87-88

B- = 85-86

C+ = 82-84

C = 80-81

C- = 78-79

D+ = 74-77

D = 72-73

D- = 70-71

F = 69 or lower

HONOR ROLL

Requirements are as follows: (please read carefully)

Students must maintain an A+ averaged grade in all core subjects for the Pastor's List.

Students in grades 4, 5, 6, 7, and 8 would be expected to meet the following requirements in order to be eligible for the "A" Honor Roll. An **A+**, **A**, or **A-** grade when the following subjects are averaged together: Religion, Reading, English, Math, Social Studies, and Science. Also students in Computer, P.E., Music, and Art class must receive a C or higher.

Students may not receive a grade lower than a C in any subject in order to qualify for the “A” Honor Roll. Students in Grades 4, 5, 6, 7, and 8 would be expected to meet the following requirements in order to be eligible for the “B” Honor Roll. A **B**, **B+**, or **B-** grade when the following subjects are averaged together: Religion, Reading, English, Spelling, Math, Social Studies, and Science. Also, students in Computer, P.E., Music, and Art class must receive a C or higher. Students may not receive a grade lower than a C in any subject in order to qualify for the “B” Honor Roll.

LENGTH OF ASSIGNED HOMEWORK

Students in Primary grades 1- 3 may have approximately 20 to 40 minutes of homework nightly. Students in grades 4 & 5 may have approximately 30 to 60 minutes of homework nightly. Students in grades 6 - 8 may have approximately 60 to 120 minutes of homework nightly.

ASSIGNED HOMEWORK

Parents are asked and encouraged to help the student arrange a time and a quiet place for homework in the evening and at a time convenient for the family. The study area should contain implements needed to do assignments such as dictionary, ruler, pencils, markers, paper, and good lighting. We believe homework is important because of its valuable aid in helping students make the most of their experience in school. We give homework because it reinforces what has been taught in class, prepares students for upcoming lessons, and helps students develop self-discipline, responsibility and organizational skills. Homework may be assigned daily, and occasionally the students will have weekend or long term assignments that may require some research.

All tests will be sent home to be signed and returned to the appropriate teacher.

These tests will be kept by the teacher.

We expect students to follow these guidelines when completing homework assignments.

Students are responsible when;

1. All assignments will be completed.
2. Students have one day for each day absent to make up any work. Tests are to be made up within three days.
3. Homework will be turned in on time and neatly done.
4. Use only white loose leaf paper- no spiral bound notebook paper is to be handed in to the teacher in Grades 3-8.

Any assignment turned in with ink blots, scratch outs, poorly done, without a proper heading (as designated by the teacher), or torn from notebooks will not be accepted and students will be instructed to redo the assignment. Students should keep a record of assignments in a planner. Assignment planners will be required for all students in grades one through eight. These are provided by the school in your book fees.

JUNIOR HIGH ASSIGNMENT POLICY

All students in the junior high are expected to adhere to the following guidelines:

1. Every loose-leaf paper, test paper, and spiral notebook assignment (teacher discretion) must have the correct heading.
 - a. Use white, **wide-ruled** loose-leaf paper or wide-lined notebooks.

- b. Place your first and last name on the first line beginning on the left side of the paper.
 - c. Place the date (**month spelled out**, not abbreviated) on the same line toward the right side of the paper.
 - d. Place the school name (**spelled out**) on the second line under your name.
 - e. Place the grade followed by the number under the date.
 - f. Place the subject followed by the page number on the next line in the center.
 - g. Always skip one line after the subject line.
2. Always use **navy blue** or **black** ink unless otherwise directed. No gel pens.
 3. When using ink, erase the mistake(s) if using erasable ink; otherwise, enclose the mistake in parentheses and draw a single line through the mistake. Ex: (~~February~~).
 4. In **ALL** classes and in **ALL** subjects, answers must be written out in complete sentences unless directed to do otherwise.
 5. All papers must be checked with a **RED INK PEN-ABSOLUTELY NO RED MARKERS FOR CHECKING**.
 6. Students are expected to use correct spelling, capitalization, and punctuation in all written work; ½ -1 point will be deducted for errors.
 7. All written work is to be kept in a folder or the notebook to keep it neat.
 8. Students are expected to take care of hand-outs. To save time, paper, and ink some hand-outs are collected to be reused. No student wants to use hand-outs that are dirty, wrinkled, or torn.
 9. All assignments should be completed neatly. Students will be required to redo messy work.
 10. All students are expected to carry a book for reading to all classes.
 11. Tests are sent home in Friday Folders. All tests sent home must be signed by a parent/guardian and returned by the following Tuesday at 8:00 a.m. Failure to have a test signed will result in loss of recess.

LITURGY AND SACRAMENTS

1. Children will participate at Mass on Tuesdays (all), Wednesday (K-4) and Thursdays (5-8) and preschool once a month at 8:00.
2. Our curriculum includes learning experiences which encompass the three fold dimensions of Catholic education: the Gospel message, Christian living, and service to others, as well as instruction in secular subjects.
3. Our first priority is the spiritual growth of the child; therefore, we pray daily and participate in the Eucharist two days per week and on special occasions. We encourage, through work and action, Christian living and we expect each child to attend religion class.
4. We prepare Second Graders and other students to receive the Sacraments of Reconciliation and Holy Eucharist.
5. We prepare the Eighth Grade students for the Sacrament of Confirmation.
6. We train servers to assist the priest at Mass.
7. We teach students to support the missions, the poor, respect of all life, and individuals who are physically and mentally challenged.

The basic course of studies emphasizes Catholic Doctrine and the skills of reading, writing, oral articulation and mathematics. Those aspects which stretch the mind give a taste for the

aesthetic, form leaders and make one desirous of serving others are stressed in an atmosphere rooted in Catholic Christian values and traditions.

Instruction is given in religion, reading, mathematics, English, spelling, science, social studies, art, music, physical education, computer, literature, and algebra. The time devoted to each subject is in proportion to that needed to learn concepts and skills appropriate to the grade level. Curriculum and the time allotments suggested by the Archdiocesan Education Office are followed as closely as possible.

Student Issues

GRADE CLASSIFICATION (4501 Archdiocesan Policy)

The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years.

PROMOTION (4501.1 Archdiocesan Policy)

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. Schools should develop and publish policies regarding the necessity of passing all required subjects in order to be promoted and of making up failing grades through methods such as summer programs or tutoring on particular concepts and skills specified by the school.

