

**IMMACULATE CONCEPTION SCHOOL  
LOOSE CREEK**



**PARENT AND STUDENT  
HANDBOOK  
2022-2023**

# Table of Contents

Educational Mission Statement and Philosophy.....	3
Community & External Operations.....	3
Admission Procedures.....	9
Registration.....	9
Attendance.....	10
School Fees.....	12
Student Records.....	13
Discipline & Behavioral Issues.....	15
Health Services.....	22
Dress Code.....	26
Curriculum & Instruction.....	27
General Information.....	32
Athletics.....	42

## **EDUCATIONAL MISSION AND PHILOSOPHY STATEMENTS**

### **Mission:**

To be followers of Jesus in faith, knowledge, and service.  
(July 2019)

### **Philosophy:**

Immaculate Conception School endorses the Declaration of the Second Vatican Council to develop in the School community an atmosphere animated by the spirit of liberty and charity while promoting social justice and a strong academic program.

We address the spiritual, intellectual, physical and social needs of our students. Catholic attitudes, values and goals are fostered, promoting full participation in our Church and society. Parents, students, administration, faculty, and staff will be models and witnesses of Jesus Christ, working together to promote the mission of our church and school. (March 2005)

THE DIOCESAN SCHOOL HANDBOOK EXPRESSES OFFICIAL POLICY REGARDING ALL ELEMENTARY SCHOOLS OF THE DIOCESE. IMMACULATE CONCEPTION SCHOOL'S PARENT/STUDENT HANDBOOK IS IN HARMONY WITH THE HANDBOOK OF CATHOLIC SCHOOLS FOR THE DIOCESE OF JEFFERSON CITY.

*Immaculate Conception School and Parish have a copy of the Diocesan Handbook and is available for preview upon request.*

## **COMMUNITY AND EXTERNAL OPERATIONS**

### **The Role of Catholic Schools in the Church's Education Mission** DSP 1101

Catholic schools exist primarily to participate in the educational mission of the Catholic Church. Of the educational programs available to the Catholic community Catholic schools offer the fullest and best opportunity to realize the threefold purpose of Christian education among children and young people. (To Teach as Jesus Did, 701.)

“Since a true education must strive for the integral formation of the human person, a formation which looks toward the person's final end and, at the same time, toward the common good of societies. Children and young people are to be so reared that they can develop harmoniously their physical, moral, intellectual talents, and spiritual gifts that they acquire a more perfect sense of responsibility and correct use of freedom, and that they be educated for active participation in social life.” (Code of Canon Law, Can. 795.)

Furthermore, in regard to this education, parents have a duty to send their children to Catholic schools when able. Parents are to send their children to those schools which

will provide for their Catholic education. (Code of Canon Law, Can. 798.) We recall the duty of Catholic parents to entrust their children to Catholic schools, when and where this is possible to support such schools to the extent of their ability, and to work along with them for the welfare of their children. (To Teach as Jesus Did, 701.)

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 school administrator/principal, and consults the school advisory council.

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

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

Revised July 1, 2021

### **School Board**

LSP 9301

Immaculate Conception School Board is a consultative policy-making body consisting of six members, the pastor, and the principal.

The basic responsibilities of the School Board are to formulate and communicate policies for the school which are compatible with diocesan policies, pursue goals of long-range planning and public relations, and review and evaluate their own meetings, policies, projects, and communication.

The board meets monthly during the school year. When necessary, additional meetings are called.

### **School Advisory Boards**

DSR 1420

All school advisory boards are to follow the guidelines established by the Diocese of Jefferson City. (See Series 9000 for Guidelines for School Boards.)

### **Home and School Association**

LSP 9401

The Home and School Association is fundamentally an educational organization whose purpose is to advance Catholic education and the welfare of all the children attending Immaculate Conception School, to act in the promotion of parent-school activities, and to increase interest in education and civic affairs. The association should enhance the parents' and teachers' roles in education of the children by increasing their knowledge of education and its processes, by increasing their mutual understanding of children,

and by providing an opportunity for parents and teachers to work together for the good of the children. The Home and School Association is not a policy-making group.

### **Home and School Associations**

DSP 1430

In fulfilling their mission, schools are to collaborate with parents/guardians. Associations 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.

Revised July 1, 2021

DSR 1430

All home and school associations are to follow the guidelines established by the Diocese of Jefferson City. (See Series 9000 for Guidelines for Home and School Associations.)

### **Parent Communication Agreement**

DSP1810

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, a condition of a child's enrollment is the parental/guardian support of the school, and close cooperation of the parent(s) or guardian(s) with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern. If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences: Administrative Recourse. Details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face-to-face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor. Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide and support the school and its policies and regulations.

Revised July 1, 2021  
Revised June 1, 2015

## **Grievance**

DSP 1901

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. 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.

Revised July 1, 2021  
Revised June 1, 2015

## **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**

- 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 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 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 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 parties involved.

### **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 against. The normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) 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 school administrator/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. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. 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: CATHOLIC SCHOOL OFFICE**

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 Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office 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 Catholic School Office 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: OFFICE OF THE BISHOP**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Office of the Bishop. The Bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 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 the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office and the grievant of his ruling. The decision of the Bishop will be final and binding.

Revised July 1, 2021  
Revised June 1, 2015  
Revised August 12, 2008

## **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 pastor 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, in consultation with the Catholic School Office, can be granted or denied.

Revised June 1, 2015

May 7, 2004

## **ADMISSION PROCEDURES**

LSP 5102

The principal in consultation with the pastor and/or the School Board will admit students to the school according to the norms set by the Diocesan School Office.

### **Statement of 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, sex, or any other basis that is prohibited by law, in regard to enrollment.

Revised June 1, 2015

Revised May 7, 2009

LSP 5101

Immaculate Conception School does not discriminate on the ability of a family to meet the financial obligations for attending Immaculate Conception School. It is the parents' responsibility, however, to contact the pastor or principal if there are financial difficulties.

### **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 shall enroll and regularly attend full-time academic instruction.

A child must be five years of age by August 1 for admission to kindergarten and six years of age by August 1 for admission to first grade. The date of birth may be certified by either a birth certificate or baptismal certificate.

## **REGISTRATION**

LSP 5102

Registration for Immaculate Conception School takes place online through FACTS Management. Established families update their information during the assigned window as directed by Immaculate Conception School. New families will need to enroll online, present a birth and/or baptismal certificate.

A kindergarten registration meeting is held in the spring to welcome families of new kindergarteners and begin the registration process. Parents or guardians are required to present a birth and/or baptismal certificate as well as immunization information at this registration.

Parents or guardians of transfer students must fill out a Release of Records form so that we can receive student records from their previous school. Transfer students will be placed in the appropriate class by the principal as determined by the permanent record, information from the former school, and testing deemed necessary. Each transfer case will be handled individually. In some cases, students and parents will have to agree to a special behavioral and/or academic agreement.

Revised July 2020

## **Confidentiality**

DSP 5260

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

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 choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Revised June 1, 2015  
Revised August 10, 2010

## **ATTENDANCE**

### **Compulsory Attendance Law**

DSR 5102

Regular daily attendance is very important and essential if a student is to succeed in his/her class work.

The State of Missouri provides by law for compulsory full-day attendance by all children between the ages of seven (7) and sixteen (16). The responsibility for compliance with this law belongs to the parents.

### **Absence**

LSP 5210

Parents are expected to call the school office by 8:00 AM if a student is going to be absent or late that day. An absence of more than two hours shall be recorded as one-half day absence.

Students are responsible for making up all assignments, projects, quizzes, and tests. The general guideline is that students have one day for each day absent for make-up work.

Dismissal from school for a student who becomes ill or injured is made with the approval of the principal. Parents will be notified of the illness or injury and they are to pick up or make arrangements to have the child picked up at the office.

When students leave school during regular school hours, they must be “signed out” in the principal’s office by the person picking them up. When students arrive at school late, they need to report to the principal’s office and “sign in”. Yellow notes are provided and should be used to communicate special dismissal instructions.

