

MISSION STATEMENT, PHILOSOPHY AND STRUCTURE OF THE SCHOOL

MISSION

The mission of Immaculate Conception School is to offer an education based on the Gospel message of Jesus Christ by providing a Christian environment in which students of different abilities can learn.

PHILOSOPHY

In response to this mission the school strives to integrate the ministries of spreading the message and service to others with academics. In order to achieve these goals Immaculate Conception stresses parental involvement in the education of their children and employs a teaching staff of professionals committed to sharing their Christian faith.

STRUCTURE

DSP 1305

Catholic schools exist primarily to participate in the educational mission of the Catholic Church, to respond to the mandate from Jesus Christ to teach all nations.

Canon Law states that the bishop and his delegated school office staff have the right and duty to supervise and to regulate Catholic schools in the diocese.

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic school board. The parish Catholic school board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

Immaculate Conception School Board consists of eight elected voting members, and the principal and pastor, who are ex-officio members.

DSP 1430

The Home and School organization is an organization which exists to foster mutual understanding between parents and teachers for the good of the children. All home and school associations are to follow the guidelines established by the Diocese of Jefferson City.

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

DSP 1901

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

PENALTY STATUS DURING ADMINISTRATIVE RECOURSE**DSP 1902**

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.

ADMISSION OF STUDENTS

The principal, in consultation with the pastor, will admit students according to the norms set by the Catholic School Office.

NON-DISCRIMINATION**DSP 5101**

Every Catholic School in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.

ADMISSION AGE**DSR 5102**

The educational laws of the State of Missouri require that each minor from seven (7) to sixteen (16) years of age enroll and regularly attend full-time academic instruction.

The meeting of general entrance dates may be certified by either a birth or baptismal certificate:

Preschool- Children are to be three (3) or four (4) years of age by August 1.

Kindergarten- Children are to be five years of age by August 1.

Grade 1- Children are to be six (6) years of age by August 1.

Other grades- Student placement will be based on records received and additional screening if warranted.

ADMISSION PRIORITY POLICY

1. Children of Parishioners
 - A. Child/Children now reaching school age whose family already has at least one child enrolled in ICS.
 - B. First child now reaching school age whose family is committed to continuing education at ICS.
 - C. Child/Children transferring from public school whose family already has at least one child enrolled in ICS.
 - D. Child/Children of new parishioners who are committed to continuing education at ICS.
2. Catholic children from non-parish families
 - A. Child/Children whose family already has at least one child enrolled in ICS.
 - B. First child now reaching school age whose family is committed to continuing education at ICS.
 - C. Child/Children transferring from public school whose family already has at least one child enrolled ICS.

3. Non-Catholic children from families with students already enrolled
 - A. Child/Children whose family already has at least one child enrolled in ICS.
 - B. First child now reaching school age whose family is committed to continuing education at ICS.
 - C. Child/Children transferring from public school whose family already has at least one child enrolled at ICS.
4. Transfer students: Acceptance to be determined by size of existing class.
 - A. Parishioners: Child/Children transferring from the local public school district, and whose family is committed to continuing education at ICS.
 - B. Non-parishioners: Child/Children transferring from a public school district, and whose family is committed to continuing education at ICS.
 - C. Non-Catholics: Child/Children transferring from a public school district, and whose family is committed to continuing education at ICS.

ICS accepts students of any religious conviction. However, everyone is considered to be part of the total school community and are to be present for all activities scheduled as part of the class day.

PROOF OF GUARDIANSHIP

DSP 5201

The student presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

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

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent requests that the other parent has been consulted, and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

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

NON-CUSTODIAL PARENT

ICS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

FINANCIAL RESPONSIBILITIES

ICS Fees (see separate sheet for fees for the present school year.)

It is important that each family realizes its responsibility to pay its fair share for the support of the school. There can be no price tag on a Catholic education, but it is an expensive endeavor. Parishioners of ICS Parish willingly give extra moral and financial support.

If parishioners with children in school are not able to make the expected contribution, they are asked to discuss their situation with the pastor.