RETENTION (4501.2 Archdiocesan Policy)

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level. The decision to retain a student at the current grade level or to retain a student in a particular subject at the current grade level is made by the school after thorough consultation with all appropriate members of the faculty and after extensive communication with the parents.

GRADUATION (4502 & 4502.1 Archdiocesan Policy)

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment.

ATTENDANCE & ABSENCE

If your child is going to be absent, please call school before 8:00 A.M. (583-2641) Archdiocesan policy requires a school year of 174 six hour days or 1044 hours of instruction (lunch time does not count) during a school year. When a student needs to leave school during the day, a note from home is required. A parent should meet the child in the school office and sign him/her out. If a student is to return to school the same day, he/she must check-in at the office. **Please note that if a child is away from school more than 2 hours, a half or whole day absence may apply.** If your child becomes ill or injured during the school day, you will be notified by the office. The parent, or person designated in case of illness, must sign the child out on the clipboard in the office. **After 10 absences, a doctor's note will be required for each additional day absent.**

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in school (Section 4501 Archdiocesan Policy).

TRUANCY (4501.1 Archdiocesan Policy)

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

TARDINESS (4202 Archdiocesan Policy)

A student is tardy who arrives after the time fixed by school policy for the start of the school day. Students need to be in their homeroom class at 7:45 A.M. A student who is not in their classrooms at the above times will be considered tardy. After 10 times of being tardy, excused or unexcused a student cannot receive perfect attendance.

RELEASE FROM SCHOOL DUE TO ILLNESS (4203.1 Archdiocesan Policy)

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached should be kept on file and kept up-to-date. Parents/guardians are responsible for providing transportation for the student to leave.

LONG-TERM ABSENCE

The school should be contacted regarding long-term absences (5 or more consecutive days). A schedule for make-up work will be worked out with the teacher.

VACATIONS

The parent/guardian should notify the principal and the homeroom teacher. All work or appropriate alternative assignments are to be worked out with the student's teacher(s).

DUAL ENROLLMENT (4204 Archdiocesan Policy)

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

ACCESS TO STUDENT RECORDS BY PARENTS (4601.2 Archdiocesan Policy)

Parents/guardians have the right to inspect and review the official active file of their children.

ACCESS TO STUDENT RECORDS BY OTHERS (4601.3 Archdiocesan Policy)

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

STUDENTS WITH SPECIAL NEEDS RECORDS (5204.1 Archdiocesan Policy)

School should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about

admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

TRANSFER OF RECORDS (4601.4 Archdiocesan Policy)

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

RELEASE OF STUDENT DISCIPLINE INFORMATION (4601.4 Archdiocesan Policy)

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student. This applies to both written and/or oral information.

STUDENTS WITH SPECIAL NEEDS (5204 Archdiocesan Policy)

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting. Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

GUIDANCE INFORMATION (4601.5 Archdiocesan Policy)

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school.

FIREARMS POLICY (6202.1 Archdiocesan Policy)

The carrying or possession of any type of firearm or other dangerous weapon on the premises of Immaculate Conception Grade School is strictly prohibited. This prohibition includes those persons licensed to carry concealed firearms.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS (5202.6 Archdiocesan Policy)

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or

borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

ARCHDIOCESAN POLICY ON CHILD ABUSE

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody, and control, and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious and priests of the Archdiocese of St. Louis are expected to support this policy and to comply with the procedures developed to implement this policy.

PROCEDURES FOR ARCHDIOCESAN POLICY ON CHILD ABUSE

All employees, volunteers, religious, and priests of the Archdiocese of St. Louis are expected to support the policies and to comply with the procedures developed to implement stated policies. **All employees, volunteers of Immaculate Conception who are in contact with students will be ask to fill out the State Application Form for Name Search, Child Abuse/Neglect Screening.** All faculty, staff, employees of Immaculate Conception Parish and School, plus volunteers must be in compliance with the Archdiocesan program "Prevent & Protect". This includes completing a three hour workshop on child abuse titled "Protecting God's Children" and, as of the 2020-2021 School Year, completing two online training modules. New staff and faculty and/or volunteers will be notified ASAP, when and where the workshops for the current year will be held. If you have any questions call the parish secretary at 636-583-5144.

COMMUNICATION (bi-monthly newsletter & Friday Folder Policy)

A bi-monthly newsletter is posted on our website and sent home in Friday Folders every other Friday. Immaculate Conception Grade School utilizes **Friday Folders** sent home with each student on Friday afternoons ("**FRIDAY FOLDERS**") to provide effective communication each week between the school and parents. The Friday Folder will contain school/parish related information. Should you not receive a folder, contact the school office and one will be sent to you. Parent(s)/guardian must sign the form indicating they have reviewed and discussed the contents of the folder. If an organization wishes to place information in the folder, it must be turned into the office by Wednesday.

SCHOOL MESSENGER

Immaculate Conception uses the School Messenger (automated phone call system) to communicate with families. If a family has not received a School Messenger phone call, please contact the school office at 636-583-2641 to determine why.

INCLEMENT WEATHER

On any given day, when the weather is questionable, if by 6:00 A.M. school has not been

cancelled or delayed, it will not be. **Our day begins at 6:00 A.M. when students can be dropped off at Before Care. From that time on it is impossible for school to close due to the fact that all of our students cannot be picked up.**

In the event that the weather makes it difficult to start school on time AND it would be to our advantage to start school later, we are instituting a Delayed Snow Schedule for the 2020-2021 school year. A School Messenger call will be made before 6:00a.m. to either announce school closure or delayed snow schedule. If you feel it is too dangerous for your family to be traveling, then please call the office to say that you are not coming in. For a Delayed Snow Schedule: School will start at 9:00am. The gym doors will open at 8:30a.m. There will be no Before Care. Families should follow regular drop-off procedures.

PLEASE NOTE: You may, at anytime, pick up your child if the weather is questionable.

EMERGENCY SCHOOL CLOSING

In the event of an emergency which constitutes a school closing, a School Messenger call will be sent to all families. Please do not call the teacher, the Rectory or the School Office.

EVALUATION & TESTING

Kindergarten Screening is administered by Immaculate Conception School Personnel. The Archdiocese adopted the Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (COGAT) for use in the elementary schools of the Archdiocese. This testing program is administered to all students in Grades 3, 4, 6, 7, and 8. The ACRE (Assessment of Catholic Religious Education) is administered to students in Grades 5 and 8. If the school or parent feels a child needs testing over and above our capabilities, the child will be referred to an outside source.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held at the end of the first quarter. This conference is mandatory. Other conferences can be scheduled as needed.