Revised November 23, 2020

## **Absence 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 #5810.)

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

### **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 #5810.)

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

Revised June 1, 2015  
May 7, 2004

## **Tardiness**

LSP 5210

The morning session begins at 7:45 AM and the afternoon session begins at 12:10 PM. Any student is considered tardy if he/she arrives after these times except in the event of a late bus arrival.

## **Written Excuses**

LSP 5211

A student is allowed to leave school premises only with a written notice from the parents and the knowledge and permission of the principal and teacher. The school accepts no responsibility for any child who leaves the school premises without permission of the principal.

## **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. Schools are encouraged to establish a policy requiring “Return to School” documentation from a medical professional after a

period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

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.

Revised July 1, 2021

### **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.

Revised May 7, 2004

### **Schedule**

LSP 6103

School doors will be opened at 7:00 AM. Students should not arrive before this time. Be sure the doors are unlocked and an adult is present before you leave your child. Classes begin at 7:45 AM. Dismissal is at 3:25 PM. If other arrangements need to be made, the school is to be called.

No child may be on school premises without supervision.

Revised May 5, 2009

## **SCHOOL FEES**

LSP 3101

All parents assume a financial responsibility/obligation when they choose to send their child(ren) to Immaculate Conception School. The following sections discuss the fees associated with Immaculate Conception School.

A sustaining fee is assessed for each child attending the school. A non-refundable down payment of \$50 is required at the time of registration or re-enrollment with the balance due at the beginning of the school year. If preferred the sustaining fee may be paid in full at the time of registration. The sustaining fee for the school year for students in grades K-8 is \$250.

Revised March 3, 2021

A book fee of \$100 per year is assessed for each child. The book fees are due by November 1. All students are responsible for textbooks assigned to them. They are to be kept covered and the inside is to be kept neat and clean. Students are not to write in non-consumable textbooks. Students will be charged for damaged or lost textbooks.

An annual bus fee is assessed to each family as directed by the bus company. The bus fee is due October 1. All families pay the entire annual assessment even if they only ride in the morning, only in the afternoon, or for only part of the school year.

*All money sent to school is to be sent in a sealed envelope marked with the family name, child's name, and the purpose for the money. It is also suggested that if you are sending money for more than one thing to send separate checks for easier bookkeeping.*

**Book Fees/Bus Fees/Lunch Fees must be paid before final report card or records will be released**

### **Church Obligation**

Since there is no tuition for members of Immaculate Conception Parish, parishioners are asked to tithe 5% of their annual income in the Sunday collection. This is for a twelve month period beginning in July.

Revised May 2, 2009  
Revised July 19, 2012

## **STUDENT RECORDS**

### **Cumulative Records**

LSP 5230

Cumulative records are maintained on each student. These records include basic information (birth date, address, telephone, etc.), standardized testing results, and yearly academic progress.

When a student transfers to another school or after finishing eighth grade, a copy of the permanent record is sent to the new school. The original is kept in the inactive files.

All student records are kept secure in a fire-proof safe in the school office.

### **Parental and Student Rights**

Access to student records is in compliance with Diocesan Policy #5230.

### **Child Abuse and Neglect**

DSP 5810

The State of Missouri has a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the immediate reporting of suspected child abuse and neglect.

This law specifies that all school personnel and administrators are mandated reporters. These school personnel include, but are not limited to: school teachers, administrators, counselors, child care workers in a day institution, or child care institutions, day care providers, alcohol or drug abuse counselors, and speech therapists. Also included are health care professionals and clergy. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements as well as moral commitments all school administrators/principals, the Diocese of Jefferson City Catholic schools are to educate their school staff members in recognizing the signs of child abuse and/or child neglect.

Under the law, any person or institution who reports suspected child abuse or neglect in good faith has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed.

### **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.

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

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

Revised June 1, 2015  
May 7, 2004

# DISCIPLINE AND BEHAVIORAL ISSUES

## Positive Behavior Intervention Support

LSP 5301

Positive Behavior Intervention Support (PBIS) at Immaculate Conception School helps all students succeed through positive and consistent expectations. Parents, teachers, and students must work together to maintain a respectful, responsible and safe learning environment in all settings throughout the school. PBIS is based on recognizing the positive contributions of students to increase positive behavior and interactions between students and adults. The PBIS program promotes teachers, administrators, counselors, and support staff to take the responsibility to teach positive behavior expectations to students and recognize students for meeting expectations. Immaculate Conception School has created a school-wide behavior matrix. The matrix is a list of specific expectations for each setting in the school. All students and staff will be responsible for following the behaviors listed in the matrix. Students who follow expectations will be recognized and rewarded in a variety of ways including Quarter Parties and Student of the Week.

Following are the Quarter Party considerations:

1. Grades 3-8: A's, B's, and C's on quarterly report card
2. Grades K-2: 4's, 3's, and 2's in Work Habits and Christian Social Development
3. Office referrals

Each week one student from grades 5-8 and one student from grades K-4 will be recognized for Student of the Week. Teachers will pick these students by looking for students who are following our mission statement to be followers of Jesus in faith, knowledge, and service.