TUITION FOR NON-PARISHIONERS

Tuition is due on the first of each month, starting July 1, of each current year to June 1, of the following year. Tuition not paid by the 15th of each month will incur a 10% late penalty charge, unless previous arrangements have been made with the pastor of Immaculate Conception Church.

WITHHOLDING STUDENT RECORDS

Student's records may be withheld if all financial obligations owed to the Immaculate Conception School have not been paid in full.

CONFIDENTIALITY

DSP 5260

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of Jefferson City Catholic schools operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

- 1. Information that concerns violation of the law;*
- 2. Matters involving the health and safety of the student or any person;*
- 3. Serious moral issues;*
- 4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.*

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

SPECIAL MILK PROGRAM**GOVERNMENT SPECIAL MILK PROGRAM**

Participation in the Special Milk Program for those who qualify is encouraged because the milk reimbursements from the government are greater than our cost for milk. A monthly milk bill will be sent home at the end of each month.

All students are required to participate in the special milk program.

FAITH DEVELOPMENT**CATHOLIC FAITH AND MORAL STANDARD****DSP 5305**

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

RELIGIOUS OBJECTIVES

Because it is a Catholic school, the school shall

1. Teach Catholic principles and Christian values in all appropriate areas of the curriculum.
2. Offer personal experiences in Christian living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance and example.
3. Recognize the dignity and God-given gifts of each person—student, faculty, staff, pastor, parent:
4. Provide education in Christian value-centered human sexuality according to diocesan norms.
5. Reflect a Christian understanding of responsibility for one another, reflected in mutual support of the students, faculty and staff, clergy, parents, and parishioners.

RELIGIOUS EDUCATION PROGRAM**DSP 6207**

Guidelines for the religious education program shall be in accordance with those established by the diocesan religious education office, and texts shall be selected from those approved by that office.

EDUCATION IN HUMAN SEXUALITY**DSP 6208**

All religious education programs in the diocese, including school programs, shall incorporate some form of education in human sexuality.

NON-CATHOLIC STUDENT PARTICIPATION**DSP 6235**

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

MASS:

The celebration of the Eucharist is central to the schema of the school. Students are to actively participate. Students are to arrive at school at 8:00 a.m. and proceed with their class for 8:15 a.m. Mass.

FUNERALS:

Students will normally not attend a funeral Mass, unless the funeral Mass is for an immediate family member (grandparents, parents, brother, sister) of the staff, faculty, student or volunteer of our school. On this occasion, the administration will send a written notice home to school families. We are directed in the Works of Mercy to Bury the Dead and Console the Sorrowing. Attending a funeral addresses both missions.

OTHER RELIGIOUS ACTIVITIES:

Our mission is to teach according to the Gospel of Jesus Christ. Daily religion class will be held. Students will participate in an all school weekly prayer service. Kindergarten through 8th grade will be assigned a prayer partner. Students will pray daily in their classrooms. Other forms of prayer will take place when appropriate such as praying the rosary, Stations of the Cross, reconciliation service, etc.

Students will walk to and from Mass, liturgy preparation, etc.

Weekly Schedule:

Monday- All school prayer service
Thursday, Friday- Daily Mass
Wednesday- short morning prayer service in classroom

ACADEMICS

Immaculate Conception School provides an approved, updated curriculum on all levels. The primary goal of the instructional program is to provide those learning experiences, which are necessary for the student's moral, intellectual, social, emotional, and physical development. This program is in accordance with the diocesan philosophy, mission statement, goals and curriculum guidelines.

TESTING

DSP 6502

All schools are to participate in the diocesan standardized testing of student's cognitive ability and academic achievement in grades 1-8, maintain testing records of classes and individual students in each subject area tested, and apply the findings to instructional planning and priorities. Parents and students are to be apprised of testing results, with appropriate explanations and printed student profiles. Standardized testing for kindergarten is not recommended.

All elementary schools are also to participate in the Assessment of Catechesis/Religious Education (ACRE) in grades five and eight and apply the findings to instructional planning and priorities.

