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

- **Diocesan Policies and Regulations are designated by upper case text.**
- **Local Policies are designated by lower case text.**

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## SECTION ONE: COMMUNITY AND EXTERNAL OPERATIONS

### **EDUCATIONAL AUTHORITY IN THE PARISH**

**DSP 1305**

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the 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.

#### **School Board**

**LSP**

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

### **HOME AND SCHOOL ASSOCIATION**

**DSP 1430**

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. *(School) Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

#### **Immaculate Conception Home & School Association**

**LSP**

The home & school association is a supporting organization of parents and teachers for Immaculate Conception School. Meeting are held four times a year and are informative and helpful to parents and teachers as they work together to benefit the students. Members work to raise funds for the improvement of the school and provide assistance in many needed ways.

## **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.

## **ADMINISTRATIVE RECOURSE**

**DSR 1901**

### A. Definition

A “Grievance” is a formal complaint about any serious issue regarding a school or its 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 Principles

Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level 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.)*

The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.

There is to be no retaliation against any party or participant in the grievance procedure. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.

Records of formal proceedings at every Level shall be kept and made available to all parties involved.

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

##### 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 against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

##### 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

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 will hold a meeting within seven (7) days following

receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (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 a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following 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 the 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.

#### **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.

## **COPYRIGHT ETHICS STATEMENT**

**DSP 3910**

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

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

### **Movie Policy**

**LSP**

All movies viewed by students in grade kindergarten to six of Immaculate Conception School during school time or during school sponsored activities are to have a rating of AI. Seventh and 8th grade students may be permitted to view movies rated AII with parental permission. Movies are to be used for instructional purposes; showing copyrighted movies for any other purpose is considered a violation of copyright laws.

## SECTION TWO: STUDENTS

### NON-DISCRIMINATION POLICY

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. The Diocese of Jefferson City has the obligation to publicize its non-discrimination policies, and a non-discrimination statement is to be part of each local school's handbook.

### Admissions Requirements

LSP

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

### Admission Guidelines

LSP

Kindergarten registration for Immaculate Conception School occurs during the 3<sup>rd</sup> quarter on days designated by the principal in consultation with the pastor.

Children are to be five (5) years of age before August 1 in order to enroll in kindergarten. Children are screened for kindergarten readiness prior to enrollment to ensure academic, social, and emotional readiness for school. A \$25.00 non-refundable testing fee will be assessed for readiness testing. If the child meets the requirements to enroll, the \$25.00 will go towards fees.

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

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

1. Child's original birth certificate
2. Baptismal record, if applicable
3. Immunization records
4. Custody agreement, if applicable

Students attending Immaculate Conception must have a signed covenant letter on file before registration is considered complete.

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

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

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

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

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

### **Family Requests for Student Placement**

Parents must contact the principal and verbally discuss reasons why they are making the request.

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

### **School Financial Support**

Since there is no school tuition for members of Immaculate Conception Catholic Church, parents are encouraged to contribute to the school using Sunday envelopes to help financially support this educational mission that our parish provides.

### **Tuition for Non-parish Families**

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

## **School Fees**

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

The registration/book fees, bus fees, and lunch fees are determined each year prior to the upcoming school year. Fees will be adjusted according to the budget set for that year. All fees and money due to the school must be paid in full or the school reserves the right to withhold transferable records and/or the right to re-enroll. If extenuating circumstances exist, contact must be made with the principal or pastor. If fees are not paid in a timely fashion, a reminder letter for delinquent fees will be mailed quarterly. If necessary, a follow-up phone call will be made. (Approved by Immaculate Conception School – May 6, 1986, revised December 4, 1995).

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

## **Immunization Requirements**

**LSP**

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

## **PROOF OF GUARDIANSHIP**

**DSP 5201**

The school 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 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 represents 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.

### **Proof of Guardianship**

**LSP**

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

### **ABSENCES AND TARDINESS**

**DSP 5210**

#### A. Absence

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. (Refer to #5510.)