CONFERENCES WITH TEACHERS AND PRINCIPAL

Immaculate Conception's philosophy is that problems should be solved at the lowest level whenever possible. Therefore, if a parent has a complaint about a teacher, the parent should schedule a conference with the teacher by calling the office (583-2641) and scheduling a time convenient for the teacher to discuss the problem. If the difficulty cannot be resolved between the teacher and parent, the parent may then schedule a conference with the principal by calling the office. It is the option of any parent that believes it is in the best interest of their child to speak with the principal first may do so. If a parent still feels the situation has not been resolved, he/she may then contact the Pastor (583-5144). If a resolution has not been reached, further complaints must be submitted in writing to the Principal. This document will be shared with the teacher.

LUNCH PROGRAM

A daily hot lunch program is provided. Children also have the option of bringing lunch from home and may purchase milk. Prices for meals and milk are announced at the

beginning of the school year. Please mark all lunch money with the student's name, grade, teacher, and "lunch money" on the envelope. **Make checks payable to Immaculate Conception Cafeteria.** Please contact the school office with billing questions. Contact the school office to be forwarded to the cafeteria with any other questions regarding school lunches.

MONEY SENT TO SCHOOL

All money should be presented to the teacher in a sealed envelope with the student's name, grade, homeroom, amount and purpose of the money written on the envelope. Money collected from students or teachers for any purpose must first be cleared through the office.

REPORT CARDS & MID-TERM GRADES (5301 Archdiocesan Policy Manual)

Report Cards & Mid-Terms will be sent home all four quarters. When possible, these will go home in Friday Folders. The Report Card/Mid-term envelope must be signed and returned to school.

SAFETY PATROL

Students and adults are expected to treat patrol members with respect and that respect should be returned in kind. Members of our Safety Patrol carry a great responsibility in protecting our students after school and crossing the street for Mass and other activities.

FIELD TRIPS

Special programs, displays or performances that might enhance a subject matter, may result in a class or group field trip. Students will fund expenses for some field trips or additional fees assessed to each family as deemed necessary to make special programs available to Immaculate Conception students. Transportation is usually by bus and a small fee may be assessed to help cover the expense. Parents will be informed about these trips in advance, and a permission slip will need to be signed and returned to school. A child may not participate in a field trip without the signed permission slip. Chaperons may be required to supervise students while on the field trip.

TRANSPORTATION OF STUDENTS (5202.9 Archdiocesan Policy Manual)

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational trips, athletic events, and other off- campus activities.

STUDENTS LEAVING CAMPUS

Students are to remain on school grounds at all times during school hours unless the student has permission of the Parent, Teacher and Principal.

RELEASE OF STUDENTS FROM SCHOOL (4203 Archdiocesan Policy Manual)

In regard to releasing students from school the following precautions will be taken:

1. In all cases when it is necessary to obtain parent permission to release a student from school, care should be taken to determine that the parent giving permission has the custodial authority to do so. This is particularly important in cases of divorce and/or remarriage.

2. School must take steps to determine if any court restraining orders restrict the rights of either parent to have contact with the student.
3. Release or early dismissal due to meetings, weather conditions, etc., must be communicated to parents/guardians as soon as the situation is known.
4. Policies, which allow some students to leave school before the time of regular dismissal must be communicated to parents/guardians and explicit written permission for the student to leave must be obtained.
5. Students must have the written permission of their parents/guardians to participate in a school sponsored field trip. (See: *Field Trips*, 5202.8)
6. Requests by telephone or personal messenger for a student to leave school must be carefully checked for authenticity. The person to whom the student is to be released should be identified by the parent/guardian, and this individual should make himself/herself known to school officials upon arrival at school.
7. When it is necessary for a student to leave early with some frequency, the school should obtain written permission from the parent/guardian. This permission should also identify the individual(s) to whom the parent/guardian authorizes the school to release the student.
8. Students are not to be sent home or to any other destination off school property for any reason without the knowledge of their parents/guardians.
9. Faculty members may not send students on errands off school premises during the school day for any reason.

PARTIES

Parties are scheduled three times a year: Halloween, Christmas, and Valentine's Day. Parties are scheduled for the last part of the school day. In keeping with our school theme of Respect, Reverence, and Responsibility, it is the policy of the school to respect each child's feelings; therefore, invitations for private parties may be passed out in school ONLY if the entire class is invited. (e.g., all boys, all girls, entire class).

FOOD AT SCHOOL FUNCTIONS

Immaculate Conception School will follow the policy of the Archdiocese of St. Louis.

1. Food at parties and other functions in schools should be limited to commercially prepared treats.
2. Foods prepared at home should not be brought into the classroom for sharing.
3. When providing treats for students, please consider healthy alternatives from the usual sugary snacks.
4. No soda will be allowed for treats, except for Halloween, Christmas, and Valentine's Day parties.

LIBRARY

The School Library is a most important factor in a student's education. Schedules are made so that every student has access to the library at least once a week. Families are invited to donate items to the library. These items will be donated to the library in your child's name. If any book is lost, the student will be assessed a replacement fee for the book.

TEXTBOOKS

1. Textbooks will be issued at the beginning of the year. A record of the book's number, condition of the book, and the name of the student to whom it was issued will be kept.
2. Any damage in a book should be brought to the attention of the teacher when the book is issued.
3. Damaged or lost books will be paid for by the student to whom they are issued.
4. Students must keep track of their books; this will help cut down on theft or loss of books.
5. It is the responsibility of each student to return books in the condition in which they were issued.

QUESTIONING OF STUDENTS (4402.2 Archdiocesan Policy Manual)

Except at the direction of a caseworker from the division of family services, no minor will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present.

DISTRIBUTION OF MATERIALS TO STUDENTS (4402.4 Archdiocesan Policy Manual)

Immaculate Conception will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs that are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school. Immaculate Conception School may distribute, at their discretion, information, about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located.

EXCUSED ABSENCE & MAKE-UP WORK

Students who have an excused absence shall have an opportunity to make up work. ***It is the responsibility of the student on his/her own initiative, to contact the teacher(s) involved to determine make-up assignments and establish a mutually agreeable time for daily work and test make-up.** Students will be granted the amount of time they were absent to make up work. For example, if a student is absent Monday and Tuesday, his/her work would be due on Friday at the beginning of the scheduled class period.

When a student is absent one day, he/she will be required to take the assigned test one day after the missed time of the day of his/her return. When a student is absent one day, he/she will be responsible for getting the assignment on the day he/she returns. This assignment will then be due on the beginning of the scheduled class period on the following day. Students who have justifiable absences, such as illness or accidents and whose probable absence will extend beyond four weeks, in consultation with the principal, shall be referred for special arrangements.