GRADING

QUARTERLY REPORTING

Progress reports (report cards) on each student are issued at least quarterly. These reports provide pertinent factual information about the individual student's performance. To the extent possible, the report should include not only cognitive learning, but also the student's growth in social, affective, and physical areas.

ICS uses the diocesan report cards and follows guidelines so that all diocesan report cards are completed in a consistent manner.

MID-QUARTER REPORTING

Mid-quarter reporting is essential for students whose progress is unsatisfactory. ICS (grades 1-8) will send home progress reports after the 4th week of each quarter to all students.

PERFORMANCE KEY FOR KINDERGARTEN AND GRADES 1 AND 2

S= Satisfactorily achieved skill/objective

= Objective/Skill not evaluated at this time

P= Progressing toward skill/objective

X= Area of concern

GRADE KEY FOR SUBJECT AREAS GRADES 3-8

A +99-100

B +91-92

C +83-85

D +75-76

95-98

88-90

80-82

72-74

-93-94

-86-87

- 77-79

-70-71

E Working at ability level

F Below 70

WORK HABITS KEY

1= needs to observe rules of classroom

4= needs to complete assignments on time

2= needs to be prepared for class

5= need to apply effort

3= needs to make good use of time

6= needs to improve neatness

PARENT/TEACHER/STUDENT CONFERENCES

DSP 5405

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

PROMOTION AND RETENTION**DSP 5410**

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

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

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision as least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

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

SUPERVISION

The supervision of students is a priority of the school. Supervision is both a mental and physical act and is to occur when the teacher is in or out of the classroom. The teacher will ordinarily be present in the classroom or other supervisory position at all assigned times, implementing all applicable school rules.

If the teacher must leave the class, the teacher must first secure other adult supervision and/or give students clear directions about what to do and/or provide scrutiny to the greatest extent possible. Legitimate reasons for absence from the classroom or other supervisory assignment are limited to emergencies as determined by the principal or delegate.

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

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

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

ACTIVITIES

Teachers shall have or assume no responsibilities for student's activities that are not school sponsored. To clearly indicate that such activities are not school sponsored, the principal shall not allow the school name to be used for such groups or activities. The principal will approve all school activities.

ELIGIBILITY FOR SCHOOL-SPONSORED ACTIVITIES

A student who wishes to participate in extracurricular activities must meet certain scholastic and behavioral standards. A student: 1.) Must maintain scholastic achievement to the best of his/her potential. 2.) Must meet behavioral standards in effort, conduct and Christian social development.

A student who does not meet these standards may not participate in extracurricular activities. Teacher(s) and principal will make regular evaluations of the student every two weeks until the next report period. If during this period the student meets the requirements, he/she will be placed on probation and may participate in the activity as long as scholastic and behavior standards continue to improve. The principal will make the final decisions in the above procedures.

Parents and coaches will be notified in writing when a child is ineligible. Ineligible students are not to practice or participate in extracurricular activities during periods of ineligibility. Ineligible students do not attend practice.

ASSIGNMENTS**HOMEWORK ASSIGNMENTS****DSP 6240**

Home assignments are to be educationally sound- applying previously learned material, correlating past and present learning, and promoting supplementary reading. Departmental structures will require some coordination of assignments to balance them with time for completion. Assignments which may require specialized resources or in any way disrupt the home are to be avoided; those which help develop family communication are encouraged. The local school can consider a policy which limits regular homework to weeknights, leaving weekends free for family activities.

AMOUNT OF HOMEWORK

A reasonable amount of homework is necessary for adequate progress, self-discipline and self-motivation. Homework is the responsibility of the student, however, parents can assist their child by providing a quiet and regular place for study. Another way parents may help the child is through discussion and checking of material the child has read or written.

Generally the time spent on homework is not to exceed these guidelines:

Grades 1-2 (30 minutes)

Grades 3-4 (45 minutes)

Grades 5-6 (60 minutes)

Grades 7-8 (60-90 minutes)

STUDENT INTERNET, E-MAILS, AND OTHER TECHNOLOGY USE DSP 6425

All schools allowing students to have access to the Internet, e-mail, and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

- 1. Internet, e-mail and other technology access and use in school is a privilege, not a right.*
- 2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.*
- 3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.*
- 4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.*
- 5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.*
- 6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.*
- 7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.*
- 8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.*
- 9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.*
- 10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.*

ATTENDANCE

ABSENCES

DSP 5210A

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri.