#### B. Tardiness

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. (Refer to #5510.)

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

### **Absence and Tardiness**

**LSP**

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

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

## **WRITTEN EXCUSES**

**DSP 5211**

When a 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.

### **Immaculate Conception Policy for Written Excuses**

**LSP**

Children who are absent from school must bring a written excuse stating the reason for the absence, the date, and the signature of the parent or guardian, upon return to school.

Parents are to call the school office by 9:00 a.m. if their child will be absent that day. If the school is not notified by this time, the school secretary will call to check on the absent child. This call, however, does not replace the written excuse as a matter of record.

A note is also required if students will be leaving school early or going with someone other than the parent/guardian. The note is to include the time the child/ren will be picked up and who will be picking them up, especially if it is not a parent/guardian. This will be sent to the principal. The students requested to leave school early will wait in the school office for pick up by the parent.

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

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

## **REQUESTS FOR FAMILY REASONS**

**DSP 5220**

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.

## **Student Transferring Out**

**LSP**

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

## **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:

Information that concerns violation of the law;

Matters involving the health and safety of the student or any person;

Serious moral issues;

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.

## **School and Classroom Rules**

**LSP**

### **1. Supervision**

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

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

### **2. Classroom and Playground Rules**

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

### **3. Books**

Students' non-consumable books must be covered with a book cover at all times. If damaged, written in, or lost, the book must be replaced.

#### 4. Gum / Candy

Gum is never allowed on school property and is not to be sent to school as a treat by parents/guardians for parties. The chewing of gum will result in a \$3 fine. Eating of candy, except under teacher supervision or during lunch period in the cafeteria, will also result in a \$3 fine.

#### 5. Personal Property

Students are responsible for personal property and same should be well labeled. They are responsible for any money that is brought to school and not turned into the teacher or school office. The only time students are allowed to bring toys, games, etc., to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school. The school is not responsible for lost or damaged personal items. Please **DO NOT** send valuable items to school with your child. Items specifically prohibited include, but are not limited to, electronic games, radios, cameras, tape recorders, phones, pagers, or any items that could be considered weapons. Sports equipment is also not to be brought to school. Such belongings can be lost or broken, presenting a liability issue for our school.

#### 6. Lockers / Cubbies

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

#### 7. Telephone

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

#### 8. Tobacco

Tobacco is not permitted on school grounds. Students in possession of tobacco will be required notify their parents and may be given an in-school suspension.

### **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 Instruction**

**LSP**

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

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

## **Participation in Religious Activities**

**LSP**

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

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

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

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

## **Christian Self-Discipline**

**LSP**

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

Christian students treat others as they wish to be treated by others in accordance with the teachings of Christ. This will be expressed in behaviors that include, but are not limited to:

- Playing fairly and without fighting verbally or physically.
- Using positive comments, not vulgar or profane language, and avoid putdowns.
- Being orderly in all situations and circumstances.
- Acting respectfully toward all other persons.
- Helping others feel welcomed and accepted.
- Treating all property (building, furniture, books, supplies, etc) with respect and not defacing property, wasting resources, or littering.
- Being honest and truthful.
- Obeying teachers and anyone else given responsibility to supervise students.
- Acting safely by refraining from using or possessing illegal drugs, not misusing or dispensing legal drugs.
- Not leaving the school grounds without permission.
- Not bringing anything to school that might be considered a weapon, including pocket knives and toy weapons.

### **Immaculate Conception School- Wide Rules**

- Being silent in the hallways when any classes are in session.
- Keeping all restrooms silent and clean.
- Being courteous to others.
- Avoiding disrupting others' learning with the classroom.
- Moving and behaving safely on the school campus.
- Being respectful of all school property and the property of others
- Being reverent and participate at church.
- Following all playground rules.
- Following all cafeteria rules.
- Bringing only approved items to school.

