

Immaculate Conception
6 West State Street
Union, MO 63084
(636) 583-2641

August 16, 2024

Dear Parents,

The following information has been discussed with your child(ren) today. We wish to share with you that same information. Hopefully this will make the year pleasant for everyone.

Morning

Your child(ren) needs to arrive in time to put away their personal things, get books and materials ready for class, sharpen pencils, and have attendance and lunch count taken. This activity takes place as soon as the student enters the classroom and must be finished by **7:45A.M.** Students who are **not** in their classroom at **7:45 A.M.** will be counted tardy. This means if the student is enroute to the classroom or just outside the door at **7:45A.M.** he/she will be counted tardy.

Lunch

For information regarding lunches, please refer to the lunch calendar. Students in the 6th, 7th, and 8th grades will have 20 minutes to eat their lunch and to use the restrooms before they go outside for a 20-minute break.

Assignments and Classroom Work

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 Grade followed by the number on the line 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 a notebook to keep it neat.
- 8) All assignments should be completed neatly. Students will be required to redo messy work.
- 9) All students are expected to carry a book for reading to all classes.
- 10) Tests taken on Monday, Tuesday, Wednesday will be recorded in FACTS by 4pm on Friday. Tests on Thursday and Friday will be recorded in FACTS by 4pm on Tuesday.

Homework

- 1) All homework is expected to be turned in on time. Assignments that are not turned in when the teacher **collects** the work will be considered late. Any assignment that is turned in the next class day will be corrected and receive a 10% deduction. Assignments turned in 2 days late will receive a 20% deduction; 3 days late will receive a 30% deduction. Assignments turned in after 3 days will result in a 0.
- 2) NO late work will be accepted the week of the end of the quarter.
- 3) Students who have left their completed assignments at home will **not** be allowed to call home to have them brought in.
- 4) Directions are a crucial part of completing any assignment. Students who do not follow directions may lose points on the assignment or be asked to redo that assignment.
- 5) If absent, the student needs to check FACTS for in-class information (pages to read or to refer to) and homework assignment; do not just rely on homework sheet from the homework partner.
- 6) If absent, the student has one day to make up homework for each day out. This allows the student to confirm with the teacher the day the student returns and can complete the homework. Example: if absent Monday, work is then due Wednesday.
- 7) Any assignments that are due the day a student is absent, given in previous days, are due when the student returns. Example: If a student is at school on Monday and is assigned a worksheet due Tuesday, but the student is absent Tuesday then that worksheet is due the first day back from the absence.

Honor Roll

Honor Roll is determined by averaging the percentages of the core subjects - Math, ELA, Science, Social Studies, and Religion. This average is calculated by adding the percent for each of the core subjects and dividing that total by 5. That number is used to determine the quarterly Honor Roll. It is our policy not to round up.

Sample:	Math	95.62	A
	Social Studies	92.71	A-
	Religion	92.38	B+
	ELA	93.00	A-
	Science	88.17	B

Average of the subjects = $92.376 = 92$ or B Honor Roll

A student receiving a (C-) in any subject (including Music, PE, Art, Computers, and Enrichment) will automatically be ineligible for Honor Roll for that quarter.

Discipline

At Immaculate Conception School all teachers have the right to teach and all students have the right to learn. Therefore, we have rules and expected behavior in our school. Each student is responsible to conduct himself/herself appropriately. To ensure an atmosphere conducive to learning we will incorporate the following discipline policy.

Discipline Policy

- 1) The first disruption will be a **verbal** warning, if the disruption is minor.
- 2) The second disruption will result in loss of recess.
- 3) The third violation will result in a detention.
- 4) The fourth violation sends the student to the principal.

Possible infractions include:

- 1) Continued talking while the teacher is teaching.
- 2) Talking back or arguing disrespectfully with the teacher.
- 3) Raising one's voice or using an unmannerly voice to a teacher or an adult.
- 4) Showing disrespect toward classmates.
- 5) Walking around the classroom or leaving the classroom without permission.
- 6) Disturbing the class, e.g. writing or passing notes during class.
- 7) Disruptive behavior in church.
- 8) Disrupting another class when passing through the halls.
- 9) Disruptive behavior in the rest-rooms, assemblies, etc.
- 10) Being asked more than once to stop an action or inappropriate behavior.
- 11) Not sitting properly in one's desk especially when asked to do so.
- 12) Rolling eyes, sighing, mumbling under breath, trying to have the last word, etc.

- 13) Not returning or having a detention slip signed by a parent, guardian, or care-giver.
- 14) *Not following the uniform policy. 3 uniform violations/quarter will result in a detention.*
- 15) Much depends on the severity of the disruption and the student's attitude. (Punishment could be much more severe than a detention.)

THESE ARE NOT ALL OF THE WAYS THAT DISRESPECT, MISBEHAVIOR, OR POOR ATTITUDE ARE DISPLAYED. CHECK STUDENT/PARENT HANDBOOK. TEACHERS RESERVE THE RIGHT TO DETERMINE IF A STUDENT'S ACTION IS DISRESPECTFUL OR INAPPROPRIATE.

Detention Rules

- 1) All detentions will be held from 3:00-4:00 P.M. Monday through Thursday in assigned room.
- 2) Junior High teachers/Mrs. Jensen will be monitoring detentions.
- 3) 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. **If a student has patrol duty, a substitute must be found.**
- 4) Students will not be permitted to work on homework. The Monitor will assign work.
- 5) **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.**
- 6) Detention is dismissed from Aftercare.
- 7) Detention will be served the day after the student receives it. Sport practices are not an excuse to have detention dates changed.
- 8) *Each hour of detention represents one night unless other arrangements have been made.*
- 9) If a student neglects to get a detention notice 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. **The detention will be served.**

After-school 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 miss volleyball, basketball, soccer, speech, or play practices when detentions are given. **If detentions are missed, they will be doubled.**

To ensure that you have received and read this information, please remove this last page and sign below. Return this form immediately.

I have read the above information and agree to comply with these guidelines.

Parent signature

Student signature