Revised March, 2022

## School/Classroom/Playground Expectations

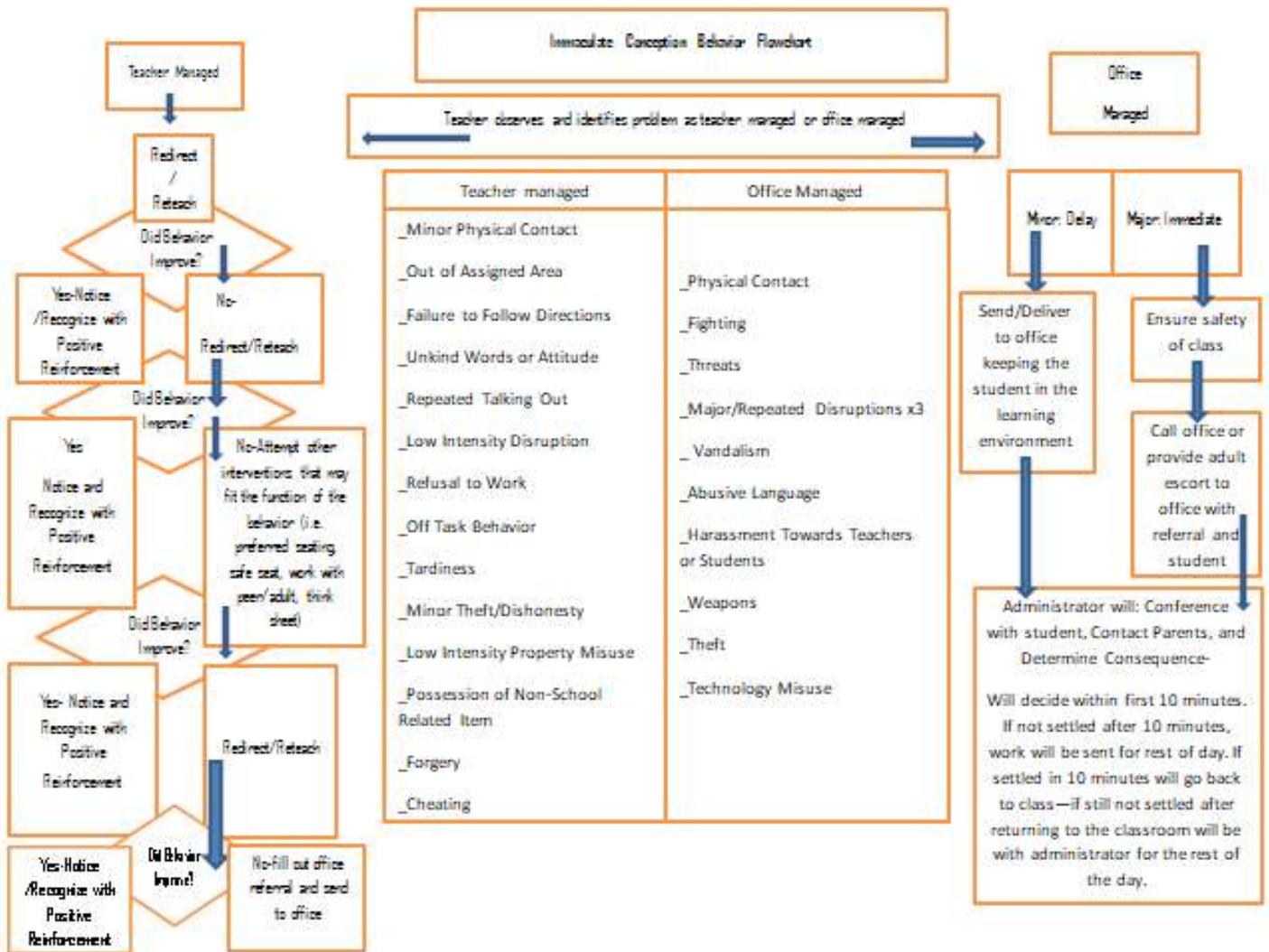
LSP 5301.1

1. **Supervision:** Students are to be supervised at all times by teachers or adult volunteers. The directions 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 respectful, responsible, and safe Christian environment. In the event a teacher must leave students unsupervised because of an emergency, students will know the expectations to be followed. Students are instructed on these procedures at the beginning of the year and the expectations are posted in the classroom.
2. **Classroom Expectations:** These rules and expectations will be taught and posted in each classroom at the beginning of the year and consistently reviewed throughout the year. Please refer to the Immaculate Conception Behavior Flowchart for specific behavior management procedures.
3. **Cell Phones/Smart Watches/Other Messaging Devices:** Cell phones and other messaging devices brought to school must be turned off and kept in student's locker. Smart watches are allowed if silenced and not used for messaging or internet searches during the school day. A smart watch will be removed if it becomes a distraction. Immaculate Conception School is not responsible for any lost or stolen devices.

4. **Lockers/Cubbies:** Lockers and cubbies are considered school property and may be subjected to unannounced searches.
5. **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.
6. **Personal Property:** Students are responsible for personal property which should be labeled with the student's name. They are responsible for all money that is brought to school and not turned into the teacher or school office. Students are only allowed to bring toys, games, etc., to school when their teacher instructs them to do so for a classroom project or activity. The student and not the school is not responsible for lost or damaged personal items. Unless a teacher makes a specific written request, the following items will not be allowed at school: toys (including cards and trading cards), water guns, radios, videos, electronic games, music players or CDs.
7. **Weapons:** Weapons of any kind are not permitted on the school premises at any time. Students are not allowed to play pretend weapons at school as this is a threat to students' safety.

Revised March, 2022

## Immaculate Conception Behavior Flowchart



### Immaculate Conception PBIS All Settings Matrix

Setting	Respectful	Responsible	Safe
<b>Classroom and Computer Lab</b>	<ul style="list-style-type: none"> <li>• Speak positively about others</li> <li>• Raise your hand to ask questions</li> <li>• Arrive to class on time</li> <li>• Follow teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and turn in work</li> <li>• Be on task</li> <li>• Be prepared</li> <li>• Ask and answer questions</li> <li>• Take care of property</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in seat/area</li> <li>• Push in chairs</li> <li>• Clean up area</li> <li>• Walk calmly</li> <li>• KAHFOOTY</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Voice level 0</li> <li>• Listen to directions</li> <li>• Respect other classes</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the designated side of the hallway/stairs</li> </ul>	<ul style="list-style-type: none"> <li>• Single file line</li> <li>• Walk calmly</li> <li>• KAHFOOTY</li> </ul>
<b>Locker</b>	<ul style="list-style-type: none"> <li>• Respect others</li> <li>• Voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>• Take most direct route to your location</li> <li>• Use and keep your belongings in your space</li> <li>• Make sure you have all needed items for class before leaving locker area</li> </ul>	<ul style="list-style-type: none"> <li>• Only go to your locker at the assigned times</li> <li>• Walk calmly</li> <li>• KAHFOOTY</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Be kind and mindful of others</li> <li>• Return books in the same condition you borrowed them</li> <li>• Voice level 0</li> <li>• Listen to directions</li> </ul>	<ul style="list-style-type: none"> <li>• Ask for help if you cannot find a book</li> <li>• Stay on the task assigned to you</li> </ul>	<ul style="list-style-type: none"> <li>• Push in chairs</li> <li>• Clean up your area</li> <li>• Walk calmly</li> <li>• KAHFOOTY</li> <li>•</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Play by the rules</li> <li>• Share equipment</li> <li>• Listen to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Return all equipment to proper place</li> </ul>	<ul style="list-style-type: none"> <li>• Freeze when whistle blows</li> <li>• Use all equipment correctly</li> <li>• KAHFOOTY</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>• Use restroom quickly</li> <li>• Voice level 1</li> <li>• Honor other's privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet</li> <li>• Wash hands</li> <li>• Throw away trash</li> <li>• Use soap and towels responsibly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep floor dry</li> <li>• Report any problems</li> <li>• Walk calmly</li> <li>• KAHFOOTY</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Be in number order</li> <li>• Follow voice level stoplight</li> <li>• Use manners</li> <li>• Follow teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>• Sit and eat at assigned table</li> <li>• Clean up after yourself</li> <li>• Wait to be dismissed</li> <li>• Ask for permission to leave the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Put trash in the appropriate bin</li> <li>• If you spill it clean it up</li> <li>• Walk calmly</li> <li>• KAHFOOTY</li> </ul>
<b>Church</b>	<ul style="list-style-type: none"> <li>• Enter and exit quietly</li> <li>• Face the altar during Mass</li> <li>• Show reverence</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in prayer and song</li> <li>• Take care of church property</li> <li>• Learn and live the message</li> </ul>	<ul style="list-style-type: none"> <li>• Use kneelers appropriately</li> <li>• KAHFOOTY</li> </ul>

## **BULLYING**

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time.

Bullying can take many forms. These may include hitting or punching, name-calling, threatening or intimidating, maliciously teasing and taunting, making sexual remarks, stealing or damaging others' belongings, spreading rumors, or encouraging others to reject or exclude others. These forms of bullying can be physical, verbal, emotional, or electronic. Cyber-bullying includes, but is not limited to, emails, instant messaging, text, or digital messages sent on cell phones, web pages, blogs and chat rooms, or discussion groups.

Bullying behavior will not be accepted or tolerated. Parents and students are to bring any type of bullying to the attention of the school administration.

### **THE NORMAL PROCEDURES FOR HANDLING BULLYING CASES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

1. Complaints regarding bullying should first be brought to the teacher's attention, as should repeated instances of the behavior. Reporters and/or witnesses may be asked to complete the Diocese of Jefferson City Catholic Schools Bullying Report Form and the principal will in return complete the Bullying Report Follow-Up Form after addressing the bullying report. If the response is not satisfactory, the chain-of-command then directs the parent or student to the principal; then the pastor; and finally to the superintendent.
2. In addition to investigating the incidents, the school will notify parents of the situation. If a student has been engaged in bullying, his/her parents will be notified of any consequences assigned as a response to this behavior. Consequences given by the administration are logged in a student's record and may increase due to repeated occurrences.
3. Depending on the severity and consistency of the action, consequences could range from a conference to suspension from school, either out of school or in school, to discontinuation of enrollment. During the suspensions, students may complete school service work or other remediation.
4. Depending on the severity, students engaged in bullying may also be required to meet a parish priest, or outside counseling resources to help address unhealthy social behaviors.
5. Prayer and opportunities to receive the Sacrament of Reconciliation will be available to students who have participated in bullying behavior. Parents will also have opportunities to utilize this sacrament for their child during regular parish offerings or by appointment.
6. Because bullying can come in many different forms of action or behavior, the above steps are suggested steps in addressing bullying behavior. The school reserves the right to amend these steps to correct and address any bullying behavior and/or to appropriately address the context of the particular situation.

## **Catholic Faith and Moral Standard**

DSP 5305

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees 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.

Revised July 1, 2021  
Revised June 1, 2015  
Revised November 30, 2011

## **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.

Revised August 10, 2010

## **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.

Revised May 7, 2004

## **Suspension**

LSR 5310

1. In-School Suspension (ISS): Students will be placed in the administrator's office or separate classroom away from peers. The student will be responsible for completing all daily work and turn in at the end of the day.
2. Out of School Suspension (OSS): Students will not be permitted to attend school. There will not be credit for school work.