### **PROHIBITION OF CORPORAL PUNISHMENT**

**DSR 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 this 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.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

**DSP 5315**

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

### **Weapons and Dangerous Instruments**

**LSP**

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. Students who violate this policy will meet with the pastor, principal and parents/guardians to review the facts of the case. The pastor and principal will determine the outcome of each case after consultation with the superintendent of Catholic schools. The outcome could result in a recommendation for counseling, suspension, or dismissal or expulsion from school. In addition, law enforcement officials may be contacted after consultation with the superintendent of Catholic schools.

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

## **DRESS CODE**

**LSP**

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

### **GENERAL DRESS CODE RULES FOR ALL:**

- Students are to be neatly dressed/well groomed.
- The assistant principal will make decisions on the acceptability of student appearance.
- All clothing is to be modest, of proper fit, neat, clean, and appropriate to weather conditions.
- Pants with frayed cuffs or split seams are not acceptable.
- Hats may not be worn in the building, unless a school-sponsored activity allows hats to be worn that day.
- Accessories (scarves, bandannas, adorned belts, etc) are not permitted.
- Ink marks on arms and legs are inappropriate. Students writing on themselves or others is unacceptable.
- Visible tattoos and jewelry in body piercings other than girls' earrings are not permitted.
- Logos advertising alcohol, tobacco, drugs, or inappropriate behavior are not allowed. Anything written that appears to be suggestive is also not allowed.

**NO DRESS CODE POLICY CAN POSSIBLY COVER ALL EVENTUALITIES OR POSSIBILITIES. IF AN ITEM IS NOT MENTIONED HEREIN AS BEING ALLOWED, IT IS NOT TO BE WORN.**

Questionable adherence to the dress code will be brought to the attention of the assistant principal for final determination of non-adherence. Non-adherence shall be addressed as follows:

**First Violation** – Written notification sent home with the student.

**Second Violation** – Phone call to parents.

**Third Violation** – Parents will be asked to bring proper clothing to school before the student will be readmitted to class.

**SLACKS**

- Slacks will include hemmed, solid navy blue or khaki tan.
- The acceptable khaki color is the tan shade of khaki (including the stone shade); therefore, shades of green, dark brown, or off-white will not be accepted.
- There will be no colored trim, stitching, ties, or zippers.
- Materials that will be permitted include: corduroy, twill, cotton, or wool.
- Cargo pants, capris, and pants with rivets will be allowed.
- If the pants are accompanied with belt loops, then belts may be worn. Belts can be solid white, navy blue, black, or brown.
- **Those materials not permitted:** denim, fleece pants, wind pants, spandex, or knit. No bibbed overalls, long or short of any material will be allowed. Form fitting stretch pants also will not be allowed.

**JUMPERS, SKIRTS, SKORTS, OR WALKING SHORTS**

- Girls may wear solid navy blue or khaki jumpers, skirts, skorts, or walking shorts.
- Boys may wear solid navy blue or khaki walking shorts.
- Jumpers, skirts, skorts, and shorts must be no shorter than 2 ½ inches above the top of the kneecap.
- Shorts must be worn under all skirts and jumpers.
- **Those materials not permitted:** denim, form fitting shorts, fleece, knit, or sport shorts.

**SHIRTS, SWEATERS, AND SWEATSHIRTS**

- Shirts must have a collar.
- Shirts may be solid in white, khaki, or navy blue. I. C. and Helias logo shirts are allowed.
- Shirts may be in a polo, turtleneck, mock turtleneck, or buttoned down style.
- Shirts may be short sleeved, or long sleeved. No sleeveless allowed.
- All shirts must be long enough to remain tucked in, properly buttoned, and modest in style.