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

TARDINESS

DSP 5210B

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri.

The school handbook specifies times for beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

AM session begins at 8:15.

PM session begins at 12:30.

WRITTEN EXCUSES

DSP 5211

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

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

DAILY SCHEDULE

- 7:30 Teachers arrive at school
- 7:50 Morning Faculty Prayer
- 8:00 Teachers are in classrooms to greet students as they arrive
- 8:15 Classes/Mass begins (student is tardy)
- 3:30 Classes dismiss
- 4:00 Teachers leave

Preschool 8:15-11:15 Monday through Friday

LUNCH SCHEDULE

RECESS SCHEDULE

| <u>TIME</u> | <u>GRADE</u> |
|-------------|--------------|
| 11:20 | Daycare |
| 11:40 | School |

| <u>TIME</u> | <u>GRADE</u> |
|-------------|--------------|
| 12:10-12:30 | Kg.-8 |

The daycare students eat lunch earlier than other classes in order to have time to eat without the rest of the students in the cafeteria.

ARRIVAL

Those students who need to arrive at 7:00 am are to check in the daycare room. At 7:30 those students will go to the cafeteria to be supervised. Students will be dismissed from the cafeteria at 8:00 am to go to their classrooms.

DISMISSAL

Closing prayer at 3:25 pm. Students are to be dismissed from their classrooms at 3:30 pm. Walkers are to leave immediately for home. Those waiting for a ride walk in a single file line to stand at the south end of the fence. They are to stand quietly and wait- no running or twirling of book bags. Teachers wait 5 minutes (3:35 pm) then send the children who are left to extended care.

SCHOOL CLOSINGS

In the event of inclement weather, the Montgomery City Radio station KMCR- 103.9, FM 96 Country- Mexico will be notified before 6:30 am. TV channels 13 & 8 may be notified the night before. Calls are not to be made to the rectory, teachers, or radio station for this information. Once school is in session, classes will continue regardless of weather conditions even if the public school dismisses. Parents may pick up children by signing a release form in the office.

REQUESTS FOR FAMILY REASONS**DSP 5220**

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

DISCIPLINE**CHRISTIAN SELF-DISCIPLINE**

ICS shall be certain that students have opportunities to grow in Christian self-discipline and behavior. Students are to strive for Christian ideals of behavior- within and beyond the school day.

The school's concern for children requires that extreme caution and concern be exercised in disciplining students. All disciplinary actions shall be designed to help the students grow in an understanding of themselves and of their Christian responsibilities to others. When possible, the teacher, principal, or counselor try to discover the cause of any recurrent problem, communicating personally with the student(s) and others involved.

PROHIBITION OF CORPORAL PUNISHMENT**DSP 5310**

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

SCHOOL/CLASSROOM RULES

School and classroom rules will be specified, promulgated, explained, annually reviewed and fairly applied. Parents of new students shall be made aware of the school's code of conduct prior to the registration of students.

ICS DISCIPLINE CODE

The primary reason why our school exists is to provide opportunities for the student to mature in faith. "Disciple" is a very apt way to describe both the process and goal of our educational efforts. Teachers as ministers, can draw strength and support from their faith, the Gospel, and the Church as they teach their students.

Our students are disciples—not of ourselves, but of the Lord. We educators, along with other people, have the opportunity, the challenge, and the privilege to announce and nurture that discipleship. Jesus said it best, "Go, therefore and make disciples of all the nations...teach them to carry out everything I have commanded you. And know that I am with you always, until the end of the world." (Mt. 28:19-20)

In this context, discipline is essentially a positive experience. Its goal is NOT just to change or control behavior, but to help in the process of developing behavior which reflects Gospel values by accepting consequences for behavior which was chosen. Discipline should reflect the goal of eventual self-discipline as a personal response to the call of Jesus.