TECHNOLOGY MISSION STATEMENT

The technology mission of Immaculate Conception School is to incorporate technology into the educational environment in such a way to encourage problem solving, exploration, and learning in the classroom; prepare students for the technology enhancements and the

challenges of high school; promote student centered learning; provide access to appropriate technology for students and staff; enhance the learning environment; increase student achievement; support a comprehensive information system; encourage communication; improve faculty and staff to model appropriate technology usage.

INTERNET & ELECTRONIC COMMUNICATIONS CONDUCT (4303.4 Archdiocesan Policy Manual)

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 can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, 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 discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

MAINTAINING SCHOOL PRIVACY (4402.4 Archdiocesan Policy Manual)

Immaculate Conception School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff. Out of respect for the students in the school, **students and parents are not to publicly post any videos, pictures or audio recordings of students at school events** unless the student/parents has the express written from the school to do so. This includes but is not limited to online photo-sharing and posting videos to You-Tube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student's parent has the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to You-Tube or similar applications.

CELL PHONE USE

Cell phone use at school is disruptive and use is forbidden during school hours. Students may bring cell phones to school, but they must be turned off and be left in the students backpack. If a student is discovered using a cell phone during school hours the student will receive a detention. After a second offense, the student will receive a detention and the phone will be taken and a parent must pick it up from the school office.

UNIFORM CODE

DRESS & GROOMING (4303.6 Archdiocesan Policy Manual)

Students are expected to dress and present an appearance consistent of standards with good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the belief of hate groups, makes innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.

UNIFORM CODE

Parent cooperation is needed to enforce the dress code. Please read the dress code and handbook carefully. Much effort has gone into these two documents to clarify the dress code. Please ensure that your children are in compliance before they leave home each day. This effort on your part helps the faculty and administration.

Students are expected to abide by the uniform code daily. We take pride in our school and the appearance of our students who represent Immaculate Conception School. Students may be asked to call parents to bring other clothes if pants or shorts fit too tight or if shorts or skirts are too short.

A written note from the child's parent is expected if the uniform cannot be worn for some reason on a particular day. If a student is out of uniform or in violation of the uniform rules the teacher will take necessary action. If we have a "special dress day", students are required to dress in a respectful manner.

ALL GRADES

UNIFORM MATERIAL: Twill or twill-type cloth. Slacks and skirts are not to be made of a knit material.

SWEATSHIRTS: ASH or NAVY BLUE. A sweatshirt is not a necessary item, but if a child chooses to wear one in the classroom, it is to be a solid navy blue or ash color with or without a school logo. No hooded sweatshirts are to be worn in the classroom. Spirit sweatshirts are for dress down days only.

SHOES: Athletic or dress shoes with basic colors. Color accent acceptable. One pair of shoestrings only. No boots, sandals, jellies or shoes without backs are to be worn. All shoes must be hard-soled.

SOCKS: WHITE, NAVY BLUE or BLACK, solid color.

TIGHTS/LEGGINGS: WHITE, NAVY BLUE or BLACK solid colored tights or leggings. Leggings must be full length with socks over the bottom.

BELTS: BLACK, BROWN or TAN. (Belts must be worn in grades 4-8, boys and girls.)

MISCELLANEOUS: Girls may wear one set of post earrings and a watch. Boys may wear a watch. Smart watches are not allowed. No other jewelry, necklaces, cosmetics, or finger nail polish may be worn. Ponytail holders should not be worn as bracelets.

GIRLS K-5

JUMPERS: NAVY BLUE. Uniform blouse and shorts (any type) must be worn under the jumper. Shorts should not show.

SKIRTS OR SKORTS: NAVY BLUE. Shorts must be worn under any skirt and should not show.

SHORTS: NAVY BLUE. Cargo shorts or gym shorts are not uniform shorts.

Jumpers, skirts, shorts, or skorts may not be shorter than 2 inches above the knee.

PANTS: NAVY BLUE. No denim material. No patch pockets or decorative stitching on pants. Cargo pants or capris are not uniform pants. No bell-bottom pants, no low-waisted (low-rise) pants, and no tight-legged pants.

BLOUSES: WHITE or ASH GRAY polo style, long or short sleeved. The blouse should be devoid of decorative stitching. The blouse is to be tucked in at all times. No colored T-shirts are to be worn under blouses.

GIRLS 6-8

SKIRTS OR SKORTS: KHAKI, NAVY BLUE or PLAID. Plaid skirts or skorts must be ordered from one of these uniform companies:

French Toast: Order only color Blue/Gold Plaid

Just Me Apparel: Order only color #57

Land's End: Order only color Classic Navy Plaid

Styles are optional (i.e. pleats, no pleats, flat front with side buckle, etc.). Shorts must be worn under any skirt. **Skirts, shorts, or skorts may not be shorter than 2 inches above the knee.** Many of the styles that say "above the knee" are too short. Most of the styles that specify "at or below the knee" meet the two inch requirement. The website gives inseam measurements so you can check your daughter's skirt for the appropriate length before ordering.

SHORTS: KHAKI or NAVY BLUE. (Must be true khaki, no lighter color, stone, green or other colors will be allowed.) Cargo shorts or gym shorts are not uniform shorts.

PANTS: KHAKI or NAVY BLUE. (Must be true khaki, no lighter color, stone, green or other colors will be allowed.) No patch pockets or decorative stitching on pants. Cargo pants or capris are not uniform pants. No bell-bottom pants, no low-waisted (low-rise) pants, and no tight-legged pants.

BLOUSES: NAVY BLUE or ASH GRAY polo style, long or short sleeved. The blouse should be devoid of decorative stitching. The blouse is to be tucked in at all times. No colored T-shirts are to be worn under blouses.

BOYS K-5

PANTS: NAVY BLUE. No denim material. No decorative stitching on pants. Cargo pants are not uniform pants.

SHORTS: NAVY BLUE. No denim material. Cargo shorts or gym shorts are not uniform shorts. Shorts may not be shorter than 2 inches above the knee.

SHIRTS: LIGHT BLUE or ASH GRAY. Polo style, long or short sleeved. The shirt should be devoid of decorative stitching. The shirt is to be tucked in at all times. No colored T-shirts are to be worn under uniform shirt.

HAIR: Must be neat and trimmed. Hair must be trimmed to stay out of eyes. No hair below collar. No facial hair.