- If tee shirts are worn, they must be worn only as undershirts and must be solid white. No writing on the tee shirt is permitted.
- Sweaters are made of yarn, not woven fabrics or fleece.
- Sweaters, vests, and sweatshirts must be solid in white, khaki, or navy blue. I. C. and Helias logo sweatshirts in white, khaki, or navy blue are allowed.
- Sweaters **only** may be hooded, sweatshirts and vests may not have hoods.
- Sweaters, vests, and sweatshirts may be worn over a permitted uniform shirt.
- **Those shirts not permitted:** Patterned, light blue, royal blue, teal blue, and form fitting shirts or any top with an attached hood. No spaghetti straps, tank tops, sleeveless, halter style, low V-neck or low-scooped neck may be worn.

### **SHOES AND SOCKS**

- Shoes must be suited for outdoor play.
- Shoes should be fully enclosed; no heels or toes showing. Crocs or similar styled shoes are not allowed.
- Tennis shoes are recommended and mandatory on physical education class days.
- Socks are always required and must be visible from the top of the shoe.
- Socks must be solid white, khaki, navy blue, or black.

### **HAIR**

- Boy's hair must be off the eyebrows when combed forward; hair length in back may not overhang the collar. Hair must be clean, neat, and combed.
- Girl's hair must not hang in front of eyes. Hair must be neat, clean, and combed.
- The appropriateness of hairstyle and coloring will be determined by the administration.

### **IMMACULATE CONCEPTION SCHOOL POLICY FOR DRESS-DOWN DAYS**

“Dress-Down” days will occasionally be scheduled. Although these days are designed for casual dress, there are still expectations for dress that is neat, conducive for learning and in line with Christian values. With that in mind, these rules will be observed:

Girls and boys may wear casual dress clothes such as blue jeans, sweat pants, wind pants, t-shirts, and sweatshirts. Skirts and jumpers must be no shorter than 2 ½ inches above the top of the kneecap. For these casual days, shorts, culottes, and skorts can be no shorter than fingertip length.

**NOT PERMITTED:** Apparel that advertises alcohol, tobacco, or controlled substances, or inappropriate words, sayings, or demonic symbols.

### **GENERAL RULES FOR ALL DRESS DOWN DAYS:**

- Socks are always required for safety and hygiene.
- Shoes are to be suitable for outdoor play, such as tennis shoes.

- Thin straps, and tank tops, are permitted only with proper covering under or over the straps to eliminate bare shoulders.
- Halter tops, or strapless tops are not permitted at all.
- Form fitting clothing is not permitted.
- Pants, or shorts with writing across the bottom are also not permitted.

The I. C. Student Council occasionally schedules thematic dress down days.

**IT IS IMPORTANT TO REMEMBER THAT STUDENTS MAY BE ATTENDING SERVICES IN CHURCH ON THESE DRESS DOWN DAYS. EVEN THOUGH THE ATTIRE FOR THESE DAYS IS CASUAL, IT IS STILL TO BE RESPECTFUL FOR CHURCH.**

Questionable adherence to the dress code policy will be brought to the attention of the assistant principal for final determination of non-adherence. Non-adherence shall be addressed as follows:

**First Violation** – Written notification sent home with the student.

**Second Violation** – Phone call to parents.

**Third Violation** – Parents will be required to bring proper clothing to school before the student will be readmitted to class.

**NOTE: IF AN ARTICLE OF CLOTHING IS DEEMED TOO IMMODEST OR IMMORAL BY THE ADMINISTRATION, STUDENTS WILL NOT BE GIVEN A WARNING. THEY MUST HAVE PROPER ATTIRE BEFORE THEY WILL BE READMITTED TO CLASS.**

### **IMMACULATE CONCEPTION SCHOOL POLICY FOR DRESS-UP DAYS**

“Dress-Up” days will occasionally be scheduled. The attire for these days should be slightly more formal than a regular school day. Dress-up days are not for casual dress. With this in mind, the following will be observed:

Girls may wear dresses, jumpers, shorts, skorts, or culottes of any color. They must be no shorter than 2 ½ inches above the top of the kneecap. Blouses, slacks, sweaters, and vests may also be worn in any color.

NOT PERMITTED: Blue denim material, t-shirts, fleece pants gathered around the ankle, wind pants, and overalls.

Boys may wear shorts of any color. They must be no shorter than 2 ½ inches above the top of the kneecap. Shirts, trousers, sweaters, and vests may also be worn in any color.

NOT PERMITTED: Blue denim material, t-shirts, fleece pants gathered around the ankle, wind pants, and overalls.

## **GENERAL RULES FOR ALL DRESS-UP DAYS:**

- Socks are always required for safety and hygiene. Girls may wear hosiery.
- No flip flops are ever allowed to be worn by students.
- Thin straps, and tank tops, are permitted only with proper covering under or over the straps to eliminate bare shoulders.
- Halter tops, or strapless tops are not permitted at all.
- Form fitting clothing is not permitted.

Questionable adherence to the dress code policy will be brought to the attention of the assistant principal for final determination for non-adherence. Non-adherence shall be addressed as follows:

**First Violation** – Written notification sent home with the student.

**Second Violation** – Phone call to parents.

**Third Violation** – Parents will be required to bring proper clothing to school before the student will be readmitted to class.

**NOTE: IF AN ARTICLE OF CLOTHING IS DEEMED TOO IMMODEST OR IMMORAL BY THE ADMINISTRATION, STUDENTS WILL NOT BE GIVEN A WARNING. THEY MUST HAVE PROPER ATTIRE BEFORE THEY WILL BE READMITTED TO CLASS.**

### **Fighting**

### **LSP**

Fighting will not be tolerated on school premises. When physical fighting occurs, students are sent to the office. All students involved will notify their parents. At the time of the first offense, students will be suspended for one day. On the second offense, the students are suspended in school for three days. If the offense occurs again, a conference with the parent, pastor, student, teacher, and the principal will be required. Dismissal or expulsion may be considered. Also, if serious enough, fighting could be cause for dismissal or expulsion even after the first offense.

## **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 and with the approval of the superintendent of Catholic schools, can dismiss or expel a student. (See DSP #5355.)

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 a complete listing of dates and efforts made to help the student to avert dismissal.

## **DISMISSAL AND EXPULSION REGULATIONS**

**DSR 5360**

If a dismissal or expulsion 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.

## **Suspension, Dismissal, and Expulsion**

**LSP**

In-school or out-of-school suspension may be given at the discretion of the principal. Work assigned during suspension must be completed; students will receive 50% credit for their completed work. Any time in-school suspension is given, a substitute will be hired and paid for by the parents.

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

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

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

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

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

**In addition to the Student Discipline Policy, the following policy also applies to junior high students:**

- Homework notices will be used for all subjects. If the assignment is turned in the next day, it is lowered one grade; after more than one day, it is a zero. Assignments will not be accepted for credit after the one-day grace period.

- Inappropriate behavior will result in consequences deemed appropriate for the behavior. Some of the consequences commonly used are, disruptive students sent to another classroom; service, loss of recess, and lunch detention.

After-school detention will be used (one specific day each week) for the following:

- Excessive tardies: Anyone accumulating six tardies in a quarter will serve after-school detention. Each subsequent tardy will warrant an additional detention until the end of the quarter.

- Consistent misbehavior.

Detention will be from 3:15 to 4:15 p.m. on a specified day. Parents will be notified in writing when a student must serve detention. The teacher on duty and the school will be liable for the student until 4:15 p.m. Parents must arrange for transportation and the student will be required to leave the building at 4:15 p.m.

In order to monitor behavior of the students, names are recorded on a daily, consistent basis for the in a department behavior log for breaking classroom, department, or school rules.

**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.

**Release of Students from School****LSP**

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

**Search and Seizure****LSP**

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

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

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

It is 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.

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

Conferences with teachers are scheduled at the end of the first and second quarters. All parents are to attend and meet with the child’s teacher, and to receive their child’s report card. Other conferences may be scheduled at the request of parents or teachers.