We believe the area of personal growth and discipline is important both at school and at home. A family is a strong influence on developing respect, responsibility, conviction, courage, and faith. In fact, without the family, it is doubtful that the school can substitute for a lack of family leadership in these areas. It is evident that home and school working cooperatively in fostering these virtues have the best chance for success with children.

BEHAVIOR IN THE HALLWAYS- includes, but is not limited to, the following:

1. If talking is necessary, speak softly.
2. Walk at all times
3. Keep to the right on stairways.
4. Keep hand, feet, and objects to yourself.
5. Be courteous.

BEHAVIOR AT RECESS- includes, but is not limited to, the following:

1. Enter and leave the building in a quiet and orderly manner.
2. Agree on rules before each game starts.
3. Practice fair play and courtesy at all times- Play as a Christian using good sportsmanship.
(No jumping, pulling or pushing each other. No tag.)
4. Follow all directions of the supervisor.
5. Use equipment properly.
6. Dirt, rocks, sticks and snowballs are not for throwing- leave on the ground.
7. Play in assigned areas.
8. Line up quietly- Recess is over when the bell or whistle sounds, or are called.

BEHAVIOR ON ALL PLAYGROUNDS- includes, but is not limited to, the following:

1. Sit with bottom on swing- going one direction only.
2. One on a swing at a time.
3. No running under swings.
4. No jumping off swings.
5. Slide down slide on bottom only (no backwards or head first)
6. No rocks down slide.
7. Do not sit on top of horizontal bars or use swings while using the horizontal ladder.
8. No playing with the little house or colored play gym for daycare.
(Before daycare leaves the playground they are asked to pick up their toys or put them in the little house.)

The following behaviors are uncharacteristic of a disciple and therefore are to be avoided. This list is not meant to be inclusive:

1. Foul language
2. Gum chewing on the premises.
3. Fighting.
4. Destruction of property.
5. Repeated disobedience.
6. Disrespect towards teacher or para/professional.
7. Disrespectful speech and/or actions.

NORMAL CONSEQUENCES:

1. First time rule is broken: Teacher is to handle the situation by assigning the student time out.
(amount of time out equal to age of student)

It's important the student:

1. Recognizes- "I made a mistake."
2. Reconciles- "Apologizes."
3. Resolves- "Let's work on a solution together."
(Positive Discipline- p. 191)

2. Second time rule is broken: Automatic meeting with the principal. Time out is arranged for a longer period of time. A note is sent home to their parents.
3. Any fighting (physical hitting or kicking) will result in : In-school suspension.
Parents will be notified.

CONTROLLED SUBSTANCES:

Possession, use, or sale of look alike or illegal drugs, alcohol or tobacco, by students on ICS premises, is prohibited. This situation could result in suspension, dismissal, expulsion, or approved punishment recommended by the principal in accordance with diocesan policy.

WEAPONS POLICY:

Weapons and other dangerous objects and look-a-likes in Immaculate Conception School facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school premises or property within the jurisdiction of Immaculate Conception School.

Parents of students found to possess a weapon or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects might be reported to law enforcement officials after consultation with the Catholic School office, and the student is subject to disciplinary action including suspension, dismissal, or expulsion.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects or look-alikes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the principal, to develop administrative regulations regarding this policy.

LUNCHROOM PROCEDURES- Includes, but are not limited to, the following:

1. Students enter the cafeteria in an orderly manner, and wait in the line to be served. Be considerate, respect others, and use good manners at all times.
2. Students listen and respond politely to the servers when asked about their food choices.
3. Condiments are to remain on the side table where they may be used in reasonable amounts.
4. Students sit down and eat, remembering that their purpose in the lunchroom is to eat so they can be finished when it is time to be dismissed for recess play. Talk quietly to the person next to you or across from you. Use good manners at all times.
 - Scraping- when you are finished eating, stand quietly and scrape your tray. Do not hit the tray against the side of the garbage can. Use the rubber spatula to scrape your tray as clean as possible.
5. Place trays on the stack carefully, all trays facing the same way so they will not topple over.
6. Prayer at 12:05 pm. When we stand up to pray, children will place the chairs gently up to the table, and will fold their hands quietly and prayerfully. All will say the prayer together.
7. Teacher will dismiss the students in quiet groups. Proceed quietly, and wait in the line to be dismissed outside for recess.
8. Always get permission from the teacher on lunchroom duty if it is necessary to go to the bathroom.