BOYS 6-8

PANTS: KHAKI or NAVY BLUE. (Must be true khaki, no lighter color, stone, green or other colors will be allowed.) No decorative stitching on pants. Cargo pants are not uniform pants.

SHORTS: KHAKI or NAVY BLUE. (Must be true khaki, no lighter color, stone, green or other colors will be allowed.) Cargo shorts or gym shorts are not uniform shorts. Shorts may not be shorter than 2 inches above the knee.

SHIRTS: NAVY BLUE or ASH GRAY. Polo style, long or short sleeved. The shirt should be devoid of decorative stitching. The shirt is to be tucked in at all times. No colored T-shirts are to be worn under uniform shirt.

HAIR: Must be neat and trimmed. Hair must be trimmed to stay out of eyes. No hair below collar. No facial hair.

PHYSICAL EDUCATION ATTIRE

TENNIS SHOES: Tennis shoes must be worn for all grades during P.E. Students should not wear shoes with dark colored soles, which mark up the floors.

Grades 5-8

SHORTS or SWEAT PANTS: Shorts may not be shorter than 2 inches above the knee. No bicycle shorts, yoga pants, or leggings.

T-SHIRTS: For modesty sake, white t-shirts are not recommended for girls. Wearing a shirt inside out to hide printing or pictures is not acceptable. T-shirts must be in keeping with Catholic values.

UNIFORM POLICY FOR SPECIAL DAYS

MISSION JEANS & DENIM FOR DONATIONS DAYS

First Friday of the month = Mission Jeans

Third Friday of the month = Denim for Donations

Students may wear blue jeans, jean skirts, or jean shorts (uniform length) with school uniform shirt, school t-shirt with logo, school sweat shirt with logo, or spirit shirt. No colored shorts, colored jeans, or cargo pants allowed on these days.

HONOR ROLL DAYS

Regular uniform dress.

BIRTHDAYS

Students may wear what they wish, including jeans, but must be Catholic School appropriate.

HALLOWEEN

Uniform bottoms with a Catholic School appropriate, Halloween shirt.

ST. PATRICK'S DAY

Uniform bottoms with a Catholic School appropriate, St. Patrick's Day shirt.

VALENTINE'S DAY

Uniform bottoms with a Catholic School appropriate, Valentine shirt.

CHRISTMAS PARTIES

Uniform bottoms with a Catholic School appropriate, Christmas shirt. Parties are typically held the last school day before Christmas vacation.

FALL PICTURE DAY & SPRING PICTURE DAY

Students may wear what they wish, including jeans, but must be Catholic School appropriate.

IC HOME GAME DAYS

Uniform bottoms with team shirt. No dress changes for away games.

FIELD DAY

Any Catholic School appropriate bottoms with the t-shirt given by Home & School Association.

FIELD TRIPS

Dress will be decided by the teachers of each individual grade. Unless teachers have a good

reason why not (example: wearing uniforms to the Cathedral), students will not wear uniforms.

RED RIBBON WEEK

Each year, the dress for Red Ribbon Week will be decided by the student leadership group, under the direction of Ms. Schroeder and with the approval of the principal. Notes will be sent home regarding dress.

DRESS DOWN DAYS

Students may wear what they wish, including jeans, but must be Catholic School appropriate.

Wearing the school uniform is appropriate on any of the above occasions.

What is Catholic School Appropriate?

No inappropriate print on shirts. No cutoff sleeves or sleeveless shirts. No bicycle shorts or tight leggings should be worn without a uniform skirt or jumper. **Jumpers, skirts, shorts, or skorts may not be shorter than 2 inches above the knee.** No high heels, flip flops or clogs/crocs.

In keeping with our theme of Reverence, Respect and Responsibility, students are asked to adhere to the dress code.

DISCIPLINE

ESTABLISHING LOCAL DISCIPLINE POLICIES AND PROCEDURES (4301 Archdiocesan Policy Manual)

In guiding a student's growth in Christian attitudes, values, and behavior, it is desirable to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline.

BEHAVIOR MANAGEMENT

We want our students to understand that the behavior we expect of them is rooted in the Good News of Jesus- in the model that Jesus Himself provided us. The gospel values of love, respect, and cooperation are the shining lights, which lead the way for our entire school community. One simple rule for all:

**I CAN DO NOTHING THAT WILL INTERFERE WITH ANOTHER'S
LEARNING
SPIRITUALITY
HONESTY/TRUSTWORTHINESS
RESPONSIBILITY
RESPECT
SELF-CONTROL/SELF-DISCIPLINE/OBEDIENCE
CARE/SERVICE TO OTHERS**

It is expected that the ideals of Christian behavior for Immaculate Conception students include:

1. All activities during the school day
2. Any school function at Immaculate Conception or elsewhere
3. Anytime a student is on school property

The learning/educational process is based on two simple premises

1. Teachers have a right to teach
2. Students have a right to learn

GENERAL PRINCIPLES FOR STUDENTS

A. RESPECT

discipline / obedience

GOD

faculty

other students

all property

proper titles for adults

adults and authority

B. SPIRITUALITY

prayerfulness in class

behavior to and from church

Reverence for God's name

appropriate conduct at liturgies

exemplify Christian living

active participation in church services

C. HONESTY/TRUSTWORTHINESS

truthful at all times

own up to mistakes and admit unloving choices

take responsibility for own actions

play by the rules

report broken or defaced property

pay for any damaged/lost property/items

do your own work

deliver all school messages to parents

D. SELF-CONTROL/SELF-DISCIPLINE

good citizenship

compliance with school rules

good manners

E. CARING FOR OTHERS

observe safety rules

textbooks

encourage others

listen to others

show care for property & materials

lend a helping hand

LITURGY & WORSHIP

Students are to genuflect on their right knee upon entering and leaving the church.

Students are to be respectful and silent when entering and leaving the church.

Students are to assume and maintain good posture while in church.

Students may talk quietly walking to and from church. They are to stay with their class, and walk in an orderly fashion.

Students are to behave appropriately during Mass and they are to participate in all church services.

If a student must leave Church, a teacher or school adult must accompany him/her to the office.

HALLWAY RULES

1. Students are to walk-keep feet on floor—no jumping up to reach ceiling or fire doors.

2. Students are to show respect for adults by letting them pass and enter before you.

3. Students are to speak quietly and be safe on the steps, do not run, jump or skip steps.

WEARING OF UNIFORM & GUM CHEWING

Shirts must be tucked inside the pants & skirts at all times during the school day, except recess and P.E. There will be no chewing of gum on school property from 7:15—4:00.