**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 at 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.

### **Promotion and Retention**

### **LSP**

Prolonged absences may result in retention

In grades 3, 4, 5, 6, 7 and 8, a student is retained on using a 12 point scale:

0	1	2	3	4	5	6	7	8	9	10	11	12
F	D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+

A student is retained if he/she fails to maintain a 2.0 average cumulatively in math, reading, science, social studies, English and religion or if a student has two or more F's in a year in each of the two subjects. (Art, music, PE are averaged together to equal on grade. Therefore, a student fails if three F's occur in one subject or in any combination of these three subjects to count as on F. In grades 7 and 8, spelling is also averaged in.)

The average is taken at the end of each quarter with communication of possible retention to parents of students with and F in any subject for a quarter or with a grade point average of below 2.0.

A retention case is reviewed at the beginning of the next school year following tutoring during the summer for at least 12 hours by a qualified tutor, who recommends the student for mastery testing in the failed subject. Mastery on the teacher made test must be 72% to qualify for promotion.

## **DIOCESAN GRADING SCALE**

A+ 99-100  
A 95-98  
A- 93-94  
B+ 91-92  
B 88-90  
B- 86-87  
C+ 84-85  
C 80-83  
C- 77-79

D+ 75-76  
D 72-74  
D- 70-71  
F Below 70  
E Working on level of ability

The graduation date for the eighth grade students will be determined each year by the principal. Male candidates for graduation are to wear a dress shirt, tie, pants, socks, and shoes. A jacket is optional. The female candidates for graduation are to wear dresses or a pantsuit that covers their shoulders and their backs and should be of a length that is appropriate for a graduation ceremony.

## **DRUG/MEDICATION ADMINISTRATION**

**DSP 5520**

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

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

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

School personnel will never dispense any internal medicine at the request of a student. In response to written parental/guardian request, prescription medicine, which is clearly labeled with the child's name, name of medication, along with the doctor's directions for administration, and in the original container, will be stored in a safe place and administered by qualified school personnel. Documentation will be kept on a daily basis of routine prescription medication given out to students.

Non-prescription medicine will be given only with written permission from the parent/guardian on file. This medicine is to be in the original container with the name and strength/dosage of the medication. Parents may sign blanket permission on a yearly basis. (It is suggested that all medication administered to the child be approved by his/her doctor.)

Basic medical supplies for emergency first aid and for minor accidents are available at school. First aid care and emergency treatment will be administered as authorized on the child's Registration Form.

**Controlled Substances****LSP**

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

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

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

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

In case of lice, impetigo, and other conditions, the school shall follow guidelines in Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, and Teachers by the Missouri Department of Health or the guidelines of the Cole County Health Department.

**Contagious and Communicable Diseases**

Any student who is liable to transmit a contagious disease through day-to-day contacts (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.

### **Smoke Free Environment**

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

### **Accidents and Serious Illness**

**LSP**

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

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

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

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

### **STUDENT INSURANCE**

**DSP 5575**

Parents/guardians may take out a student accident insurance policy. Schools can arrange for a school insurance provider to provide forms for student accident insurance, covering children during school hours and when traveling between home and school.

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.

### **Student Insurance**

**LSP**

At the beginning of each school year, parents will be provided the opportunity to take out a student accident insurance policy. This information is included in the registration packet.

## **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 and 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 school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

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

**LSP**

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

## **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 any 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 involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

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 making of unsolicited gestures or comments, or 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 measures.

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 and/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.

### **Reporting of Suspected Child Abuse**

**LSP**

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

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

Any employee charged with abuse may be placed on paid leave and/or assigned tasks, which are moved from contact with children pending investigation of the accusation and disposal of the case.

The Diocese of Jefferson City has a specific procedure for reporting such abuse, which can be found in DSR 5210.

**PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY****INTRODUCTION****PROMOTING HEALING AND RECONCILIATION WITH VICTIMS/SURVIVORS OF SEXUAL ABUSE OF MINORS**

In order to respond pastorally and effectively and in keeping with the requirements of ecclesiastical law, the Diocese has adopted a process for addressing allegations of sexual abuse of minors by clergy or other church personnel. This includes four elements: (1) a Review Board, established by the Bishop, whose mission is to assist the Bishop in responding to allegations and regularly reviewing the diocesan policy and procedures for addressing sexual abuse of minors; (2) a Review Administrator appointed by the Bishop to serve as the designated contact person for receiving allegations and maintaining the process of addressing allegations; (3) Review Teams which are assembled by the Review Administrator and are comprised of members of the Review Board who will conduct a fact finding investigation regarding specific allegations and forward the results with any appropriate counsel to the Bishop; (4) Assistance Coordinators who will aid in the immediate pastoral care of persons who allege that they have been sexually abused as minors by a member of the clergy or other church personnel. The Diocese will provide education and training for the members of the Review Board, the Review Administrator, and the Assistance Coordinators to enable them to understand and appropriately respond to the issue of sexual abuse of minors.

**ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS**

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.

## BRINGING AN ALLEGATION

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

Alphonse J. Schwartze Memorial

2207 West Main-PO Box 104900

Jefferson City, MO 65110-4900

Telephone: (573) 635-9127

The complete Sexual Abuse of Minors Policy is located in the Immaculate Conception School Office and is available upon request.

## SECTION THREE: INSTRUCTION

### LENGTH OF SCHOOL DAY

**DSP 6103**

The schedule of each school provides six hours of instruction per day. In compliance with the accreditation standards, time set aside for lunch and recess are in addition to these six hours. If any school is dismissed because of inclement weather after school has been in session for four or more hours, that day counts as a full day. If school has been in session for two hours or more, but less than four hours, that session counts as one-half day.

### School Calendar

The annual term for school shall consist of at least 174 student attendance days and at least eight (8) in-service days for the faculty. A calendar is compiled and given to each family by the beginning of each school year. A monthly calendar is sent home with the youngest child in school at the beginning of each month.

### School Hours

**LSR**

School begins at 7:45 a.m. and dismisses at 3:10 p.m. Early morning supervision is offered beginning at 7 a.m. for students kindergarten to 8 for which an annual fee is assessed. Students may not be in classrooms until 7:30 a.m. If arriving before 7:30 a.m., students must participate in Early Morning Care in the school cafeteria. After 7:30 a.m., there is a quiet period to work on assignments and school projects, under supervision, until the bell rings at 7:45 a.m. Students are marked tardy after the 7:45 a.m. bell.

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

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

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

**LSP**

School closing due to inclement weather is announced on the local radio and television stations.

When it is necessary to cancel school in the event of a snow or other emergency situation, it will be the responsibility of individual teachers to phone colleagues on the phone tree. In addition to classes, all extra curricular activities will be cancelled for the day.

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

### **Emergency Procedures**

**LSP**

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

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

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

Earthquake Drill: The hand bell will sound and the students and staff kneel under their desks or tables, face away from any windows, and protect their head and neck with their arms.

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

## **Class Size**

## **LSP**

It is recommended by Immaculate Conception School that classrooms not exceed the following maximum class sizes:

- Kindergarten-21 students per homeroom class
- First through third grade-22 students per homeroom class
- Fourth through sixth grade-23 students per homeroom class
- Seventh and Eighth grade-24 students per homeroom class

The ideal classroom setting would not exceed 21 per students per homeroom; however, occasionally the above maximums would be reached. Anytime that potential enrollment in a homeroom class should exceed the above maximums, prior consultation with the Immaculate Conception School Board is done by school administration. Existing class sizes are grandfathered in and not affected by this statement unless class size decreased due to mobility, retention, etc. At the time, the above maximums would be applicable.

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

- Student of current, active IC school families
- Students of current, active IC parish families
- Students from other local Catholic institutions
- Others

This order is the same used to prioritize registration.