LUNCHROOM CONSEQUENCES- Includes, but is not limited to, the following:

1. First time students will be reminded.
2. Second time student will eat by themselves.
3. If behavior continues, parents will be contacted.

AFTER SCHOOL- includes, but are not limited to, the following:

1. There will be no playing in parking lot and/or field after school.
2. Each grade is to wait in the assigned area until parent arrives.
3. At 3:35 all remaining children are to go to extended care.

COURTESY

Students are to observe all the rules of politeness and courtesy at all times. Students are to respect and obey all the teachers, support staff, volunteers, daycare, etc.

GOOD DISCIPLINE

Good discipline and good order go hand in hand. The teacher is responsible for the discipline of the class he/she is teaching and is to correct and discipline when necessary. Extreme cases of misconduct are to be referred to the principal.

Students will arrive in their classroom at 8:00 am. All teachers are to be in their classrooms at that time.

DRESS CODE**STUDENT ATTIRE**

Students' dress shall be simple, neat, conducive to a learning atmosphere, and consistent with Christian values. Students of the ICS will be required to wear uniforms.

August and September- Uniform shorts and shirts may be worn.

October, March and April- School uniforms. Girls may wear slacks under uniform for warmth.

November, December, January, February- Slacks may be worn by girls.

May- Same as August and September.

FACULTY MEETINGS

This is a time when faculty addresses various issues for the smooth and efficient operation of the school. A portion of the meeting will be used for in service or professional growth.

Regular faculty meetings are listed on the school calendar. A brief special faculty meeting may be called by the principal as needed.

Faculty Meetings- 1st Friday of each month (check school calendar)

SCHOOL WILL BE DISMISSED AT 1:30 ON THESE DAYS

Home and School Meetings- 2nd Monday (7:00 pm- September, November, February, and April)
August- Open House, December- Christmas Program, March- Science Fair.

All parents are members of the Home and School Association by the fact of having children in our school. It is primarily an educational organization, which exists for the purpose of better communication between parents and teachers. Active support of the fundraising activities is necessary.

FIELD TRIPS**EDUCATIONAL OUTINGS AND FIELD TRIPS****DSP 6301**

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

CHAPERONES AND DRIVERS FOR FIELD TRIPS (EDUCATIONAL OUTINGS)**DSP 6305**

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades- but some situations or younger student may require more. Trips involving a great deal of travel should be discouraged.

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial drivers license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip.

If approved a field trip form- through which parents request that their children be allowed to participate in the field trip- shall be signed by a parent (or guardian) for any field trips or outings which leave the school property, including those which are within walking distance. These forms are to be returned to the school.

All regular chaperones and drivers must complete the Protecting God's Children program.

DSR 6305**FIRE AND TORANDO DRILLS****FIRE, EARTHQUAKE, AND TORNADO DRILLS****DSP 6121**

Fire, earthquake and tornado drills are to be held regularly according to procedures specified by the local defense agency and fire department. Some of the duties included in the procedures may be delegated to another member of the faculty or to the custodian, but the principal is ultimately responsible. If the locality has monthly testing of the tornado alert system, the school may consider correlating its drills with that testing.

ICS FIRE DRILL:

Fire drills will be held periodically. Directions for classroom procedure and exit routes are to be posted in each classroom and at each end of the hallway.

When a fire drill is held, the last student to leave the room is to turn out the lights and close the classroom door. All children and adults are to leave and return to the classroom in complete silence. Teachers are to take their class record book with them so that an account may be made of all students in case of a fire. The signal for a fire drill or fire is four short rings (spelling F-I-R-E.)