**For serious cases of misbehavior including but not limited to physical abuse, verbal abuse, threats, harassment, and/or leaving school grounds:** Students may be escorted from school property and law enforcement may be called if necessary, after consultation with the Catholic School Office. Immaculate Conception has zero-tolerance for violence. In cases where violence occurs, steps will be taken to address the problem immediately. Each case will be handled individually and confidentially.

Revised November 23, 2020

## **Dismissal and Expulsion**

DSP 5360

The 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.

The term "expulsion" is:

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

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. (See DSP 5355)

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

Revised July 1, 2021  
Revised May 7, 2009

## **Dismissal and Expulsion**

DSR 5360

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

Revised July 1, 2021  
Revised June 1, 2015  
Revised May 7, 2009

## **Controlled Substances**

LSP 5540

Immaculate Conception School guidelines relating to responses to student possession of alcohol, illegal drugs, or tobacco, and/or look alike illegal drugs while on school premises are as follows:

- I. Parents/guardians will be notified by the principal of alcohol or drug possession.
- II. The law enforcement officials may be notified and any contraband will be turned over to them, after consultation with the Catholic School Office.

- III. Upon notification, the pastor, principal, teacher, parents/guardians, and student will have a conference.
- IV. As a result of conference, referral follow-up will be made on an individual basis.
- V. Final disciplinary action will be up to the discretion of the principal, but could include suspension, dismissal or expulsion.

The privacy of students shall be respected. Communication regarding alcohol and drug situations that call for referral or disciplinary action will be limited to those individuals who have a need to know the information.

### **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 should be subjected to any type of harassment/bullying.

Revised July 1, 2021  
Revised June 1, 2015  
Revised May 7, 2009

### **Sexual Abuse of Minors**

DSP 5825

STUDENTS: Safe Environment Requirements

The Catholic Schools of the Diocese of Jefferson City follow all Diocesan regulations regarding the Diocesan Safe Environment Program, including regulations regarding training and screening of volunteers (See DSR 5825 and Appendix 5825).

Revised July 1, 2020  
Revised June 1, 2015

# HEALTH SERVICES

## Immunization Requirements

DSR 5105

The Catholic Church supports immunization for the health of children and the common good of public health. Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Each school administrator/principal is responsible for completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services. Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either: (1) a medical exemption as confirmed by a statement from a duly licensed physician; or (2) a religious exemption as confirmed by a statement from the family's faith leader that is furnished by the parents or legal guardian of the student. Religious exemptions for Catholic families will not be accepted.

LSP 5105

All students are required to be appropriately immunized. The immunization requirements are in accordance with the regulations established by Missouri Department of Health. The school must maintain a record of current immunization status of all students. All students must be properly immunized before the first day of school. Students not properly immunized will not be permitted to attend school.

Periodic health screenings will be arranged by the school as time and health personnel/volunteers are available. The screening will check students' visual and hearing acuity, scoliosis, height, weight, and generally observe for signs of deviation from normal health and behavior patterns. Parents will be informed of any possible problems found during the screening process, and are then encouraged to seek 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 the parents notified. The school reserves the right to send sick students home and to approve readmission time, especially when the possibility of contagion exists.

In cases of lice, impetigo, and other such conditions, the school shall follow guidelines of the Missouri Department of Health or the County Health Nurses.

## External Medical Care

LSP 5510

Basic medical supplies for emergency first aid and for minor accidents are available in the school's office. External medical care will be administered by a qualified person for emergency first aid and minor accidents and ailments as indicated on the child's Emergency Medical Form.

## **Internal Medicines**

LSP 5520

In response to written parental request, medications will be administered by the principal or designated adult. Medicine must be sent in the original container. Prescription medicines must be clearly labeled with the child's name, the medication, and directions and dates for administration.

## **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. All drugs, whether OTC or prescribed, must be kept in the school office/nurse's office, NOT in the possession of a student.

Each school must have a written policy in regarding 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 are required to keep medication in a locked cabinet.)

Revised July 1, 2021

June 1, 2015

May 7, 2004

LSP 5520

School personnel will never dispense any internal medication at the request of a student. This includes cough drops.

## **Alcohol Use at School Related Events**

DSP 5545

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

Revised May 24, 2016

## **Accidents and Serious Illness at School**

DSP 5570

An Emergency Medical Form for each child is to be completed and returned to school annually by the first day of school. This form gives permission to the school to proceed with emergency medical care when necessary.

When a student becomes ill or meets with a serious accident, the principal, or teacher in the absence of the principal, will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention, the principal and/or teacher will call

for emergency medical help and will direct standard first aid procedures by a qualified person if these are essential to the student's well-being.

If any information on the Emergency Medical Form needs revision, new information is to be sent as soon as possible.

Children are given a medical form any time they come to the office for medical attention. This includes prescriptions sent from home.

### **Contagious and Communicable Diseases**

LSP 8000

Any student who is liable to transmit a contagious disease through day-to-day contact such as measles, chicken pox, tuberculosis, pink eye, etc. will not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. Those who are ill need to stay home.

### **Fever Policy**

Students must be fever free (less than 100.4) to attend school. After having a fever, students need to be free of a fever for at least 24 hours, without the use of fever-reducing medicines.

May, 2019

### **Chronic Infectious Conditions**

In cases of chronic infectious conditions such as AIDS, Hepatitis B, etc., Immaculate Conception School follows the Diocesan School Policy DSP 8000.

## **Dress Code**

Student dress is simple, neat, conducive to a learning atmosphere, and consistent with Christian values. (DSP 5340)

LSP 5340

### **General:**

- It is primarily the responsibility of the parents to see that their son/daughter comes to school in the appropriate attire.
- The dress code applies from the time students enter school grounds until they leave school grounds. Students are to be dressed according to the dress code during this time unless approved by the administration.
- All clothing is to be of proper fit and length, neat, and clean. Clothing is not to be torn, frayed, or badly faded.
- Jewelry must be safe and not distract from learning.
- Make up must be kept to a minimum, be tasteful and age appropriate.
- Hair must be neat and styled.
- Nails must be trimmed and cleaned.
- Students need to be prepared to go out for recess and PE in the winter weather by dressing accordingly.
- Coats and jackets are worn only for outdoors and not in the classroom.
- If an item is not mentioned in the dress code, it is not to be worn. Sleeveless tops, tank tops, inappropriate messages, and boots are not part of the dress code. On out of uniform days, special permission may be granted for items not mentioned in the regular dress code.
- All sweatshirts, jackets and sweaters should be clearly labeled with student's name.
- No dress code can possibly cover all situations. The principal and teachers have the right to interpret and enforce the dress code. The administration will ultimately decide what is or is not acceptable.
- Parents will be notified when students do not follow the dress code. Further action may be taken for repeated offenses.

**Out of Uniform Days:** There are a number of days during the year when permission will be granted for partial or full out of uniform days. These may include special shirt days with uniform pants or full casual dress, dress up, or themed days. Students will be notified ahead of time of the details for each day. On these days, students are to be neatly dressed and follow the general guidelines listed above. At times out of uniform days may involve a donation to raise funds for a worthy cause.