GENERAL CLASSROOM RULES

Students should follow the classroom rules as posted or stated. The following are classroom rules that are applicable to students at every grade level:

1. Keep hands, feet, and objects to yourself.

2. There will be no put downs, treat yourself and others with respect and be encouraging and helpful to each other.

3. Be positive, and on time with your needed supplies

4. Any gift deliveries will be left in the office until 2:45P.M.

5. Messages are given to students at the end of the day (unless an emergency)

PLAYGROUND RULES

Playground supervisors/teachers are to be spread out amongst the children for optimal supervision. Supervisors should not be sitting or standing in pairs. This applies to Preschool through 8th grade.

Playgrounds and equipment are not to be used if the ground is wet for any reason, i.e. rain, snow, heavy dew. This applies to Preschool through 8th grade.

No students in Preschool thru 8th grade will play around or behind the recycling bins. Students in grades 6-8 must ask permission before retrieving playground balls that are outside the playground area. Students in Preschool through 5th grade are not allowed, under any circumstances, to retrieve playground balls outside the playground area.

PLAYGROUND EQUIPMENT RULES PRESCHOOL THROUGH 8th GRADE

1. No roughhousing, playing chase, or tag of any kind on the equipment.
2. Jump ropes are to be used for jumping rope only.
3. Playground balls are not allowed on the equipment or under the pavilion.
4. One person at a time on the slide and no climbing up the slide.
5. Monkey bars are to be used by grades 3-8 only.
6. No playing in the dirt.
7. No playing with rocks or sticks.
8. One person per swing, sitting upright.
9. No jumping out of swings.
10. No football games
11. No foul language
12. Students will respect authority and pay immediate attention to teacher/supervisor's whistle and directions.
13. No balls brought from home. No exceptions.
14. No students are allowed on the playground without adult supervision.
15. No food from the cafeteria may be brought out to the playground.
16. Playground balls may not be kicked against the walls or onto the roof.

CLASSROOM RULES NOTE: Beside these school rules, each classroom teacher will establish rules for his/her classroom.

CAFETERIA

1. Students are expected to walk to the cafeteria in an orderly manner.
2. Students are to stand in line alphabetically in a quiet and orderly manner.
3. Students should talk to each other in a normal tone in line or at the table.
4. Keep all food and drink in the cafeteria.
5. No soda or party food is permitted in the cafeteria during lunch.
6. Health Department Regulations do not allow the sharing of food.
7. Students must stay at their assigned table and not walk around.
8. Permission must be given to students to use the restrooms.

DISRESPECT POLICY

Immaculate Conception School is a Catholic school. We have the right and the responsibility to expect students to always be RESPECTFUL. Disrespect will automatically be referred to the principal. Severe incidents or repeated incidents could lead to **Withdrawal for Cause**.

IMMACULATE CONCEPTION DISCIPLINE PROCEEDINGS FOR GRADES PRE K—3rd

All discipline proceedings will be on an individual basis. **Most but not all problems** with student behavior at this age should be looked at as more of a learning process than punishment.

IMMACULATE CONCEPTION DISCIPLINE PROCEEDINGS 4th---8th GRADES

Student misbehavior is broken down into three types of behavior. Teachers will use their own discretion to determine if sufficient warning has been given to a student about their behavior.

TYPE ONE BEHAVIOR

1. Failure to comply with classroom rules
2. Failure to comply with school rules
3. Gum and dress code violations
4. Any behavior not mentioned that would be considered Type 1 Behavior by teachers and principal.

For Type 1 Behavior, violation consequences will generally be one of the following:

1. Loss of recess
2. Cafeteria table & floor cleaning
3. 30 minutes of picking up trash on the property (after school)
4. 1 or 2 Detentions (parent must sign detention slip)
5. other consequences not listed but appropriate to the circumstances of the incident

Consequences for excessive violations of Type 1 Behavior could result in:

1. First a parent, teacher, and principal conference
2. Anything from the above mentioned consequences, to suspension (for up to 10 days)
3. School personnel will meet to discuss further required action that may require a recommendation to the Pastor under extreme circumstances for a Withdrawal for Cause. Only the Pastor has the authority to "Withdrawal a Student for Cause". The parents will be informed as to the outcome of this meeting.

TYPE TWO BEHAVIOR

1. Stealing from students, teachers, or the school.
2. Cheating of any kind/forgery of signatures
3. Lying & Bullying
4. Use of obscene language/or gestures
5. Fighting (Physical contact)
- 6. Smoking or possessing smoking materials (4303.1 Archdiocesan Policy Manual)**
7. Intentional damage done to property (restitution is expected whether intentional or unintentional)
8. Any behavior not mentioned that would be considered Type 2 Behavior by teachers and principal.

For Type 2 Behavior, violation consequences will generally be one of the following:

1. 1 – 5 Detentions (parent must sign slip)
2. In - School - Suspension for one day (parent meeting)
3. Out – of – school Suspension for up to 3 days (parent meeting)
4. Other consequences not listed but appropriate to the circumstances of the incident.

Consequences for excessive violations of Type 2 Behavior could result in:

1. First a parent, teacher, and principal conference
2. Anything from the above mentioned consequences, to suspension for up to 10 days.
3. School personnel will meet to discuss further required action that may require a recommendation to the Pastor under extreme circumstances for a Withdrawal for Cause.

Only the Pastor has the authority to Withdrawal a Student for Cause. The parents will be informed as to the outcome of this meeting.

TYPE THREE BEHAVIOR

1. Possession of any type of weapon, including, but not limited to, pocketknives and homemade devices and items used as knives
2. **Use, possession of, selling or distribution of any controlled substance (drugs/alcohol/etc.). (4303.2 Archdiocesan Policy Manual)** The use and abuse of alcohol and other drugs poses a threat to the health of young people and create an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.
3. Physical abuse of any adult or student.
4. Serious willful damage to parish or another's property (restitution is expected)
5. Any behavior not mentioned that would be considered Type 3 Behavior by teachers and principal.

For Type 3 Behavior violation consequences will generally be:

Withdrawal for Cause, upon recommendation by the principal to the Pastor.

RE-ADMITTANCE AFTER SUSPENISON

In all cases of suspension, the child will be readmitted into school only after the parents and child have met with the teacher, principal, and/or Pastor for consultation. Parents are asked to call the principal in order to set up an appointment.

NOTE: These progressive steps are guidelines. The extent to which they are implemented in any specific case is to be determined solely by the faculty and administration of Immaculate Conception School. Certain behaviors of a severe nature, but identified in this policy, may result in immediate action not herein identified.