ICS TORNADO DRILL:

The signal for a Tornado Drill is one long ring of the bell. Children take assigned places downstairs in the school. All kneel with face down and hands folded over the back of the head. Remain in the position until a signal is given to return to the classroom. All are to remain in silence. In case of an actual tornado, a longer period of time for staying on the floor will be necessary.

EARTHQUAKE DRILL

The signal for an Earthquake Drill is one long ring followed by one short ring. Students will find shelter under their desks or tables in the classroom. The students are to remain in this position (kneel with face down and hands folded over the back of the head) until a clear signal is given.

HEALTH POLICIES- STUDENTS**IMMUNIZATION REQUIREMENTS****DSR 5105**

All students must be appropriately immunized or be in the process of being immunized. The number of doses required for each disease will be in accordance with the regulations established by the Missouri Division of Health, Department of Public Health and Welfare. Each school administrator/principal sees that the school has a record with the current immunization status of every student. See DSP 8000 for current Missouri Health Record Immunization Requirements and possible exemptions.

Students may not attend school unless they are in compliance with the immunization requirements or qualify for one of the stated exemptions. Each school administrator/principal is responsible for the completion and submission of the Summary Report, which is required annually by the Missouri Department of Health.

ACCIDENT AND SERIOUS ILLNESS AT SCHOOL**DSP 5570**

At annual school registration, parents shall complete a form giving permission to proceed with emergency medical care for their child/children if necessary.

The school shall have a file listing the home and business addresses and telephone numbers of the parents of each child, as well as, the name of a doctor, dentist, and hospital to be contacted in case of emergency. This file is to be easily accessible to the principal or designated teacher in charge.

HEALTH SERVICES

The volunteer nurse or Montgomery County R-II School Nurse will check student records for current immunization status.

A student who contracted a contagious disease such as measles, chicken pox, tuberculosis, etc., shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists.

Vision and hearing tests are administered to the students by the school nurse.

First aid is offered as needed for minor injuries that might occur. Parents are to submit an updated emergency information card and sheet at the beginning of the school year, so that we might proceed according to your wishes should we be unable to reach either parent in serious emergencies. Parents are to call or notify the office should there be a change.

INTERNAL MEDICINE

The school shall never dispense any internal medicine solely at the request of a student. Unsuspected conditions can make any such action risky. Under diocesan school policy, school personnel may dispense Tylenol if the student has a written parent permission slip on file for Tylenol.

A school may make arrangements whereby- in response to written parental request- medicine is clearly labeled and has the written instruction of the physician given. It is stored in a safe place and administered by a designated responsible adult (secretary.)

ICS- Administration of medicine brought from home is as follows:

1. All medication from home is to be kept and administered under the secretary's supervision.
2. The medicine container is to be labeled with the child's name, the dosage, and time when the medicine will be taken and has the written instruction of the physician.

IDENTIFICATION OF HEALTH PROBLEMS

DSP 5565

Yearly health screenings will be arranged by the school, as time and health volunteers are available. All students are required to have this screening or give results of your personal physicians' health screening.

All health problems which are identified will be noted on pupils health record. Parents will be informed of the screening results and encouraged to provide the necessary professional care as results indicate.

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

CONTAGIOUS AND COMMUNICABLE DISEASES

DSP 8000

Any students who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis, etc.) will not be permitted at school or school sponsored activities as long as the possibility of contagion exists.

To determine the disease condition or liability of transmitting the disease, the principal may require a student to be examined by a physician and if the diagnosis is positive, shall exclude the person from school as long as the danger of disease transmittal exists.

STUDENT CHRONIC INFECTIOUS CONDITIONS*

*The school will follow Diocesan School Policy 8000

PINK EYE

All students and staff found to have evidence of reddening of the white of the eye and inner eyelid with drainage will be excused from school. Parents will be notified to pick up their children. Students and staff will need a doctor's slip to be readmitted to school. Those students and staff found to have "pink eye" will be readmitted to school after 24 hours of treatment.