Revised May, 2017

Pants Skirts Jumpers	Solid navy blue or khaki  Leggings may be worn with skirts and jumpers Revised May 3, 2016	Belts are optional. Dresses not allowed. <u>The following are not allowed:</u> Rivets, denim, wind pants, form fitting stretch pants, overalls, fleece pants gathered at the ankles. Grades K-4: 6" from floor when kneeling. Grades 5-8: 8" from floor when kneeling. Revised May 2010
Shorts Capri Pants	Solid navy blue or khaki	No sport shorts. (mesh, nylon) Grades K-4: 6" from floor when kneeling. Grades 5-8: 8" from floor when kneeling. No ties/strings hanging from the bottom or sides. Revised May 2010
Shirts	Solid White or Navy Patterned White or Navy Revised May 3, 2016	Shirts must have a collar and are to be tucked in except at recess and PE. Small logos are permitted such as I.C. school emblems. (Logos may not be larger than 2 inches in diameter.) T-shirts may only be worn as undershirts and must follow the school uniform colors. Eagle T-shirts may be worn on Thursdays for Spirit Day. Students are encouraged to wear Theme T-shirts on Monday. STUCO gray "House That Built Me" shirts may be worn on Fridays. Revised March 2021
Sweaters, Vests	Solid White or Navy Patterned White or Navy Revised May 3, 2016	Sweaters and vests must be worn with collared shirt underneath.
Sweatshirts Hoodies Quarter Zip Jackets	Navy	Sweatshirts, including hoodies, must be worn with a collared shirt underneath. Revised May 2, 2009  Only IC sweatshirts, hoodies, and quarter zip jackets can be worn in the classroom. Revised May 2020
Socks	White, Black, Light Blue Navy, and Khaki Revised January, 2016	Socks must be worn and visible above shoes at all times.
Shoes	Any Color	Shoes should be suitable for outdoor play. Tennis shoes are recommended and must be worn on PE days. No sandals, boots, open-toe or open-back shoes allowed. If boots are worn due to winter weather, students need to bring dress code shoes for indoors. Revised May 2017

# **CURRICULUM AND INSTRUCTION**

## **School Evaluation and Accreditation**

LSP 6520

Our school follows the Diocese of Jefferson City School standards and is accredited by the agency of the Missouri Chapter of the National Federation of Non-Public School State Accrediting Associations. On-going evaluation and long-range planning of the school is important as well as a regular in-depth self-study.

## **Time Distribution**

LSP 6103

School doors open at 7:00 a.m. and classes begin at 7:45 A.M.

Suggested diocesan time guidelines are used to develop classroom time schedules. These schedules are periodically evaluated as to their effectiveness and changed as needed.

## **Curriculum Policy**

LSP 6206

The primary goal of the instruction program is to provide those learning experiences which are best for developing the values, attitudes, knowledge, and skills necessary for the student's moral, intellectual, social, emotional, spiritual, and physical development. Consistent with the diocesan policy, the following are taught as a regular course of studies: religion, human sexuality, language arts, social studies, science, math, physical education, music, art, and computer skills. The skills taught in each of these areas are in accordance with the Diocesan Curriculum Guide.

## **Religious Education Program**

LSP 6207

Religion classes are scheduled daily. Attendance at Mass does not take place of religion class and follow the curriculum set forth by the diocese.

Children attend a prayer service and Mass at least once a week. Special prayer services are planned during Advent, Lent, and other special feasts of the year. Students begin the day with prayer and also pray at lunch time and the end of the day.

## **Education in Human Sexuality**

LSP 6208

A diocesan approved human sexuality program is taught. A letter of explanation about the program with a permission slip at the bottom will be sent home before the course is taught. Parents must sign and return this permission slip before their child will be allowed to participate in the human sexuality program. Parents have the right to preview any materials that will be used for the program.

## **Participation in Religious Activities**

LSP 6207.1

Parents are the primary educators of their children. Parents are the child's role model so it is very important that your faith is shared and sacraments received. Attending and participating in your parish/church, 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 Sacrament of Reconciliation during the season of Advent and Lent.

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

Students, faculty, and staff form an honor guard for every funeral held at Immaculate Conception on a school day. Students line up on the sidewalk by the rock wall as the procession heads to the cemetery. The honor guard may be canceled due to inclement weather.

November 2019

## **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.

Revised May 7, 2004

## **Homework Assignments**

LSP 6240

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 can assist their child best by providing a quiet and regular place for study. Active participation in the assignment through discussion and checking to see that work is complete by the parent(s) is encouraging and supportive to the child. Parents should encourage their child to read silently or orally nightly and to study their notes from various subjects.

Revised March 2021

## **Standardized Testing**

DSP 6502

All schools are to participate in the diocesan standardized testing of students' cognitive ability and academic achievement in grades 1-8, maintain testing records of classes and individual students in each 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.

LSP 6502

Immaculate Conception School participates in the annual diocesan testing program. This normally takes place the first week of October. An individual student profile will be made available to the parents/guardians of a child each year.

Parents can assist their child during this testing period by making sure their children get plenty of rest and eat a nutritious breakfast.

## **Grading**

Students in grades kindergarten through second grade are assessed using a skills based report card.

August 2019

## **Diocesan Grading Scale Grades 3-8**

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- (71-70)  
F

## **Quarterly Reports**

LSP 5401

Report cards are issued at the end of each of the four quarters (approximately every nine weeks) as a means of evaluation of the student's learning progress. They are given in order to determine whether or not a student is improving according to ability in academic, social, and Christian areas. Parents are asked to sign the report card envelopes and return them within 3 school days.

## **Mid-Quarter Reporting**

LSP 5401.1

Mid-quarter progress reports are sent home for all students in grades 3-8. The purpose of mid-quarter reporting is to inform students and parents of progress and allow time to make improvements if necessary. Parents are asked to sign and return progress reports within 3 school days.

Revised November 23, 2020

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

DSP 5405

It is required that each school plan to have conferences at reporting time at least once a year for classes PreK – 8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

Revised July 1, 2021  
Revised May 7, 2004

LSP 5405

Conferences with teachers are scheduled at the end of the first quarter. All parents are to meet with their child's teacher(s) to personally discuss the child's progress. Student attendance is optional.

Conferences may be requested throughout the year by teachers or parents to discuss a student's progress.

## **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. 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.

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

Revised May 24, 2016

## **Students with Special Needs**

DSP 5701

If a student with special needs (categorized such as EMH (Educable Mentally Handicapped), 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/principal is to immediately consult the Catholic School Office so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations 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 Catholic School Office, the local administrator(s)/principal(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 Catholic School Office, if deemed beneficial, when a parent disagrees with a local school decision.

Revised June 1, 2015

## **Eighth Grade Graduation**

LSP 5412

Upon successful completion of eighth grade, a student may participate in graduation ceremonies. These include the school graduation and the parish graduation. The official diocesan diploma shall be presented at the school graduation exercises.

At the graduation ceremony, girls shall wear dresses of appropriate length or nice pants suits. Dresses should be tasteful. **No spaghetti straps or open-backs allowed.** Boys shall wear dress pants, shirts and ties. Dress coats are optional.

Ceremonies of graduation are to be dignified and as simple as possible. Each year, the seventh grade parents and students honor the eighth grade students with a simple reception after Mass. Punch and cookies are served. The seventh grade parents will seek final approval from the principal for the plans for the graduation reception.

## **First Communion**

At First Communion Mass, girls shall wear dresses of appropriate length. No spaghetti straps or sleeveless dresses are allowed unless covered with a jacket or sweater. Veils are optional. Boys shall wear dress pants, shirts and ties. Dress coats are optional.

May, 2019

# GENERAL INFORMATION

## **Regulation of Behavior for Safety**

DSP 6124

School administrators/principals, teachers, or drivers to whom authority has been delegated, have a responsibility to the safety and welfare of pupils enrolled in their schools during the time pupils are en-route to or returning from school, while they are on the school premises, and/or during school sponsored events.

## **Emergency Procedures**

LSP 6120

Fire, tornado, earthquake, and lock down drills are held periodically with the students so they will know what to do in case of an emergency. Emergency signs and Crisis Plan are posted throughout the building so students and teachers know the procedures for emergencies.

- **Fire Procedures**--The signal is a siren. Students will be moved to the backstop on the ball field behind church and then moved to another safe place if necessary.
- **Tornado Procedures**--The alarm signal is a continuous horn. Students will exit their classrooms in a single file manner and proceed to their assigned areas in the bottom level of the building.
- **Earthquake Procedures**--In the event that an earthquake should occur, all students should seek safety in their classrooms under their desks or heavy tables. Students need to follow the directions of the teachers and principal.

Anytime a crisis situation comes about, teachers will handle the crisis as outlined in the Crisis Plan. Parents will be notified as rapidly as possible. Student dismissal will follow the Release Form signed by parents at the beginning of each school year.

## **Early School Closing/School Cancellation**

LSP 6125

School closing due to inclement weather is announced on the local radio and television stations. Listen for Fatima High School or Osage R-III, Westphalia. A parent alert will also be sent to families. Children and the school are to be instructed as to the means of transportation and where a child should go in the event of early dismissal. The school should receive written instructions if the regular means of transportation is to be changed. This notification is to take place BEFORE early closings are likely to happen. In case of unexpected changes in means of transportation or where a child should go, the school is to be called.