## **Homework Assignments**

## **LSR**

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

Regular assignments are given to the students. An assignment pad is highly recommended for each student. Parents are to check the child's assignment pad and work regularly to be informed of his/her progress. Following diocesan guidelines, homework is not usually given on weekends, unless a long-term project is in progress. Teachers will also avoid giving homework on the night of home and school meetings. A general guide as to the amount of homework is ten minutes times the grade level (i.e. Grade 4 is 10 x 4 or 40 minutes). This may not always be written homework.

Penalty for late assignments is left to the discretion of the teacher with the approval of the principal.

Parents will be notified of repeatedly late assignments from students.

## **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.

## **EDUCATIONAL OUTINGS AND FIELD TRIPS**

**DSR 6301**

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

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

### **Field Trips and Outings**

**LSP**

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

A parent or guardian shall sign a field trip form. Failure to return the form to the teacher will result in the student being excluded from the trip or outing.

A copy of the field trip permission slip is provided to the school office, principal, and assistant principal prior to the distribution of permission slips to students or parents.

## **CHAPERONES AND DRIVERS FOR FIELD TRIPS**

**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 students 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. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

## REGULATIONS FOR CHAPERONES AND DRIVERS

DSR 6305

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

### School Visitors and Volunteers

LSP

All visitors to Immaculate Conception School during school hours are required to check in at the school office prior to entering the building.

All volunteers are required to follow teacher directives.

In accordance with diocese regulations, all volunteers must complete the VIRTUS training available through the diocese.

## STUDENT INTERNET, E-MAIL 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.

**- In addition to the above, the school and/or diocese can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *MySpace*, *Facebook*, *YouTube*, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard**

### **Standardized Testing**

**LSP**

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

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

### **Mid-Quarter Reports**

**LSP**

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

### **Quarterly Reports**

**LSP**

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

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

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

An **A** honor roll will be equal to a 10.0 or above on a 12.0 scale in all subject, with no D's or F's.

A **B** honor roll will be equal to an 8.0 or above on a 12.0 scale in all subject, with no D's or F's.

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

C- average in all subjects and have no F's in any subject at mid-quarter and end of quarter evaluations

A student is ineligible for a two-week period. A second consecutive probation warrants ineligibility for the rest of the season to that particular activity.

Section 6.03 - Immaculate Conception School policies (amended).

## **School Co-Curricular Activities**

**LSP**

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

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

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

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

## **Athletic Program**

**LSP**

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

Goals: To give students an opportunity to become familiar with various sports, to allow students the opportunity to learn the fundamentals of each sport, and to teach students the proper attitude toward participation, whether win or lose. The sport is to be fun and provide recreation for all participants. Guidelines for the athletic program are given to all participants.

The Athletic Committee sponsors the following sports programs for students including parish home school students in good standing: basketball for grades 5-8; track for grades 5-8; volleyball for girls in grades 5-8; and cross country for grades 6-8. Students in grades 4-5 participate in local Little Olympics. Parent volunteers coach teams and games are scheduled with other teams in the surrounding area. Participants need to submit a current physical examination from a physician before participation is permitted. Good sportsmanship is required at all times from teams, coaches, and spectators. (School Policy Sections 11.04 and 11.05). Parochial Athletic League (PAL) football is not a school-sponsored activity.

## **EASTER TRIDUUM ATHLETIC ACTIVITIES**

**DSR 6611**

In view of the respect for and the sanctity of the Easter Triduum, the following regulations are to be observed:

On Holy Thursday, all athletic games/practices/activities are to end so that students can leave their home school at least one hour prior to the start of the earliest Holy Thursday evening service in that locale.

There are to be no scheduled athletic games/practices/activities on Good Friday. On Holy Saturday, all athletic games/practices/activities are to end so that students can leave their home school no later than 5:00 p.m.

### **Social Activities**

**LSP**

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

### **Government Instruction Programs**

**LSP**

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

### **Federal Lunch Program**

**LSP**

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