SERIOUS DISCIPLINARY CONSEQUENCES (4032 Archdiocesan Policy Manual)

The following conduct may lead to serious disciplinary consequences:

1. An individual infraction of a major school rule.
2. Disrespect of authority.
3. Repeated truancy.
4. Repeated infractions of school rules.
5. Disruption of the learning environment
6. Theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others.
7. Harassment, threats, or physical acts against others.
8. Out of school conduct which seriously detracts from the reputation of the school.

APPEALS PROCESS

Occasionally, parents and students will have concerns regarding the discipline policy and its implementation. The following steps are in place to assist the parent/guardian in questioning the policy or in appealing its implementation.

1. The first step is to contact the teacher and discuss the concerns with him/her.
2. If resolution is not accomplished, a request for an appeal can be made to the principal.
3. The teacher and student and/or parent/guardian will present the case to the principal.
4. The principal will forward a recommendation to both parties.
5. If the principal's recommendation is not satisfactory, an appeal may be made to the Pastor.
6. The Pastor's decision will be final.

STATEMENT OF AUTHORITY

The Principal and Pastor have the authority to suspend any student for misbehavior or for other sufficient reasons. The suspension will be for such time as the Principal or Pastor determines necessary for proper adjustment. However, the period of suspension shall not exceed ten (10) school days. Students who conduct themselves in such manner as to have a detrimental and demoralizing effect on the student body, may on recommendation of the principal, be **Withdrawn for Cause** from school by the Pastor. In consideration of an expulsion, written notification will be sent to the parents and a hearing will be scheduled with the student, parents, teacher, principal, and Pastor at which time the student can address the conduct prompting the disciplinary action.

VIOLENCE AND THE THREAT OF VIOLENCE (4303.3 Archdiocesan Policy Manual)

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and /or use of a weapon; and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

POLICY ON VIOLENCE

Immaculate Conception School will follow the Archdiocesan Guidelines for responding to Threats of Violence. When a sustainable, proven, and established threat has been made against a teacher, staff member, or student the following will occur:

1. Remove the child making the threat from any contact with the school, parish, etc.
2. Contact appropriate diocesan officials (i.e. Schools should contact the Catholic Education Office and inform them of the incident.)
3. Contact parents and inform them that the child must remain at home until a mental health professional gives reasonable assurance in writing that the child is not a threat to himself/herself and to others. The parent should also be informed that the police will be notified of this incident

4. Contact the police and inform them of the threat of violence. The administrator will need to cooperate fully with any investigation that the police may conduct.
5. Communicate with any staff or children (and their parents) who may have been the target of the violent threat. Inform them of the threat and the actions taken to deal with the threat. Counseling or other needed support should be provided to assist individuals in coping with the threat.
6. Inform the larger community of the threatened violence if necessary.

SEARCH AND SEIZURE (4303.5 Archdiocesan Policy Manual)

School officials with sufficient reasons to do so may search a student's locker or desk.

HARRASSMENT (4303.7 Archdiocesan Policy Manual)

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual. Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

SUSPENSION (4302.1 Archdiocesan Policy Manual)

Suspension is the removal of a student from all classes for a specified period of time.

The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor. Suspensions may be held in school or out of school.

IN-SCHOOL SUSPENSION

The student will be isolated from his/her class for a given period of time, the length of which will be determined by the principal with input from the teacher. Work will be sent to the student and he/she must do that day's work. During the suspension, students will be given tasks to match appropriate consequences to the behavior as possible. This could include speeches, apologies, etc.

PROBATION (4302.2 Archdiocesan Policy Manual)

Probation is the continued enrollment of a student, but with specified conditions.

The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

WITHDRAWAL FOR CAUSE (4302.3 Archdiocesan Policy Manual)

Withdrawal for cause is the permanent end of enrollment of a student from a school.

The decision of withdrawal for cause is made at the local level by the Pastor of the parish, with the recommendation of the principal.

AFTER SCHOOL DETENTION

Immaculate Conception School uses detention as a behavior modification tool. Detention is held from 3:00-4:00 P.M. Monday through Friday. After school detentions are used as behavior modification for students in grades 5-8. Occasionally younger grade students will receive a detention.

Detentions are no fun for anyone. Students have activities that they participate in and teachers have their own plans as well. We regret that students may occasionally miss volleyball, basketball, soccer, music, or play practices when detentions are assigned. If detentions are missed, they will be doubled. It is unfortunate that a student's disrespectful conduct will affect his/her classmates' activities. However, we are willing to give up some of our time to let the students know we expect them to practice self-discipline and that we will not tolerate misbehavior and disrespect. We know that you, as parents, expect your child/children to practice reverence, respect, and responsibility, and support our efforts to enforce that behavior.

Detention Rules:

1. Mrs. Vogt will be monitoring detentions in room 208.
2. Students are expected to use the restroom and to get a drink before coming to the detention room. If a student is delayed getting to detention, he/she will be assigned an additional hour of detention.
3. Please send a note if a child is to walk home or if someone other than the person designated on the Emergency Form is to pick up your child after detention.
4. Detention will be served the day after the student receives the detention.
5. Each hour of detention represents one night unless other arrangements have been made with their teacher.
6. If a student neglects to get a detention signed, the student will call his/her parent from the office to explain the detention and make arrangements to be picked up at 4:00 P.M.
7. Students that have patrol on the day of detention must find a replacement and be on time for their detention.

HEALTH/SAFETY/FACILITIES

PARKING LOT SAFETY (Pick-Up & Dismissal)

Students will be dismissed in front of the Parish Center. Please enter school grounds on Main Street, drive around and follow directions of the safety patrol. After picking up your child please continue to Main Street or on to State Street. In case of rain students will be dismissed from the Parish Center. You may park and come in to pick-up your child, or you can follow the regular procedure stated above and the Patrol Students will bring your child to the car. **No Students K-8 may be picked up on the upper south parking lot.**

MEDIA AND THE SCHOOL (4402.3 Archdiocesan Policy Manual)

Members of the media should be only on school property as invited guests, and should not be interviewing students on matters unrelated to the purpose for which they were invited.

ORGANIZATION MEMBERS

Any person holding a position on a school or parish committee or organization requires that you publicly support the school. Any disagreements need to be addressed privately with appropriate personnel.

HEALTH AND SAFETY PROGRAM

Either the teacher on duty, principal, or school personnel administer first aid at the time of the accident. All injuries are reported to the teacher of the pupil and the principal so proper observation or procedure may be carried out. Parents will be notified of serious injuries immediately.

Upon registration, an emergency form is filled out regarding emergency procedures, medication taken, allergic reactions, physician and dentist numbers, and where a parent or someone in charge can be reached during the school day. If you have new changes to this form that was filled out in January- February of this year, please call the office or send a note to the child's teacher with the current information. (Phone number, address, emergency contacts, doctors, etc.).

The school office keeps health records, provides required information to the state regarding health records, arranges screening for vision, hearing, speech, scoliosis, and assists with emergencies as needed.

Physical examinations shall be required of Kindergarten, 3rd, 6th, and any new students. These health records must be turned into the office before the opening day of school. Transfer students must have a physical examination, immunization record, or a written note from the doctor stating that they have had a physical and that records are being sent to the school.

IMMUNIZATION

State law requires each student to be immunized against diphtheria, polio, roseola, tetanus and rubella before entering school. Though immunization against mumps is not required, it is highly recommended. Preschoolers are now required to be immunized against Hepatitis B.

MEDICATION POLICY

It is the policy of Immaculate Conception School to discourage the administration of any medication to students during the regular school day unless it is medically necessary and impractical to accomplish outside normal school hours. **Immaculate Conception School's personnel will not administer routine maintenance medication everyday to a student in our school unless the office receives a signed written permission from the student's parent or legal custodian. (e.g., asthma medication, insulin, etc.) We want to bring to your attention certain rules and regulations of the Archdiocese regarding the medication policy and related matters.**

1. The school will NOT administer the FIRST dose of any medication to a student.
2. Medication brought to school must be brought in the original current prescription bottle appropriately labeled by the pharmacy with specific instructions from the physician. A note from the parents/guardians of the student must accompany this medication giving the school permission to give this medication to the student.
3. If a child is on antibiotic therapy requiring dosing THREE TIMES A DAY, the Archdiocese suggests that the following times be followed:
 - A. First dose in the morning before school
 - B. Second dose after the child is picked up from school
 - C. Third dose in the evening before bed
4. Any child with known anaphylactic reaction to allergies MUST have their own "EPIPEN". This medication will be kept in the school office, PROPERLY LABELED, and will accompany the child on field trips.
5. ALL INHALERS must be properly labeled and brought to the school office in some kind of container also with the student's name on it. All inhalers will be sent on field trips.
6. The School Office is NOT SANCTIONED TO ROUTINELY ADMINISTER "OVER THE COUNTER" MEDICATION TO STUDENTS. This medication would include Tylenol, Advil, cough syrup, eye drops, etc. Parents are welcome to administer such medication to their children during the lunch hour. With respect to the administration of "Over The Counter" drugs for migraine headaches, cramps, braces tightened, bee stings and other allergies, the following procedures will be followed:
 - a. Medication brought to office by parent, not student.
 - b. Written order from a physician is required.
 - c. Request for medication form filled out by parent.
 - d. Medication in a pharmacy bottle labeled with name of child, date of purchase, dosage and schedule.
7. All medication must be picked up before the end of the school year. Any medication that is not picked up will be discarded.

SCHOOL'S POLICY ON FLU AND COLD SEASON

Please keep your child at home or arrange for sick child care if:

He/She has symptoms of a possible communicable disease. These include sore throat, vomiting within 24 hours, sniffles, reddened eyes, (or matting in the eyes) headache, diarrhea, abdominal pain, a fever in the previous 24 hour period.

The following procedures will be followed in case of illness:

1. The child's parents will be notified immediately and asked to pick up the child within an hour of receiving a call from the school. If the parents are unable to pick up the child within the time frame given, they will make arrangements for another party to pick up the child.

2. The ill child will be kept isolated from the other children and a staff member will stay with the child until a parent arrives.

3. Your child may not return to the school until he/she is **symptom-free for 24 hours** without the aid of Tylenol or Motrin.

Students will not be allowed to carry, Tylenol, etc., in their pockets, book bags, or lunches. If they are having a problem, they should feel free to come to the school office. If a child has a bad cough, it is suggested they be kept home so they are not spreading germs or disrupting class time.

COMMUNICABLE DISEASES

The Missouri Department of Health regulations are followed concerning communicable diseases/contagious conditions and the child's return to school. **Chickenpox, head lice and conjunctivitis (pink eye)** are the most commonly reported. If your child contracts these or any other contagious conditions, notify the school office.

Information concerning the presence of a communicable disease/contagious condition will be sent by letter to the parents of the particular grade concerned or, if necessary, to all parents through a newsletter. If it becomes necessary for a student to limit physical activity, a note to that effect must be sent to the office. A note indicating that the student may resume normal activity will also be required.

STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS (4401.6 Archdiocesan Policy Manual)

A student enrolled in a Catholic school that has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

HEARING & VISION TESTING

Hearing & Vision testing is provided each year for students in Grades 1,3,5,7, and other students as referred by teachers.

RECORDS & SCREENINGS

State regulations govern immunization and health records requirements. All students must have health records on file at school. Students entering Grades K, 3, and 6 must have a physical examination and provide updated proof of immunizations. Any new student entering Immaculate Conception must have a completed physical exam form plus a record of immunizations, including month, year, and day.

BUILDINGS AND THE POLITICAL PROCESS (6203 Archdiocesan Policy Manual)

Immaculate Conception School and its facilities, assets, materials, equipment, mailing list, or personnel will not be made available for partisan political activity. Immaculate Conception School will not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites. Employees of Immaculate Conception School or their representatives will not endorse or oppose candidates during official school

duties, activities, or functions.

Note: "TOWN HALL" MEETINGS REQUESTED BY ALREADY ELECTED OFFICIALS MAY BE HELD ON SCHOOL/PARISH PROPERTY AS A SERVICE TO THE COMMUNITY. GUIDANCE ON THIS MATTER WILL BE REQUESTED FROM THE CATHOLIC EDUCATION OFFICE.

Parent/Student Witness and Handbook Agreement

To Immaculate Conception School:

My child/children and I have read the Witness Statements and the Parent/Student Handbook. We support your efforts to help our child(ren) become more responsible adults. We want them to become individuals who respect the rights of persons and property, take responsibility for actions, and have reverence for those Christian ideals and values for which Immaculate Conception Catholic School stands.

*Additional policies/procedures with regards to COVID-19 will be followed during the 2021-2022 school year. These policies/procedures supersede the ones in this handbook.

Parent/Guardian Signature(s):

Student(s) Signature:

Please return Parent Witness Statement and Agreement to abide by the Parent/Student Handbook to the office.