**Late Start** When Osage R III announces a late start, Immaculate Conception will begin at 9:45 instead of 7:45. Doors will open at 9:00. Dismissal will remain the same on late start days.

November 2019

## **Extended Care**

The After School Program runs from 3:25-5:30 p.m. The children enjoy outside play, art and crafts, videos, computer time, and a snack. The program is in session on early dismissal days also. If school is called off completely, the program will not be in session. The cost is \$80 a month per child. There is a discount for multiple children. Students

who do not regularly attend by attend as a drop in on an as needed basis.

Revised July 19, 2012

### **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. The school personnel must follow the most recent written agreement/order regarding custody.

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.

Revised June 1, 2015

May 7, 2004

### **School Library**

LSP 6440

The school has a central library which is used by all students. The library contains a wide variety of books and other materials the students are encouraged to use. Library procedures will be shared with each student when he/she begins to check out books. Any item checked out should be returned or renewed by the next library visit. Damaged items will be assessed and a fine imposed. Library materials that are not turned in at the end of the school year will result in a fine equal to the cost of replacing them.

The bookmobile visits the school once a month. The Linn Library and the Missouri River Regional Library are also available to our students.

### **Educational Outings, Field Trips, 8<sup>th</sup> Grade Trips**

DSP 6301

Field trips and outings are to be learning experience; 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.

A school may, but is not required to, sponsor an end of 8<sup>th</sup> grade trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way of this trip, and any contracts are not to use the school name.

## **Educational Outings, Field Trips, 8<sup>th</sup> Grade 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. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

Revised June 1, 2015

LSP 6301

Field trips are educational experiences for the students. They are outings that enhance the regular curriculum. Field trips are a privilege. Students may participate in field trips or school sponsored activities if they exhibit proper behavior at school.

Teachers will send home a field trip form that gives the information for the trip. The bottom portion of the field trip form must be filled out and signed by the parents/guardians. The signature of the parents/guardians indicates their permission for their son/daughter to go on the field trip. If the signed form is not returned in time for the field trip, the student will not be allowed to go on the field trip. The school, driver, and chaperones are not liable for any accidents.

## **INSTRUCTION: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities**

DSP 6305

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

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

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;

3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. drivers must complete the Diocesan Safe Environment training;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

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

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

Revised July 1, 2021  
Revised June 1, 2015  
May 7, 2004

### **Federal Lunch and Milk Program**

LSP 3520

Lunch menus meet federal requirements. Milk is served with all lunches. We encourage all students to eat school lunch. A physician's note is required if a child's diet must be adjusted. Lunch payments are due the tenth of each month. Lunch fees may be paid by the month, quarter, and semester or on an annual basis. A separate check is to be sent for the lunch money. Applications for free and reduced lunches are available which must be submitted and approved for students to qualify. The application is sent in the summer packet and is available upon request. Free and reduced information is kept confidential.

### **Assemblies**

LSP 6360

Assemblies are arranged throughout the school year as opportunities arise.

### **Extracurricular Activities**

LSP 6601

Extracurricular activities are offered. The availability of these activities depends greatly on the number of volunteers willing to help.

The students have the opportunity to participate in many projects, contests, and programs throughout the year.

The Immaculate Conception School Student Council Leadership Team consists of junior high students who demonstrate leadership skills and meet the requirements to serve on the team. Under the direction of the Student Council Advisor, this team leads the school in service projects and activities that enhance Immaculate Conception School.

August 2019

## **Social Activities**

LSP 6620

Holiday celebrations are arranged by each classroom teacher. Teachers 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 that the teacher does not have to be cut. No soda, no gum, or blow pops. Teachers are to be informed at least one day in advance.

May 2018

## **Drop Off and Pick-Up Procedures**

**OUR NUMBER ONE GOAL IS TO PROVIDE A SAFE, EFFICIENT METHOD OF DROPPING OFF AND PICKING UP CHILDREN. THANK YOU FOR YOUR PATIENCE AND COOPERATION IN FOLLOWING THESE PROCEDURES.**

### **MORNING DROP OFF**

Enter the main ramp and drive to the right toward church. Circle round by the basketball court and proceed to the front of the school. Drop students off at the corner of the school near the flagpole and enter the cafeteria doors facing the street. Exit the ramp to the street.

### **ALTERNATE MORNING DROP OFF**

When the main ramp is blocked, enter on Church Street east of the rectory. Turn left on the chat road on the ball field behind church. Keep to the right and enter the parking lot on the ramp between the convent and church. Drive in front of the convent and in front of the school. Students are to be dropped off at the corner of the school near the flagpole and enter the cafeteria doors facing the street. Circle around the parking lot and drive parallel to the church. Exit on the right side of the ramp. Proceed back to Church Street and then to the main road.

### **AFTERNOON PICK UP**

Enter Church Street east of the rectory. Turn left on the chat road on the ball field behind church. Keep to the right and enter the parking lot on the ramp between the convent and church. Drive in front of the convent and in front of the school to the cones. Please remain in line. One car will park by each of the three cones. Three cars will load at a time. Wait until the cars in front of you are loaded before proceeding. Circle around the parking lot and drive parallel to the church. Exit on the right side of the ramp. Proceed back to Church Street and then to the main road.

### **PICK UP WHEN THERE IS NO BUS SERVICE**

Enter Church Street east of the rectory. Turn left on the chat road on the ball field behind church. Keep to the right and enter the parking lot on the ramp between the convent and church. Drive in front of the convent and in front of the school to the cones. Please remain in line. One car will park by each of the five cones. Five cars will load at a time. Wait until the cars in front of you are loaded before proceeding. Exit on the main ramp to the street.

Remember:

Make sure anyone that picks up your children knows these procedures.  
Inform the school if there are dismissal changes from the regular routine.  
If your child arrives late or is picked up early, park outside the coned off parking lot.  
You must come to the office to sign the clipboard when picking up your child or bringing them to school outside regular arrival and dismissal times.

**Bus Service**

LSP 5601

A bus fee is assessed to each family wishing to have their child(ren) ride the school bus. This fee is due October 1. The pastor, principal, and bus contractors then meet to sign the service agreement.

A transportation form indicating how children are to be regularly transported to and from school must be filled out annually. Any time a change is made in the regular means of transportation, the school is to be informed in writing stating the day and the change in the means of transportation. In case of an emergency or sudden change during the school day, parents must call school to arrange alternate transportation.

Bus service is provided by local contractors serving Osage R-III School District (Fatima High School). Parents are provided with a list of guidelines that are to be followed by all students who ride the bus.

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

Revised June 1, 2015  
Revised August 10, 2010

### **Device Use Agreement**

LSP 6425

All students and parents/guardians will be required to read and sign the Immaculate Conception School Chromebook/iPad School Use Agreement as seen below.

#### **Immaculate Conception School Chromebook/iPad School Use Agreement**

Students at Immaculate Conception School will be issued a Chromebook/iPad for use at school. This document provides students and parents/guardians with information about taking care of the devices, using the devices to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that the use of technology is a privilege and not a right and that all use of any device, network, or electronic communication may be monitored by the school authorities. Inappropriate use of technology can result in limited or banned device use, disciplinary consequences, or lost grading points. Students and their parents/guardians are responsible for reviewing the Chromebook/iPad Agreement.

#### **Chromebook/iPad Ownership**

Immaculate Conception retains sole right of possession of the Chromebooks/iPads. The Chromebooks/iPads are loaned to the students for educational purposes for the academic year. Moreover, the school faculty retains the right to collect and/or inspect Chromebooks/iPads at any time, including via electronic remote access and to alter, add, or delete installed apps or other programs.

### **Chromebook/iPad Responsibility**

Students are responsible for the Chromebooks/iPads issued to them and must adhere to the following:

- Must comply with the Chromebook/iPad Agreement, Immaculate Conception Technology Acceptable Use Agreement (on FACTS enrollment), and all policies of the school when using their Chromebooks/iPads
- Must treat their device with care and never leave it in an unsecured location
- Must keep their device in a protective case at all times when a case is provided
- Must promptly report any problems with their Chromebook/iPad to their homeroom teacher
- May NOT remove or interfere with the serial number and other identification
- May not attempt to remove or change the physical structure of the Chromebook/iPad
- May not attempt to install or run any Operating System (OS) on the Chromebook other than the Chrome OS supported by the school
- May not attempt to install or run any operating system on the iPads other than those already installed
- Must keep Chromebook/iPad clean.

### **Chromebook/iPad Care**

Students are responsible for the general care of the Chromebook/iPad which they have been issued. Chromebooks/iPads that are broken or fail to work properly must be reported to a teacher. If a loaner Chromebook/iPad is warranted, one will be issued to the student until their device can be repaired or replaced.

### **General Precautions**

- No food or drink is allowed next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/iPad.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks/iPads should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker.
- Devices should be carried on top of books so as to avoid putting unnecessary weight on them.
- Chromebooks/iPads must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Immaculate Conception School.
- Devices will randomly be inspected to check for proper care and maintenance as well as inappropriate material.
- Students are required to follow all copyright laws of media including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media online is against the Acceptable Use Policy.

### **Screen Care**

The Chromebook/iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Please adhere to the following:

- Do not lean on top of the Chromebook/iPad
- Do not place anything near the device that could put pressure on the screen
- Do not poke the screen
- Do not place anything on the keyboard of a Chromebook before closing the lid (e.g. pens, pencils, notebooks)
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook/iPad. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Chromebook Software**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome OS, and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

### **Software on iPads**

iPad software is delivered via Apple Store. Teachers will check and allow updates to occur on iPads. From time to time the school may add applications for use in particular courses. This process will be done when students are not accessing the iPads. Applications that are not needed will be removed by the teachers.

### **Virus Protection**

Virus protection is unnecessary on the Chromebook/iPad due to the unique nature of their design.

### **Damage and Repair**

The school will repair or replace damaged equipment resulting from normal use. All other damages will be the responsibility of the student to cover payment. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full price of replacing the device.

## **Immaculate Conception School Chromebook/iPad Policy Handbook Signatures and Student Pledge**

- I will take good care of my Chromebook/iPad and know that I will be issued the same device each year.
- I will never leave my Chromebook/iPad unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook/iPad to other individuals.
- I will know the location of my Chromebook/iPad at all times.
- I will keep food and beverages away from my Chromebook/iPad since they may cause damage to the device.
- I will not disassemble any part of my Chromebook/iPad or attempt any repairs.
- I will protect my Chromebook/iPad by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook/iPad in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook/iPad.
- I understand that the Chromebook/iPad I am issued is subject to inspection at any time without notice and remains the property of Immaculate Conception School.
- I will follow the policies outlined in the Chromebook/iPad Policy Handbook and the Immaculate Conception Technology Acceptable Use Policy while at school as well as outside of school.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook/iPad and power cord/charger in the event these items are lost or intentionally damaged.
- I agree to return the Chromebook/iPad and power cord/charger in good working condition at the end of each school year.

### **Device Loan Agreement**

If students need to borrow a device for home learning use, both the student and parent/guardian will be required to read and sign the Immaculate Conception Device Loan Agreement.

November 23, 2020

### **COMMUNITY AND EXTERNAL OPERATIONS:**

DSR 1530

#### **Use of Student Photos**

Much care must be taken in the use of photos of students (either of individual students or groups of students) for public relations purposes. Student photos may be used in brochures, newspapers, or other publications only if the parent/guardian of the student signs a release allowing such use. The Diocesan photo release can be found in Appendix #DSR 1530.

Principals, after obtaining permission from the appropriate pastor, may utilize photos of students (either of individual students or groups of students) on the school website or parish website only if the parent/guardian of the student signs the Diocesan release found in Appendix #DSR 1530. Similarly, Presidents of Diocesan high schools, shall

obtain permission from the Diocesan Catholic School Office, before utilizing student photos for the school website. If the pastor or representative of the Catholic School Office of the Diocese provides permission for the use of student photos on the school website or parish website, neither the first name of student nor the last name of the student may be referenced on the website. To clarify, the Diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.

Revised October 24, 2013

### **VISITOR POLICY**

All visitors must check in at the office and sign the log. Badges are issued to visitors upon arrival. Visitors need to check out at the office when leaving the building.

June 2019

## **Athletics**

DSP 6610

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.

Revised May 24, 2016

Revised June 1, 2015

May 7, 2004

## **Values of Athletic Program**

DSP 6604

The athletic program teaches self-discipline, good sportsmanship, and fairness, and instills in students Christian values and behavior. Especially at the elementary level, participation, skill development, and teamwork are emphasized more than competition.

The school formulates policies that ensure adequate academic standing and satisfactory behavioral norms for participants, as well as reasonable requirements concerning practice time.

The school may establish norms for spectators which reflect the Catholic principles of the school.

## **Athletic & Co-Curricular Participation Requirements**

LSP 6603

Students in grades 5-8 have the opportunity to participate in the Parochial Athletic League (PAL) for various sports and other school related events (speech, sketch day, etc.). Immaculate Conception students must maintain acceptable academic and behavior standards to be eligible to participate in such activities. This includes practices, games, and competitions. Students may resume participation in such activities when progress is made in concerned areas and grades improve above the required level. Parents will be notified of such circumstances.

## **Athletics**

DSP 6610

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.

May 24, 2016

## **Athletics**

DSR 6610

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as "Catholic Schools") will ensure their program meets the following criteria:

1. Sports are viewed as ministry to children and families.
2. Teams are seen as moral communities.
3. Moral growth and character development are emphasized.
4. Spiritual development.

All coaches and assistant coaches, whether paid or volunteer, will be expected to imitate Christ through their coaching.

Administrators/principals of each Catholic School who participates in any athletic program will be responsible for assuring that all coaches, physical education teachers and parents meet these behavior standards. Evaluation of coaches and physical education teachers by administrators/principals will assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

Administrators/principals may delegate responsibility for various aspects of the program to other employees (i.e., assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

Revised July 1, 2021  
May 24, 2016

### **IMMACULATE CONCEPTION SCHOOL ATHLETIC COMMITTEE GUIDELINES**

Immaculate Conception School will create an Athletic Committee to:

- Coordinate and supervise all Immaculate Conception Eagle athletic teams.
- Select, provide orientation for, and supervise coaches and assistant coaches.
- Collect fees and monitor participation policies by players.
- Follow and interpret the PAL Guidelines.

The goal of the Athletic Committee is to ensure the athletic program is self-sufficient in providing for equipment and uniforms.

This committee will consist of not less than four and not more than six people. New members will be nominated by the current committee members who are completing their term. The new members will be approved and named to the committee by the principal and the pastor. Committee members serve a two-year term, and new members are named before the end of the school year.

After a thorough facility and policy orientation, this committee is granted supervisory powers by the administration of Immaculate Conception School and is responsible for supporting and enforcing all policies set by the school. At least one member must be in attendance at all home games to serve as the building monitor. This person is also responsible for the supervision and cleaning of the facility.

The Athletic Director of the Athletic Committee will consult with the principal frequently to keep him/her abreast of all procedures and activities of the committee. The principal will be notified of committee meetings and will attend when possible. The principal and the pastor will advise and make the final decision in all resolutions and conflicts.

The Athletic Committee will coordinate at least one required meeting for the orientation of coaches, parents, and players prior to the start of each athletic season. The athletic director or principal may call other meetings as needed. The athletic director will give a report to the School Advisory Board in September and a follow-up report in April regarding the Immaculate Conception athletic program.

The organization of the committee generally takes place during the summer. The Athletic Committee will elect the Athletic Director and organize the other positions.

Delineation of responsibilities by position is as follows:

A. Athletic Director

- a. Will serve as the official representative of Immaculate Conception School at athletic meetings including the PAL activities.
- b. Will be responsible for communication to the principal regarding all athletic activities.
- c. Will be responsible to oversee the duties of the other committee members.
- d. Will be responsible for calendar scheduling with the school office.
- e. Will be responsible for all written correspondence to other schools, coaches, tournament communication, etc.
- f. Will be responsible for registering team on PALS website.
- g. Will contact other Athletic Directors to find needed athletes at the start of a season or find a team for athletes when we do not offer that sport.

B. Assistant Athletic Director

- a. Will assist Athletic Director as needed.
- b. Will usually assume the Athletic Director position the following year.
- c. Will be responsible for scheduling workers and referees for all home games/events.
- d. Will be responsible for school equipment and its upkeep (first aid kits, game and practice balls, and uniforms).
- e. Will be responsible for collecting coaching materials from the coaches at the end of each season.

C. Corresponding Secretary

- a. Will send Athletic Committee agenda prior to the meeting.
- b. Will take minutes at committee meetings and keep the official record of all minutes and correspondence
- c. Will prepare written materials for coaches, players, and parents for orientation and participation policy.
- d. Will collect and maintain records of physicals for each player and communicate to coaches any player negligent in forms or fees.

D. Treasurer

- a. Will be responsible for purchases, including, but not limited to:
  - b. Equipment/uniforms
  - c. Concessions
  - d. Referee expenses
  - e. Tournament fees
- f. Will be responsible for preparation of gate and concession start-up monies for each game.
- g. Will be responsible for making timely deposits of uniform fees and gate/concessions.

- h. Will be responsible for record keeping of all receipts and expenditures and for reporting such at each committee meeting.
- i. Will present a financial report at each athletic committee meeting.

Other members of the committee or non-committee persons may be named as coordinators or directors of special projects or activities such as Tournament Director or Camp Director, etc. with the approval of the principal and the pastor. The duties and responsibilities of special appointees must be in written form and clearly communicated with a copy sent to the principal and a copy kept by the Corresponding Secretary.

All members of the Athletic Committee and all coaches will participate in the *Virtues: Protecting God's Children* program.

In keeping with the mission of our school, all who work with and serve the children of the school, including volunteers, are expected to be examples of Christian love and respect to all. The Athletic Committee will serve as hosts/hostesses representing our school at home athletic events. It is expected that committee members will be supportive of the school and parish through words and actions and reflect a positive image of our school.

Revised April 2014

**IMMACULATE CONCEPTION SCHOOL  
Regulations and Guidelines for Athletic Activities  
Athletic Committee Mission Statement**

Athletic programs are considered co-curricular activities, and are offered to the students at Immaculate Conception School to enhance the regular curriculum, to provide opportunities to develop gifts and talents in the athletic areas, to develop leadership skills, and to promote positive interaction among the students of our school and between neighboring schools. Christian attitudes, good sportsmanship, self-discipline, respect for self and others, cooperation and a willingness to accept the responsibility of the "extra" tasks accompanying participation in the programs are key elements and expectations of participants in the Immaculate Conception athletic program. Coaches, players, parents and supporters of Immaculate Conception athletic programs are expected to demonstrate a positive, Christian attitude at all practices and events.

**Regulations and Procedures for Players**

1. The athletic programs of Immaculate Conception School include, but may not be limited to:
  - a. Boys and girls basketball (grades 5 – 8)
  - b. Girls volleyball (grades 5 – 8)
  - c. Track (grades 5 – 8)
  - d. Cross-country (grades 5-8)
  - e. Archery (grades 4-8)

When there is a shortage of players in any one grade or when we do not offer that sport, the Athletic Committee may make allowances for students in younger grades or contact the Athletic Director to resolve.

2. Participants in the athletic programs are expected to demonstrate appropriate behaviors, both in the classroom and on the playing field. Teachers, principal, coaches or parents of a player may recommend suspending a player for unchristian behavior or for insufficient academic marks. Generally, suspension occurs after warnings have been given or probation has been tried, but it may occur, in the event of a serious misconduct (i.e. fighting) without warning. Examples of probationary issues may include, but are not limited to:
  - a. Lack of effort, repeated incomplete assignments;
  - b. Failing grades;
  - c. Disrespect or unchristian attitude at school or toward coach, teammate, official or opponent.
3. Probation or suspension may occur at any time (not just at report card or progress report time). The teacher, principal or coach will conference with the student and parent explaining the reason for the probation and the expected improvements that must occur and the designated time frame of the probation. If improvement is not made, suspension will occur.
4. If suspension occurs, the student will be suspended for a minimum of one game/activity. However, the suspension may last longer – including termination from the team for the remainder of the season. While suspended, the student may attend all practices/games but may not “dress-out” nor participate. The teacher, coach, or player’s parent issuing the suspension will notify the principal of the suspension and the length of suspension, who, in turn, will notify the others involved (parents, coach or teacher).
5. A student must be in attendance for at least ½ day to be eligible to attend and/or participate in an athletic program that evening. Special cases may warrant the principal’s discretion, i.e. funeral leave, delays in appointments, etc.
6. All participants in Immaculate Conception Athletic programs must have a completed physical form on file with the Athletic Committee before participating in practices or games/meets.
7. All participants must pay the fees, as outlined by the Athletic Committee, before participating in practices or games/meets. Fees include, but may not be limited to: volleyball - \$15, basketball - \$15, track - \$15, cross-country \$15. Fees are subject to change at the discretion of the Athletic Committee. If an athlete is participating in a sport that we do not offer, that athlete will pay the fees that the school they are participating in is requesting.
8. All participants and parents of participants must read and sign the Verification form agreeing to these Regulations and Guidelines for Athletic Activities. They must also sign the Release of Liability form.

9. In the event that school is called off or dismissed early due to inclement weather, all Immaculate Conception sponsored extra-curricular events are also canceled. Exceptions may be made by the principal, in consultation with the coach, if road conditions have improved significantly after the dismissal was made. Practices may be held at the discretion of the coach.

### **Regulations and Procedures for Coaches**

1. Coaches are expected to be positive role-models and “teachers”, always demonstrating the attitudes and values of the mission of Immaculate Conception School and the mission of the athletic programs. Head coaches are approved by the Athletic Committee; assistant coaches may be named by the head coaches with approval by the Athletic Committee.
2. Coaches will be responsible for abiding by the rules of the facilities in use and other requests made by the Athletic Committee regarding scheduling, use of equipment, and facilities, etc.
3. It is the coach’s responsibility to report as soon as possible to the Athletic Committee Chairperson any technical fouls or serious conflicts or confrontations that occur at an athletic event. Repeated offenses or complaints from parents or opposing schools will be reviewed by the Athletic Committee and may result in temporary or permanent suspension of a coach.
4. Coaches are responsible for the maintenance of the equipment and uniforms issued to his/her team. At the end of the season, it is the coach’s responsibility to collect and turn in all uniforms and equipment used.
5. Coaches must read and sign the Verification form agreeing to these Regulations and Guidelines for Athletic Activities. They must also sign the Release of Liability form.
6. Coaches must complete and have on file with the diocese the Pastoral Code of Conduct, and must have completed the Virtus: Protecting God’s Children program.
7. If a coach finds that they have too many students from Immaculate Conception to make one team and splitting of the team is needed to make two teams, the coach needs to go through the Athletic Committee for approval. (added March 2014)
8. If a coach does not have enough student athletes from Immaculate Conception School to make up a team, the coach needs to contact the athletic committee and the committee will be responsible for finding enough players. When looking for student athletes from other schools the athletic committee must ask all students from that school to participate. For example, if the 5th grade girls team is needing basketball players to make a team, the committee must ask all 5th grade girls from that school to play. The coach or athletic committee members cannot hand pick players. (added March 2014)
9. Immaculate Conception’s Athletic Committee will pay up to \$50.00 entry fee for one basketball or volleyball tournament per year per team. (added March 2014)

### **Regulations and Procedures for Parents** (added March 2014)

1. All parents must sign a verification form stating that they have read and understand the Immaculate Conception Guidelines for their student athlete to participate in the PALS programs offered at Immaculate Conception School.
2. At no time can a parent call another school, coach or athletic director looking for a team for their student athlete to play on.
3. If your student athlete wants to participate in a PALS sport that Immaculate Conception does not offer, you have to go through the athletic committee who will find a team for your student athlete to play on.

Revised March 2014