SCABIES INFESTATION

All students and staff found to have evidence of scabies will be excluded from school attendance until they have been treated by a physician. Parents will be given written material that explains the reason for exclusion. The student will be required to submit a written statement from the physician that he/she has been treated for scabies before returning to school.

HEAD LICE INFESTATION

All students and staff found to have evidence of head lice infestation (lice or nits) will be excluded from school attendance until all nits have been removed. Parents will be given written materials that explain the reasons for exclusion, methods to treat the infestation on the hair and in the home. The child will be examined, by appointment, with the school nurse, principal or daycare director before returning to school. A log will be kept and those student who have been excluded and returned to school will be reexamined within ten to fourteen days to ensure that they remain free of infestation.

OTHER MISCELLANEOUS ITEMS**STUDENT INSURANCE****DSP 5575**

Medical care and attention related to accidents, injuries, incidents on school grounds, and /or at school related activities are covered under the student's/parent's insurance, not the parish's or diocese's insurance.

TELEPHONE

Parents are requested not to call school to talk to their children except in cases of emergency. Neither teachers nor students are called to the phone during school hours. When absolutely necessary, a student may get permission from his/her homeroom teacher to use the phone. All telephone calls come through the office. Calls will be received during school hours.

Parents who want to communicate with a teacher may call school and leave a message or send a note to school with a child. The teacher will return the call or respond to the note at their earliest opportunity.

Courtesy demands that anyone who wants to speak with a teacher would set up an appointment time convenient to both teacher and parents. Normally, it is expected that business is taken care of during the day rather than through evening phone calls to a teacher's home.

ASBESTOS MANAGEMENT

This is the annual notification of all concerned to inform you that the asbestos management plan for this school is available for public review in the school office.

STUDENTS WITH SPECIAL NEEDS**DSP 5701**

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

CHILD ABUSE**DSP 5810**

The ICS agrees to follow the Diocesan Policy on Child Abuse. It is non-negotiable. The school abides by the Missouri Child Abuse Law.

HARASSMENT**DSP 5820**

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as an unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involved in accordance with the nature and frequency of the offense.

Sexual harassment deserves special attention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

2. No student shall be subject to sexual harassment as a student.

3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary action.

4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school

administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor an/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

SEXUAL ABUSE OF MINORS**DSP 5825**

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. i For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

A. BRINGING AN ALLEGATION

- 1. A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:*

Address:

Chancery Office

Diocese of Jefferson City

P. O. Box 104900

Jefferson City, MO 65110-4900

Telephone: (573)-635-9127

A copy of the whole policy #DSP 5825 may be found in the principal's office.

WRONG DOING

DSR 5215

Students accused with a serious wrong may be placed on a home study program pending justification or finding of guilt.

SCHOOL HANDBOOKS: SOME LEGAL CONSIDERATIONS, 1997, Sr. Mary Angela Shaughnessy, SCN, Ph.D., was utilized in preparation of this handbook.

SUSPENSION**DSP 5355**

A student is normally not to be suspended by the school administrator/principal until there has been parent notification. Exceptions can be made for immediate suspension for reasons of safety, moral welfare of others, and/or if the student poses some immediate danger to himself or others.

DISMISSAL AND EXPULSION**DSP 5360**

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

The term “expulsion” is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term “dismissal” is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

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

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

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor and superintendent of Catholic schools regarding the dismissal or expulsion. All dismissal and/or expulsions must be approved by the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and complete listing of dates and efforts made to help the student to avert dismissal.

DSR 5360

If a dismissal is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The superintendent of Catholic schools will then approve or deny the dismissal or expulsion.

Community and External Operations: Administrative Recourse

A. **Definition**

A "Grievance" is a formal complaint about any serious issue regarding a school or personnel that needs a formal process of reconciliation in order for it to be resolved.

B. **Purpose**

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. **Basic Principals**

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (By mutual written agreement, however, the time limits may be extended.)
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every level shall be kept and made available to all parties involved.
7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. **Procedure**

1. **Informal Attempts at Resolution**

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. **Formal Grievance Procedures**

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with

LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL**DSR 1901**

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following the receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend this meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding.