

Immaculate Conception School

Student Handbook

2021-2022



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Immaculate Conception School strives to follow in the footsteps of Jesus by providing a spiritual, moral, and academic education for our students. Through a shared partnership with parents, staff, and the community, we guide children to be responsible, virtuous Catholics who love others in God's name.

Immaculate Conception School

Old Monroe, Missouri

Philosophy

Immaculate Conception School believes that we hold the responsibility of passing on to students the teachings of Christ as contained in the gospels and Church tradition. We acknowledge that parents are the primary educators and caregivers of their children and that we are called by parents to assist in this task of educating and caring for children. Therefore, we dedicate ourselves to the development of the total person, challenging each student to grow in his/her faith, and to develop his/her greatest potential - spiritually, academically, socially, physically and emotionally. We expect all to respect and appreciate the unique dignity of each person who is endowed with his/her particular abilities and limitations.

We hold every member of our school community accountable:

- To proclaiming and living the message of Jesus Christ and developing a relationship with Him through prayer, Mass and other Catholic worship.
- To provide opportunities which challenge each student to respond to Jesus' call to love God and serve neighbor - community and world.
- To help every student come to appreciate and respect the unique dignity of each person, understood in terms of justice, truth and freedom.
- To guide each student in developing a well-formed conscience and the ability to make sound judgments.
- To create with the cooperation of each and every student a climate conducive to teaching and learning.
- To direct each student in acquiring a spirit of freedom which recognizes self-discipline and personal responsibility.
- To encourage each student to reason independently, use problem solving techniques and effective communication skills.
- To teach through different learning styles and on each student's level, knowledge and basic skills that will prepare the student for further formal and informal study.
- To nurture in each student: a desire to develop his/her greatest potential, a basic knowledge of social skills and a responsibility in preserving our world's resources for future generations.
- To assist parents in their primary role as educator of their children.
- To build a Christ-Centered community by caring for each member from the youngest to the oldest.

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Handbook Statement

This Parent/Student Handbook contains established policies and procedures for the 2021-2022 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

SCHOOL PERSONNEL

Pastor

The Pastor is the spiritual leader and chief administrator of the parish. It is his duty to see that the teachings of the Church are clearly and accurately presented. The pastor is, therefore, primarily responsible for making certain that the catechetical needs, goals and priorities of the school are identified, articulated and met. The pastor provides for the faith development of all parishioners.

Principal

The Principal is the educational leader of the school community. The highest priority of the principal is the building of Christian community of faith. The principal is responsible to provide for the spiritual, moral, intellectual, aesthetical, emotional, social and physical needs of the children in the school.

Teachers

The Teachers are directly responsible for the education of students. The educational process includes: building a community of faith, curricular instruction of students and communicating with the administration, parents and students of the school. Teachers are responsible to provide for the spiritual, moral, intellectual, aesthetical, emotional, social and physical needs of the children in the school.

Faculty & Staff

Fr. Richard Rath	Pastor
Mr. John McGinley	Principal
Mrs. Laurie Richterkessing	Office Admin.
Mrs. Diane Ahrens	Pre-Kindergarten
Mrs. Michelle Kaimann	Preschool
Mrs. Katherine Kaiman	Kindergarten
Mrs. Beth Lickteig	1st Grade
Mrs. Jeana Rhoades	2nd Grade
Mrs. Kathy Heppermann	3rd Grade
Ms. Christine Willis	4th Grade
Mr. Andy Frisella	5th Grade
Mrs. Laurie Rapp	6th Grade
Mrs. Donna Reed	7th Grade
Mrs. Debbie Penrod	8th Grade
Mrs. Melissa Henson	Art
Mrs. Kari Brown	P.E. / Technology
Ms. Danielle Farley	Music
Mrs. Teresa Tiller	Learning Specialist

ADMISSIONS and REGISTRATION

Admissions Policy:

It is the policy of Immaculate Conception School to provide a quality Catholic education for children from Preschool through Grade Eight regardless of race, sex, national or ethnic origin.

The Immaculate Conception Board of Education has approved the following priority list for admissions to the school:

1. Families with children currently enrolled at Immaculate Conception School
2. Families registered at Immaculate Conception Parish with no children currently attending Immaculate Conception School. In the event there are more Parish families that apply for a particular grade level than space available, a committee of Board of Education members, the pastor and principal will be formed to review the applications. This committee will determine the acceptance based on the length of registration in the Parish, the history of Parish support (active participation in Parish life, including financial support), and the date the application is submitted.
3. Catholic families living outside the parish
4. Families not of the Catholic faith
5. Once an out-of-parish or non-Catholic student has been accepted, he/she will be guaranteed a space as long as he/she is continuously enrolled in our school.
6. K-8 Classroom size is limited to 25 students per homeroom. If a class is full, families may complete a registration packet and be placed on a waiting list.
7. If space is not available for all the children in a family, the children who cannot be accepted will be placed on a waiting list.

Registration Procedures

Registration for the next school year is held during Catholic Schools Week (begins on the last Sunday in January). Forms are sent to those currently attending Immaculate Conception School. The \$180 book/registration fee per child is due with registration and \$25.00 per child is non-refundable. Registration is complete only after the previous year's financial obligations have been met.

All children must be five years of age before August 1st to be admitted into Kindergarten, and six years of age before August 1st to be admitted to First Grade.

Before a child is admitted into Immaculate Conception School, parents/guardians must present a birth certificate, Baptismal record (if not baptized at our parish), a health form including a listing of immunizations received, and must sign a release form for records from previous school(s) (if applicable).

Missouri law requires that children in grades K-8 be vaccinated for Diphtheria-Tetanus-Pertussis (4 doses DPT, Polio (3 OPV), Measles-Mumps-Rubella (2 MMR), Hepatitis B (3HB) and Varicella (2 shots). One dose of MCV (Meningococcal) is required for students in 8th grade. Shot records must be on file before the first day of school or students will not be allowed to attend school. Preschool parents will receive a separate document for preschool immunization requirements.

If a kindergarten child has had Varicella (chickenpox), the child's physician may sign and place on file with the school a written statement documenting the month and year of previous Varicella disease as satisfactory evidence of having had the disease. Parental or guardian statements of disease will not be accepted.

Tdap (tetanus, diphtheria and pertussis) booster vaccine is required for all 8th grade students.

All students entering grades PS, K, 3, 6 and all newly enrolled students must have a physical exam and provide updated proof of immunizations.

Entrance of children from other schools is subject to review of transcripts and parish records.

Requirements of Parents/Guardians

Parental/Guardian interest in the child's education, cooperation with the teachers and administration in school matters, and involvement in the school community are important in the child's total development.

Therefore, parents/guardians are expected to:

- Support school rules and policies
- Attend Sunday Liturgies with your child
- Know what their child is learning in school
- Review homework, tests and weekly papers sent home
- Assist their child, when necessary, with homework and other school projects
- Assume their financial responsibility to the school
- Take an active part in the Home and School Association
- Volunteer time and talents (help at picnic, be a room parent, aid the teachers, serve on the Parish Board of Education, etc.)
- Share concerns and aspirations for the growth and development of their child.
- Attend Elementary Coalition Parent presentations for students in 6th grade

There is no greater inspiration to a child than to see parents/guardians give of themselves to the school and speak in a positive manner about the school. These actions say to the child that our school is community that works together and helps set the tone for success.

Child Custody

If a child is not living with both biological parents, current court documents must be on file with the office that outlines custody.

Fees and Tuition:

Families registering students must pay at the next school year's book/registration fees with registration. If the book fees have not been paid in full by April 30th and the parents have not personally talked with the pastor or principal, the child/ren may be removed from the Immaculate Conception School enrollment list. Tuition may be paid by the year, semester, or month. Payment schedules are set up in FACTS Tuition Management.

If tuition and fees are not paid, viewing of grades and report cards will not be allowed. There will be no release of student records to other schools, institutions, agencies, or individuals if there are any unpaid fees or tuition. Tuition must be paid in full prior to graduation in order to receive a certificate. Final records will not be sent to the high school of choice if there are any unpaid fees or tuition. Fees include cafeteria, Before/Aftercare program, and books.

Returned Check Policy – There will be a \$25 fee for any returned checks.

Monthly Outreach Collection – Once a month, we have an outreach collection. This usually is the same day as our Friday noon dismissals. Students may wear jeans or uniform bottoms with the spirit wear shirt. We ask that each child bring a donation for our outreach collection. Some months we ask for specific items to be brought to support our service projects. Other months, we ask for monetary donations to help these organizations. It is expected that each child bring a donation of at least \$1.00

in order to wear jeans that day. This outreach amount can be paid at the beginning of the year or each month.

Student Records and Files

Each student has an academic, attendance and health record on file. Parents/guardians have the right to inspect and review the official active file of their children. The school office is open from 7:15-3:15 each day. A student's records are transferred at the request of the parent or guardian and only after all financial obligations to the school have been met.

A student's academic or cumulative record contains information pertaining to his/her family, sacraments received, schools attended, yearly grades, attendance and standardized achievement and cognitive testing. A student's health record contains information regarding his/her immunizations and physical examination forms from Preschool, Kindergarten, 3rd grade and 6th grade and all new students.

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

Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

Emergency Forms

Every family must fill out an emergency form in its entirety. This includes listing any physical disability or other situation, such as allergies, asthma, legal blindness, medical disability, learning disability, etc., which must be known by the school for the sake of the student's total growth and development. Information for both parents needs to be included.

Change of Address

Parents/Guardians must keep the school informed regarding a change in address, phone number, emergency instructions, etc. This information should also be updated on Fast Direct.

ACCREDITATION

Immaculate Conception School is a Catholic elementary school located within the Archdiocese of St. Louis. The school operates within the guidelines and policies of the Catholic School Office and is accredited through the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Association.

In order for Immaculate Conception School to retain its accreditation status, it must submit a yearly report and undertake every seven years a School Improvement Process which includes looking at our

Catholic Identity, Educational Issues and Institutional Issues. This process also includes a visit from educators in the Archdiocese of St. Louis and developing a five-year improvement process.

CHILD SAFETY

Child Abuse

In accordance to the policies of the Archdiocese of St. Louis, Immaculate Conception School is committed to compliance of reporting suspected cases of child abuse. Under this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care.

Protecting God's Children and Child Safety

Protecting God's Children is a program that the Archdiocese of St. Louis presents to adults that will be working in schools and parishes throughout the area. It is mandatory for all employees and volunteers working with children to attend one of these meetings. This includes coaches, room parents, classroom helpers, those who want to attend field trips and classroom parties, or any other activity that involves children.

In addition to attending a Protecting God's Children session, a criminal background check must be on file with the Parish's Child Safety Coordinator. This will require completing an application form. This information will be submitted to the Division of Family Service Safety Registry. We also ask each individual to fill out a Code of Ethical Conduct.

All Parish employees and volunteers are screened every even year through the State of Missouri background check.

Child Abuse and Neglect Hotline

The Children's Division Child Abuse and Neglect Hotline Unit (CA/NHU) accepts confidential reports of suspected child abuse, neglect, or exploitation. Reports are received through a toll-free telephone line which is answered seven days a week, 24 hours a day. Members of certain occupational groups, such as teachers, social workers, and physicians, are mandated by law to make reports to the Hotline. Any person may report, and anonymous reports are accepted from individuals who are not mandated by occupation to report. Effective August 28, 2004, Missouri law requires Mandated Reporters to identify themselves when making a report.

The toll-free number is 1-800-392-3738. (From the Missouri Department of Social Services web page - www.dss.mo.gov/cd/)

Questioning of Students by Authorities

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present.

Media and the School

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

Conception School asks families to sign a media release form each year to grant permission for students to speak to the media.

COMMUNICATIONS

Fast Direct

Fast Direct login is given to new families during the month of June when registration is completed. Fast Direct is a communication between school and parents. As you log in, the first thing that appears on the screen is your HOME page.

- **Home Page:** You will find 8 icons on top of this page—**Home, Finance, Planner, Cafeteria, FAQ, Links, Sponsors, Logout**
- **Home Page**—Family Name, Grade Report for student(s), Lunch Account Balance, Student class list that can be read/printed, All students A-Z that can be read/printed, Parent List A-Z that can be read/printed, able to Change your Screen Name and/or Password
- **Finance** Icon – This will have your balance for various expenses
- **Planner** Icon – Bulletin boards for all staff, be sure to check all bulletin boards that pertain to your family, please view all planners
- **Cafeteria** Icon – Lunch Menu posted
- **FAQ** icon -- your questions can be usually answered from a pull down list
- **Links** icon – Handbook, Curriculum, Yearly Calendar, School Philosophy, Mission Statement, Witness Statement, News Notes, Physical Form, other forms/letters
- **Sponsors** icon – advertising opportunity
- **Logout** icon – It is best for the user to use this icon to logout of Fast Direct each time

Automated Phone Messages

In case of emergencies (especially weather related), we will use our automated phone messaging system. This will call your home phone number as well as both parents' cell phones. Please make sure these numbers are correct in Fast Direct as that is our database for the messaging system.

Folders

Monday folders and Everyday folders

- The Monday folder is sent once a week and normally has all the weekly papers that are graded and returned to the child, has information that has been sent from the office and/or from the teacher
- The Everyday Folder usually has homework in it. The Everyday Folder helps keep daily work together and should be sent home every day.

Newsletter

Each Friday, a weekly newsletter, From the Principal's Office, will be posted on Fast Direct. This is posted on Fast Direct each week under the Links heading unless you don't have internet service (a paper copy can be made). If you would like to submit information for the newsletter, please send it to the school office by Wednesday. The newsletter is for school and parish information only.

Report Cards

Grades are viewable in Fast Direct at any time. Once quarter grades are posted, report cards can be printed from Fast Direct if desired. Report cards will not be mailed home. If you have trouble printing the report cards, contact the school office.

Teacher-Parent Communication

Parents can contact teachers through Fast Direct email, phone calls to the school office, or notes in the assignment notebook. If you wish to arrange a conference with a teacher, please call and leave a message for the teacher or send a note to the teacher.

BEHAVIOR STANDARDS AND EXPECTATIONS

Students are perceived as representatives of their school and have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and Gospel of Jesus Christ.

All students are expected to

- Take Jesus as their role model
- Show respect for all people and property through courteous words and actions
- Be safe and keep others safe
- Obey the rules designed for Before/Aftercare, the cafeteria, library, playground and classrooms
- Wear the proper uniform according to the Uniform Policy
- Assume responsibility for his/her actions
- Follow rules and policies outlined in the Parent/Student Handbook
- Gum, candy and soda are permitted only by direction of faculty members
- Be attentive, cooperative and do your best

Consequences

Depending on the seriousness of an infraction or the repetition of such, the student will be subject to one or a combination of the following:

- Parent/student/teacher/principal/pastor conference (any combination)
- Correction by school personnel
- Removal from situation
- Written explanation of occurrence with parent signature
- Infraction on Behavior Card
- Detention
- Suspension
- Probation
- Withdrawal with cause

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians.

A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school. The decision of withdrawal for cause is made at the local level by the pastor of the parish, with the recommendation of the principal.

Violence and the Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated at Immaculate Conception School.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

Harassment

Harassment is defined as any behavior that is intimidating, hostile, or offensive. Harassment includes conduct that is verbal, physical or visual.

No student at Immaculate Conception School shall be subjected to any type of harassment. If a child is being harassed, the child or parent should contact the school and notify the classroom teacher or principal. The classroom teacher and principal will meet to determine the appropriate action to be taken.

Search and Seizure

Lockers, desks, books and other property of the school are subject to search by school officials. The school reserves the right to search any item brought onto school property such as student's jacket, purse, backpack, etc. If needed, the school will use specially trained dogs to insure the school is free of contraband, such as drugs, and to maintain a safe school environment.

Behavior Cards

All students in grades 3-8 will be given a Behavior Card for the school year. The Behavior Card will outline infractions that can lead to detention. Detentions will be supervised by the staff of Immaculate Conception School and may be held before or after school or on Saturday mornings from 8:00-9:00.

A child in grades K-2 may be given a behavior card if the teacher and principal deem it necessary.

Below is the number of infractions that lead to a detention for each grade level.

Grade 3 – 6 infractions; Grade 4 – 5 infractions, Grade 5 – 4 infractions, Grades 6-8 – 3 infractions.

These choices will result in an infraction:

<i>A-Not returning missing assignment with missing assignment form</i>	<i>F-Inappropriate language, hand gesture, or physical contact</i>
<i>B-Repeated uniform violation</i>	<i>G-Actions not within school/class rules</i>
<i>C-Textbook not covered</i>	<i>H- Disrespect to an adult or student</i>
<i>D-Talking at times when quiet is expected</i>	<i>I-Not prepared for class</i>
<i>E-Chewing gum/Eating candy</i>	<i>J-Cell phone/technology policy violation</i>
	<i>K-Cheating on homework</i>

These choices will result in an automatic detention:

<i>L-Repeated or intentional harmful behavior</i>	<i>Q-Cheating on a test/project</i>
<i>M- Blatant disrespect to another student or adult</i>	<i>R-Fighting</i>
<i>N-Intentional destruction of school property</i>	<i>S-Stealing</i>
<i>O-Inappropriate electronic use</i>	
<i>P-Dishonest to a teacher or supervising adult</i>	

Virtue-Based Restorative Discipline

Our school has implemented Virtue-Based Restorative Discipline™. This initiative is a Catholic response to bullying prevention, and has two goals:

1. Decrease anti-social behavior
 - Bullying behaviors
 - Disruptive behaviors
2. Increase faith practices
 - Evangelization
 - Sacramental Practices
 - Virtue education

In the VBRD™ model, we see misbehavior in the context of the whole child both at home and at school. This will not replace our current discipline policy, but rather build upon what we have so as to provide a stronger connection to our faith teaching in assuring that love of God and one another is reflected in our discipline practices. Three tasks are the foundation of this initiative:

1. We will cultivate personal virtues as a school community.
2. We will commit to being constructive in the way we interact with others
3. We will survey students and adults each year to establish evidence of reduction of harmful behaviors and of increased faith practices.

When harm is caused by misbehavior of any kind, we will address it within the context of faith identity to make amends. We will repair and restore relationships first because we want to live a virtuous life, loving God and neighbor, and because we want to “Do unto others as we would have them do unto us”.

Rather than focus on "bullying," we will look at *all* behaviors that are disruptive in the school day. Many times behavior is mislabeled as bullying, when in fact, we need to specifically identify the behaviors as harm, humiliation or intimidation. Bullying is a label that can cause distress to both parents and their children, as it does not always accurately describe the circumstances needing adult intervention.

The four guiding principles in VBRD:

1. We will dedicate ourselves to living virtue
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

Parents will have resources for using VBRD™ at home as a way to create a consistent approach to personal growth in virtue, while emphasizing the intrinsic dignity of the human person when disciplining their children.

Jesus Bucks and Blessing Stickers

As part of our VBRD program, students can earn Jesus Bucks. Students that go above and beyond normal expectations and show virtuous behaviors can earn a Jesus Buck. Examples of this could include a student going out of their way to pick up trash without being asked, clean up spills, help another student in the classroom or at recess, tying shoes, students inviting a student to play when another student feels left out, picking up things when not asked, cleaning for teacher, opening doors, helping teachers, doing something without always been told to, etc. The student will receive an "I was a blessing today" sticker from a staff member and will earn a Jesus Buck. They will sign their name on the back of the buck and put it in a drawing for rewards.

Internet and Electronic Communications Conduct

A safe environment for all members of the school community will be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Electronic Readers – Kindles, Nooks, and Tablets are the only readers allowed and will be used during DEAR time only.

Smart/Internet-enabled watches are not allowed to be worn during the school day.

Students that bring cell phones to school should have them in their backpacks from the time they enter the building to the time they exit. Cell phones should be turned off while in the school building.

Tobacco

As an educational institution dedicated to the promotion of the growth and well being of every aspect of a student's life, Immaculate Conception School prohibits tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, Immaculate Conception is a smoke free environment.

Drugs, Alcohol and Substance Use and Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain non-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Firearms, Weapon, and Explosive Devices

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Immaculate Conception School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

The possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. The administration will deal with such incidents according to the requirements of state and local laws and accepted educational practices.

SCHOOL UNIFORM

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

Shirt: A white, navy blue or gray (light or dark gray) long or short sleeve uniform shirt with a collar are the only shirts which may be worn (sleeveless are not allowed). Only solid white t- shirts may be worn under the uniform shirt. If students choose to wear a long sleeve shirt or turtleneck under their short sleeve uniform shirt, the long sleeve shirt should be a solid color with no design and the same color as the uniform shirt. Shirts are to be fully tucked in at all times.

Pants: Navy blue uniform pants (no stretch pant material, no extra stitching, no cargo or trendy pants) may be worn throughout the year. Slacks are to be hemmed to proper length, not rolled or faded. Sweatpants may not be worn under jumpers/skirts.

Shorts: Navy blue uniform shorts may be worn throughout the year and can be no shorter than five inches below inseam. (no cargo shorts)

Skorts: Girls may wear navy blue skorts (shorts with a skirt panel in the front) throughout the school year. Skorts can be no shorter than six inches above the knee.

Capris: Girls may wear navy blue uniform capris.

Jumpers: Blue uniform plaid jumpers may be worn by girls in Kindergarten through fourth grade and can be no shorter than six inches above the knee (specific IC style only through Lands' End).

Skirts: Blue uniform plaid skirts may be worn by girls in fifth through eighth grade and can be no shorter than six inches above the knee (specific IC styles only through Lands' End). Skirts may not be rolled at the waistline.

Leggings/Tights: Girls in grades K-4 may wear gray, navy, or black tights or leggings. Girls in grades 5-8 may wear gray, navy, or black leggings (no tights). Leggings must fit tight to the leg and cover the entire leg, meeting at the sock (no skin should be showing).

Socks: Solid white, gray, navy or black socks must be worn and should be seen with shoes on. Logos on the socks will be allowed as long as they are white, gray, navy, or black. Socks with patterns and stripes are not allowed. (Nike Elite socks in white, gray, navy or black are allowed.)

Sweatshirts: Solid navy blue or gray crewneck sweatshirts having no logos or other stitching may be worn. Immaculate Conception Athletic Association sells sweatshirts online a few times a year. The sweatshirts (crewneck, hoodie, and ¼ zip) offered through the ICAA web store may be worn as part of the uniform. There is a document on Fast Direct with pictures of approved sweatshirts. Past spirit wear sweatshirts cannot be worn as part of the uniform in the classroom. The uniform shirt must be worn under the sweatshirt.

Sweaters: Solid navy blue or gray sweaters may be worn.

Jackets: May be worn at recess only.

Shoes: Students need to wear athletic shoes that are serviceable and clean. No boots, crocks, sandals, open toe, open back, clogs, or shoes with large grooves or wheels in them may be worn.

Hats: Students may wear stocking hats to school during cold weather. The stocking hats will be worn outside only. Baseball style hats are not allowed at school.

Hair: Hair should be neat and clean. No outlandish fad haircuts/styles and no designs cut in the hair. Hair color must be a natural color. Girls must have hair pulled back off of the face and not covering the eyes. Boys hair should not touch the eyebrows and no facial hair (mustache/beard).

Jewelry: A cross/medal necklace, small earrings, and watches without beepers are the only acceptable jewelry.

Make-up: No make-up can be worn during the school day. Acne cover up is allowed.

Jeans/Spirit Shirt Day: The first Friday of each month is a Jeans/Spirit Shirt Day. Students may wear solid blue denim jeans (no ripped or torn jeans) or khaki/navy bottoms with the school spirit wear t-shirt. If students choose not to wear jeans and spirit wear, they should be in regular uniform dress. Sweats and athletic shorts are not allowed on jeans days. Athletic/tennis shoes should be worn on these days – no boots or crocs. If students wish to wear a long sleeve shirt under their spirit wear t-shirt, it can be solid navy blue, black, white or gray. On Jeans Day, our regular school uniform sock policy is in place. Also, students may wear jean or khaki capris or shorts (no shorter than 5 inches below the inseam) on Jeans Day. Khaki shorts are acceptable. Students may wear uniform shorts/pants/skorts with the spirit shirt. These guidelines apply to all grade levels.

Special Jeans Day: At times throughout the year, we will have additional jean days for special occasions (Halloween, Cardinal Day, etc). On these days, students should follow the guidelines of jeans day wearing the “special” shirt with jeans. No sweats or athletic shorts on these days. *On Jeans Day, our regular school uniform sock policy is in place.

Picture Day Dress Code

- Students may wear jeans/khakis and a nice shirt
- Girls can wear jean capris/khaki shorts (5 inches below inseam)
- Shirts must have sleeves, shoulders covered, and be long enough that stomach/back will not show at any time
- Clothing cannot have images with skulls, dynamite, guns or other weapons
- Leggings can only be worn with a dress, skirt, or shirt no shorter than 5 inches below the inseam
- Dress or Skirts – must be no shorter than 6 inches above the knee (even if they are wearing tights/leggings)
- No torn or dirty clothes
- Sandals (with a strap around the ankle) may be worn

Birthday and NUT (No uniform today) days:

- Students may wear jeans/khakis and a nice shirt
- Girls can wear jean capris/khaki shorts (5 inches below inseam)
- Shirts must have sleeves, shoulders covered, and be long enough that stomach/back will not show at any time
- Clothing cannot have images with skulls, dynamite, guns or other weapons
- Leggings can only be worn with a dress, skirt, or shirt no shorter than 6 inches above the knee
- Dress or Skirts – must be no shorter than 6 inches above the knee (even if they are wearing tights/leggings)
- No torn or dirty clothes
- No jewelry
- Athletic or non-uniform shorts are allowed and must meet uniform required length – no shorter than 5 inches below the inseam
- Sweats are allowed
- No pajamas or pajama pants
- Hats are allowed on birthdays only.
- ATHLETIC/TENNIS SHOES ONLY – No boots/crocs/sandals

All clothing must be clean and without holes.

Field Day

- Students will wear an assigned color shirt
- Students can wear shorts – must be no shorter than 5 inches below the inseam (can wear athletic shorts)
- Students should wear socks and tennis shoes
- Students may wear hats and sunglasses

If a child comes to school without wearing the appropriate clothing on either a uniform or out of uniform day:

- 1.) A dress code violation form will be sent home for parents/student to sign and return.**
- 2.) If the same or similar violation occurs again, parents may be called to bring appropriate clothes to school.**

Confirmation and Graduation (8th grade)

Girls: No sleeveless or low cut (three fingers below the collar bone) dresses or blouses. Shoulders and all of back must be covered. Nice cover up jackets, shrugs, or sweaters may be worn over sleeveless attire. If girls come with sleeveless or open back dresses, we will have sweaters and shrugs for them to wear. Dresses or skirts must be church length and no shorter than 6 inches above the knee all around. Dress slacks and nice blouses may be worn if you choose to not wear a dress/skirt. Tennis shoes are not allowed. If wearing heels, be sure you can walk in them appropriately and that they are comfortable to wear for at least 3 hours. Open toed shoes are allowed.

Boys: Dress pants/slacks and button up dress shirts, with a tie are to be worn. Jeans are not allowed. Dress shoes are to be worn and tennis shoes are not allowed. Suits or dress coats are optional.

DAILY SCHEDULE AND ATTENDANCE

Schedule

7:20 A.M.	School is open for students
7:35 A.M.	School day begins
7:45 A.M.	Tardy bell rings
2:55 P.M.	Bell for closing announcements and prayer
3:00 P.M.	Dismissal bell rings

If a student must arrive prior to 7:20, they should report to Before Care.

All students must be picked up at 3:00 or report to After Care.

Morning Drop Off and After School Pick Up

All children should be in a car seat or wearing a seatbelt while in a vehicle on school property.

ARRIVAL	Begins at 7:20
Preschool	Enter south door by cemetery using lane between church / rectory – exit behind school out to Maryknoll Rd.
Grades K-8	Enter through main entrance using circle drive

All students will walk directly to their classrooms upon arrival.

If someone else is picking up your child after school, please let the teacher know in the morning by sending a Fast Direct or a note with child. The parent can also call during the day and leave a message in the school office. A parent must authorize the way the child is going home or the child will be sent home the normal way.

DISMISSAL	2:45 – Preschool 3:00 - K-8
Preschool ONLY	Pull in lane between church and rectory. ICOM staff will walk preschool students(s) to their car. Exit behind school to Maryknoll Rd.. At 3:00, traffic is

	stopped briefly for K-8 dismissal.
Preschool AND K-8	Pull in lane between church and rectory. ICOM staff will walk preschool students(s) to their car. Remain in line until K-8 student dismiss to car. Exit behind building to Maryknoll Rd. At 3:00, traffic is stopped briefly for K-8 dismissal.
K-8 ONLY	Pull into KC Hall parking lot and form lanes facing parish campus. All north lanes will dismiss toward Brevator. All south lanes will dismiss south toward Highway C. At 3:00, students will be dismissed from school and walk across Maryknoll Rd. to parking lot and to their cars. Once all students are safely in their cars, ICOM staff will begin dismissing lanes.

*****On rainy or inclement weather days, Dismissal will be moved to the gym/circle drive. This announcement will be made via Fast Direct by 2:30. *****

Tardy

If a student is not in his/her classroom when the 7:45 A.M. tardy bell rings, they must check in at the office prior to entering the classroom. When tardy, students need to be signed in with the school office.

When a child misses any school time, morning or afternoon, they will be considered tardy. This will include any time missed due to doctor's visits. If three hours are missed then the student will be considered a half day absent.

No student will be dismissed from school early without a parent/guardian signing them out in the school office. A note should be sent no later than the morning of the day when a child will be leaving early.

All attempts should be made to make doctor appointments during scheduled time off. The yearly calendar is available for the entire school year.

Excessive Tardiness - Chronic tardiness (more than 5 unexcused tardies in a quarter) will result in a morning detention to be served at 6:30 a.m. Doctor's appointments are considered excused tardies. Only unexcused tardies will result in a detention.

Absence

An absence occurs when a student, with the consent of parent/guardian and school, is not present for classes. A student with an absence is given the same number of days to complete work missed as the number of days of the absence. If a test has been missed, the student, teacher and possibly the parent/guardian will need to make arrangements for the test(s) to be completed as soon as possible. A note should accompany students upon returning from an absence.

******Any absences related to COVID-19 (awaiting test results, quarantine, isolation) shall be given special designation. Arrangements for missed work will be determined in this case by teacher and school administration.******

An absence due to a **suspension** will result in no credit given for missed work and tests.

When students are absent, the school office should be notified by 8:00. There is voice mail on both phone lines, so calling early and leaving a message is acceptable as well as sending a note via Fast Direct to the school secretary.

Excessive Absences - Being absent for 10 or more days in a semester is considered excessive. Excessive absences without substantial cause can be a factor in determining a student's readiness for the next grade level and/or continued enrollment in the school. Immaculate Conception School may also need to contact the appropriate authorities and file a report if there are excessive absences. *****Student absences related to COVID-19 (testing, quarantine, isolation) do not apply.*****

Dual Enrollment

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematical services. Arrangements will need to be made through Winfield School District for Dual enrollment. Immaculate Conception School does not provide transportation for dually enrolled students.

Missed Work Due to Absence

*****Student absences related to COVID-19 (testing, quarantine, isolation) will have different arrangements by teacher/administration.*****

Teachers will assist a student that had an absence upon their return to school. It is the responsibility of the student to arrange this with the teacher.

Missed work may be picked up after the dismissal bell for a child that has been absent. It is the responsibility of the child to check upon returning to verify missed work.

If an extended absence will be occurring, a parent/guardian must notify the school and teacher in advance. NO ASSIGNMENTS WILL BE GIVEN PRIOR TO ABSENCES. Students will be given ample time to make up work upon their return.

Grades 4-8 Late Work Policy

If students do not turn in their work on the day it is due, they can turn it in one day late for up to 90% credit. Beyond that, they can turn it in for up to 50% credit. For work not turned in on time, the teacher will put a zero in the grade book until the student turns in the work for partial credit.

Recess

Morning recess: 10 minutes for K-8.

Afternoon recess: 20 minutes following lunch.

Lunch schedule

First lunch: Preschool / Pre-K / Kindergarten / Grade 1

Second lunch: Grades 2-4

Third lunch: Grades 5-8

Mass schedule

Wednesday: All School Mass

Thursday: Grade 1 – Grade 4 (Kdg. joins in spring)

Friday: Grades 5-8

PE/Music/Art/Technology

All students attend PE, Music, Technology and Art each week (once or twice weekly). These schedules change from year to year. Please contact the school office or classroom teacher for that information at the start of the school year.

Care Program – Before and After School

Before and After Care will be available. Before Care is from 6:30 a.m.–start of school and After Care is from dismissal – 6:00 p.m. Enrollment forms and more detailed information can be obtained on Fast Direct under Links.

ACADEMICS

At Immaculate Conception School, we teach students basic skills and information which are the foundation for future learning. Therefore, it is important that a student attend and participate in all classes to the best of his/her ability.

Curriculum

A curriculum guide for grades PS-8 is available for parents to view on Fast Direct.

Graduation

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

Field Trips

Classes are given the opportunity to take their education outside the classroom and school building. Field trips are arranged by the classroom teacher to coordinate with curriculum taught at the class level. The uniform for the field trip is determined by the nature of the trip.

Students must have a signed permission form turned in before the field trip. We can NOT accept an email from a parent giving permission for a student to participate in a field trip experience in lieu of the standard permission form. A signed school permission form faxed to the school can be accepted.

All parents that attend a field trip must have attended Protecting God's Children, completed a background check and sign a Code of Ethics form. Please remember a field trip is an educational experience that is part of the school day. Field trips are not family experiences.

Field Trip Chaperone Policy

The designated teacher is the adult with all primary authority. Chaperones must follow all directions given by the classroom teacher.

The designated classroom teacher will determine the number of chaperones needed for a field trip. Only that number of parents will be selected as chaperones with assigned groups of students. Space may or may not be available on the bus for any/all adults. We would like at least one parent to drive their own vehicle to the field trip in case a student gets sick or needs to return to school for any reason.

If a parent would like to attend a field trip, but is not chosen as a chaperone, they are welcome to do so only as an extra parent (extra parents may ride the school bus if space allows, but bus space is not guaranteed). Extra parents will have no role of authority and may never take a child (their own or another) from the assigned chaperone. Students must remain with the assigned chaperone for the entire duration of the field trip.

Some field trips may warrant a limited number of people. In such a case, the teacher may need to determine the number of chaperones and no other parents will be able to attend the field trip. Space limitations may also create situations where an extra parent attending the field trip may not be allowed to participate in all activities of the day.

Any parent attending a field trip needs to follow the same “Jeans Day” dress code policies found on page 20 in the Handbook for Parents and Students.

No siblings are allowed to attend a class field trip.

Smoking will not be allowed by any adult attending the field trip during any part of the day.

Adopted by Board of Education 8/02

Transportation of Students

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.

Whenever possible, Immaculate Conception School will transport students to school sanctioned events in rented buses/transportation. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity and the cost of transportation. If a private passenger vehicle must be used, the following criteria are needed:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.

5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. Adults are not be permitted to smoke in the vehicle
7. The driver should not be using a cell phone while operating the vehicle.

Evaluation and Testing

Student Evaluation

A student is evaluated quarterly by means of a formal report card. Parents have access to their child's progress through Fast Direct.

Parent/guardian-student-teacher conferences are held in the fall and winter for all grades and on an as needed basis per parent or teacher request. Fall conferences are mandatory for all parents to attend. Winter conferences are mandatory for parents of students in grades K-2, any students with grades of C or lower, or by teacher or parent request. Students in grades 5-8 are expected to attend conferences with their parents.

Teachers will send graded work home each Monday. Weekly review of these papers in addition to checking grades on Fast Direct will help keep parents informed of student progress.

Assessment

Teacher-made and textbook tests are given throughout the year to determine the student's comprehension of information and progress in curricular areas.

The Iowa Assessments is administered to all students in grades 3-8. Students in grades 4, 6 and 8 will also be given the Cognitive Abilities Test. These tests are given in the fall of the year and results are shared with parents.

A test of knowledge in the Catholic faith will be administered to all 5th and 8th grade students in January of each year. This test gives general information in the faith development and beliefs of students. The results from this test are used to help evaluate our religion curriculum.

If parents and/or the school determines that a student needs further testing which would help in planning for the student's growth and development, the student will be referred to an outside agency for individual testing. Students at Immaculate Conception School may have evaluations done through Winfield School District.

Immaculate Conception School will not complete any information without the written consent of the parent. Consent forms are on file in the school office.

Special Needs

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

In order for Immaculate Conception School to assist students with special needs, school personnel must have access to the most complete and current information about the nature and extent of the special need and the adjustments recommended or required. All testing and diagnostic information must be provided by a qualified specialist in the area of need and the records must be in the students file in the school office.

Immaculate Conception School will need to obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents need to be part of a student's cumulative record.

Testing evaluations are valid for a three year period and then retesting will need to be completed.

Grading System and Honor Roll

Grading System

Grades K-8	A	= 93%-100%
	B	= 85%-92%
	C	= 78%-84%
	D	= 70%-77%
	F	= Lower than 70%
	T	= Taught but not graded

Conduct - Follows Behavior Standards & Expectations

Grades K-5	Grades 6-8
O = Outstanding	A = Always
S+ = Very Good	B = Usually
S = Satisfactory	C = Sometimes
S- = Needs Improvement	D = Rarely
U = Unsatisfactory	F = Never

Fast Direct

Grades will be updated at least once a week by teachers on Fast Direct.

Honor Roll

Honor rolls are designed for students in grades 4-8. No student will qualify for Academic Honor Roll if he/she has a 'D' or 'F' on his/her report card, including conduct.

Academic Honors

Highest Honors	= All 'A's' in core subject areas (no 'D's' or 'F's')
First Honors	= An 'A' average (no 'D's' or 'F's')
Second Honors	= A 'B' average in core subject areas (no 'D's' or 'F's')

Responsibility Honors

GRADES 4-5: This recognition will be given to students that have completed and turned all work in when due. Each student will be given two "oops" per quarter. Students may not have a 'D' or 'F' in conduct to qualify for Responsibility Honors.

GRADES 6-8: This recognition will be given to students that have completed and turned all work in when due and have not received an infraction for "not prepared for class". Each student will be given one

“oops” per teacher per quarter for missing work. Students may not have a ‘D’ or ‘F’ in conduct to qualify for Responsibility Honors.

Assignments

Home assignments are valuable aids in helping a student make the most of his/her day’s experiences in school. Daily and long term assignments are given to reinforce subject matter taught in class, prepare a student for upcoming lessons, and help a student develop self-discipline, responsibility and organizational skills.

The duration and type of assignments will be based on the age of the student. The following times for homework assignments serves as a guideline:

K-3	10-30 minutes
4-5	30-60 minutes
6-8	45-90 minutes

Late Assignments

If a child does not turn an assignment in at the time it is due, the teacher will give them the slip shown below to take home that day. The child is responsible for showing this form to his/her parent, have it signed and return it the next day with the completed assignment.

The following form outlines the consequences for late assignments.

Immaculate Conception School Missing Assignment Form	
Date: _____	_____
	Teacher's Signature
Name: _____	
I did not bring the following assignment to school today:	
Subject: _____	Assignment: _____
<small>I can turn this assignment in tomorrow, along with this slip, and lose 10%. If I turn it in later than tomorrow, I will receive up to 50% credit. This form needs to be signed and returned within 2 days. If not, the student will receive an infraction.</small>	

Failing a Course - If the student fails a core subject for the year, they will be placed on Academic Probation. They will be required to complete summer work and/or summer school which will be

determined by the principal. Academic Probation will continue into the next school year. Failing two or more core subjects will result in retention.

Promotion and Retention - A student who has successfully completed the course of study for core subjects is eligible for promotion. Criteria for successful completion includes: grades, achievement, maturity, learning ability, testing, class work, social interactions, etc. A parent conference will be held if there are concerns about a student's progress and potential retention.

INCLEMENT WEATHER AND EARLY DISMISSAL

Morning School Closings

When transportation is unsafe due to road conditions, school closings will be announced on Channel 2 (FOX-KTVI), Channel 4 (CBS-KMOV), and Channel 5 (NBC-KSDK), Fast Direct and School Messenger, automated phone system, as soon as possible. Please do not call teachers, school or rectory.

Unexpected Early Dismissal

The automated phone call system will be activated if the weather becomes inclement during the school day and early dismissal is needed. The system will call the home phone and both parents' cell phone.

Late Start

If administration decides we will have a late start, the same communication as school closing will take place. On late start days, school will start at 9:00. Normally, there will be someone at the school by 7:00 if you need to drop your children off earlier than 9:00. This will be stated in the message sent out.

LUNCH PROGRAM

Hot Lunch Program

A hot lunch program is offered on a daily basis at Immaculate Conception School. The cost of a student lunch is \$3.40. No lunch is served on early dismissal days.

Students are also welcome to bring lunch from home. There is a microwave if needed. Soda is not allowed for lunch. Students may purchase milk or bottled water for \$.50.

Students in grades 5-8 will have the option of ordering an extra main entrée for \$1.00 more per lunch.

Students with allergies must have a form completed and signed by their doctor. This form can be found on Fast Direct under Links under the Parents section. It is titled Cafeteria Medical Allergy Form. The form can also be obtained in the school office.

Others Welcome

Parents/guardians and other visitors are most welcome to eat lunch in the school cafeteria. The cost of an adult lunch is \$3.40. The cafeteria director will need notice by 9:00 A.M. if planning to eat a hot lunch. *****This will vary, depending on COVID-19 protocols.*****

Menus

A monthly menu will be published on Fast Direct. Teachers take lunch count from the students each morning for that day's lunch.

Lunch Money

Lunch money can be sent with a child or mailed to the school office. Checks made payable to IC Cafeteria. Payment is expected at the end of each month for that month's expenses. Parents can track lunch spending on Fast Direct.

Unpaid Meal Charges

Once a family's account reaches charges in excess of \$50.00, they will be notified by kitchen staff through Fast Direct, unless the family has made other arrangements with the principal or pastor. If full payment is not made, families may set up a payment plan such as paying small amounts at a time until the balance is paid in full. The kitchen staff will reach out to the family to discuss the free/reduced lunch program (if applicable) and will offer assistance in filling out the forms. If a family has a negative lunch balance (in excess of \$50) and the child doesn't bring a lunch from home, they will be served a sun butter sandwich and milk.

MEDICATION POLICY AND HEALTH ISSUES

Administration of Medication in School

Medication, including over the counter medications, must be brought to and picked up at the school office by a parent. No medication will be given out without written permission from the parents and the authorization of the prescribing doctor. If your child needs medication during school hours, the following requirements must be followed:

- Present a written consent form signed by the parent/guardian and physician to the office
- Bring the medication in the ORIGINAL prescription bottle, properly labeled by a registered pharmacist as prescribed by law, to the school office
- Please check expiration dates on the medicine bottles. We cannot administer medicine in an expired medicine bottle.
- All over the counter medication needs a note from the parents/guardian with a start and stop time
- All over-the-counter medication, including cough medicine, vitamin C drops, acetaminophen, aspirin and other such medications must be accompanied by a doctor's note as well

All medication will be dispensed through trained school personnel. No medication, including over the counter medication, may be kept in the possession of students during school hours. Permission forms may be obtained in the school office or on Fast Direct Links for the dispensing of medication.

Injuries

Routine first aid is administered by school personnel at the time of an accident. In case of serious injury a parent/guardian or designated person (listed on the Family Emergency Form) will be contacted. Parents need to keep the Family Emergency Form updated. If phone numbers or addresses change, please call or send a note to the school office.

Illness

*****Please refer to the ICOM Infectious Disease Plan for specific information related to COVID-19 protocols.*****

At Immaculate Conception, we follow the Missouri Department of Health policies and procedures for children with communicable diseases. These policies state that:

- No child with a fever for the past 24 hours may be in school
- No child that has vomited or had diarrhea within 24 hours may be in school
- A child with diarrhea and/or vomiting may not be in school
- 24-48 hours of medication must be given for infections before returning to school
- Students with head lice will not be allowed to return until they are nit (egg) free

Students with Significant Medical Conditions

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

Limitation of Activity

If a student is limited in physical activity due to illness or injury, the school must be notified. A note from the child's physician needs to be sent explaining the illness/injury and the length of time an activity needs to be limited.

Physical Examinations

All students entering grades PS, K, 3, 6 and all newly enrolled students must have a physical exam and provide updated proof of immunizations in their medical record by the first day of school.

MONEY

Money Collections

Money collected from students or teachers for any purpose must be cleared through the principal. No one is to collect money outside the school in the name of the school or class without the expressed permission of the principal and/or pastor.

Money Sent to School

Please send all money in an envelope marked with the student's name, grade, amount and purpose.

PARTIES

Holiday Parties

Holiday parties are scheduled twice a year: Halloween and Valentine's Day. Parties will take place during the last 45 minutes of the school day.

Birthday and Other Parties

Birthday or other individual parties are not held at school. If a parent/guardian wishes to send a treat for a child's birthday, it must be something that can be handed out at recess time by the child. We encourage parents to send healthy snacks that are low in sugar. Soda is not permitted for birthday treats. If a treat is sent for a birthday, enough must be sent for the entire class, or the treat will not be handed out at school. Students will be allowed to hand out birthday treats to their siblings and their classmates and the teachers in their hallway only. Students can dress down for their birthday following the guidelines on page 20.

*****Treats should be store bought and individually packaged, if possible.*****

June, July and August birthdays are celebrated on their half-birthday.

Party invitations are not to be handed out at school unless the entire class is invited, all boys for a boy or all girls for a girl.

Baptism Celebration

On a designated Wednesday each month, we celebrate the students (in grades K-8) baptized during that month. We celebrate June, July, and August baptisms on their half-baptism day. At Mass, each child will be called to the sanctuary by Father and all will bless them. This group will processed out with Father after Mass to the cafeteria where their family are greeted by Home and School with donuts and juice.

Each child will receive a special token/prize as well. Baptisms are posted in the family newsletter monthly and Baptisms are posted on a bulletin board in the main hallway by the Birthday board.

*****Event subject to change depending on COVID-19 Protocols.*****

EXTRAS TO NOTE

Classroom Interruptions

Parents/guardians are not allowed to go to classrooms unless arrangements are made with the classroom teacher or the school principal. If something needs to be delivered during the day, bring it to the office and it will be given to the student.

Student Phone Use

A student is not ordinarily allowed to use the phone, nor will they be called to the phone. Changes in routines, schedules and rides need to be arranged prior to coming to school. Students will not be allowed to call home for left items, they will need to bring them the next day and accept the consequence. Cell phones are not to be on or used in the school building unless there is a special circumstance. This special circumstance would be determined by the child's teacher or administration. If students bring cell phones to school they should be turned off and in their backpacks when they arrive in the building and until they leave the building at the end of the day. Any phones that are seen or heard will be taken from the child and parents may pick up the phones in the office.

Electronic Devices

No electronic or battery operated devices are permitted to be used in school or at school sponsored functions at any time including: cell phones, Internet-enabled watches, or game devices. Any of these items may be taken from the child and returned to a parent.

Technology Agreement

Students will read and sign an appropriate Technology Use Form at the beginning of the school year. This form guides student use of Chromebooks, school computers, and iPads.

Instructional Use of Copyrighted Materials

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

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

Student Photos

Immaculate Conception students will have the opportunity for fall and spring pictures. All students must have a picture taken in the fall for the School Yearbook, but spring pictures are optional.

Faculty Meetings

Faculty meetings are held throughout the school year. When a faculty meeting is held, there will be a noon dismissal with no lunch served. Please refer to the yearly calendar for dates. Aftercare may be available on these days

Snacks

Your child can bring a snack and it is eaten at morning recess. If a teacher has a movie as a reward, the teacher may have the child bring in an extra snack/soda to eat while watching the movie. (Soda and candy cannot be brought in for a regular snack.)

Cards for Kids

Cards for Kids is a gift certificate program. Parents buy the gift certificates at face value and the school receives a percentage from each card sold. Each company sets their own percentage to give back to the organization. There are various gift cards kept at school for purchase and an order form is sent home periodically.

DEAR Time

Drop Everything and Read – a time when all students in a classroom take a period of time to read.

SRC – Scholastic Reading Counts

All students in grades 2-8 participate in SRC. First graders start when the teacher deems each student is ready or by the third quarter. Students read a book, take a test in the computer room and receive point(s) for each test they take. The student can only take one test on each book. (The student cannot read the same book every year and take a test on it.) If a student does not pass the test the first time the student can wait 24 hours to retake the test. The student has 3 chances to pass the test for a particular book. Each grade has a set number of points that the student must obtain for each quarter. They also redeem their points for prizes throughout the year.

Buddy Classes

Kindergarten and 7th grade students are matched up as buddies. 7th graders sit with their buddies at Mass on Wednesday through April. They also do activities throughout the year. 8th grade are buddies with 1st grade. They also do projects and activities but they do not sit together at Mass. 5th and 6th grade are buddies with preschool. They join them for Mass once a month and spend time with them throughout the year.

Extra-curricular Activities

Activities include: Speech, band, math contests, sports (basketball, soccer, volleyball, golf), Home and School Back to School Night, Trunk or Treat, Spelling Bee, 8th grade Pro Life Trip in January, service field trips, help in Food Pantry/or sorting items for the Pantry, Middle School Focus Retreat, Field Trips, and the parish picnic.

Distribution of Materials to Students

Immaculate Conception School will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, other

Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

Open House – Parent Night

See our School (SOS) is held on the Sunday before the first day of school in August. Supplies (such as: paper towels, Kleenex, copy paper, Lysol wipes) can be brought in for the child so the child does not need to bring everything on the first day of school. Teachers will be here to meet everyone and answer any questions.

New Family Night is usually before school starts and students and parents are encouraged to attend. Grades PS-8 Parent Night is usually after school starts. We would like to have only parents attend this night.

Used Uniform Exchange

Clean uniforms without tears can be brought to school to place in the uniform exchange. As a parent you can also take what is needed for your child from the uniform exchange at any time. Extra uniforms (shirts, pants, shorts, sweatshirts, girls' skirts or jumpers) are available throughout the school year. These uniforms are available to look at any time the school is open.

Fundraising

Fundraising - HASA sells Pizzas or a No Work (instead of selling pizzas you donate a dollar amount) Fundraiser in September and host a Trivia Night in February/March.

Other methods of raising money include: Boxtops, Reading For Education, recycling old ink cartridges, paper, and aluminum cans.

Grade level fundraising - 7th grade does fundraising for 8th grade graduation. 8th grade fundraises for the 8th grade Pro Life Trip and other 8th grade expenses.

Outreach Collection

Outreach Collection is usually held on the First Friday of the month. We ask each child to bring a donation for this collection. These funds are used to support families in need, our parish food pantry or other agencies. At the student's Thanksgiving Mass, we ask that each child bring an item to donate to Outreach (St. Vincent de Paul Food Pantry). A specific item is listed in From the Principal's Office for each class but if you are unable to donate that item, any contribution is acceptable.

Jack and Jill game

Each year, our 8th grade students have a coed softball game with the 8th grade students at St. Paul. The two schools take turns hosting Jack 'n Jill. Jack 'n Jill is usually on the First Friday in May starting at 6pm. If we host the game it is at Old Monroe Ballpark with 7th grade doing the concessions as a fundraiser. There are usually 3 games or 2 wins out of three, sometimes if the same team wins the first two, they

play the third game for fun. If a rainout occurs, it is usually sometime that weekend or when the two teams can decide upon a mutual date.

ICOM 7th and 8th grade usually have a practice game and the other classes watch the game on the morning of the First Friday in May.

The Political Process

According to policies in place by the Archdiocese of St. Louis, Immaculate Conception School will adhere to the following guidelines within our building with the political process:

1. School facilities, assets, materials, equipment, mailing lists, or personnel should not be made available for partisan political activity.
2. Schools should not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
3. Schools should not allow school representatives or employees to endorse or oppose candidates during official school duties, activities, or functions.
4. Schools should not allow school representatives, employees, or others to endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.

PARENT ORGANIZATIONS

Home & School

Every parent/guardian is automatically a member of the Immaculate Conception Home & School Association. This organization does the main fundraising, sponsors special lunches for faculty and students and assists in other activities for the school. Every parent/guardian is welcome to serve in this association. You can volunteer to help HASA on any committee that needs help. Each classroom has a parent that serves as the HASA representative. They may be asking for your help at different times throughout the year.

Board of Education

The Parish Board of Education is made up of six members of the parish and three ex-officio members: the Pastor, Principal of parish religion programs, and Principal of the day school. The Board's main purpose is to assist the Pastor and the principals in formulating policy and identifying and articulating the educational needs and aspirations of the parish community.

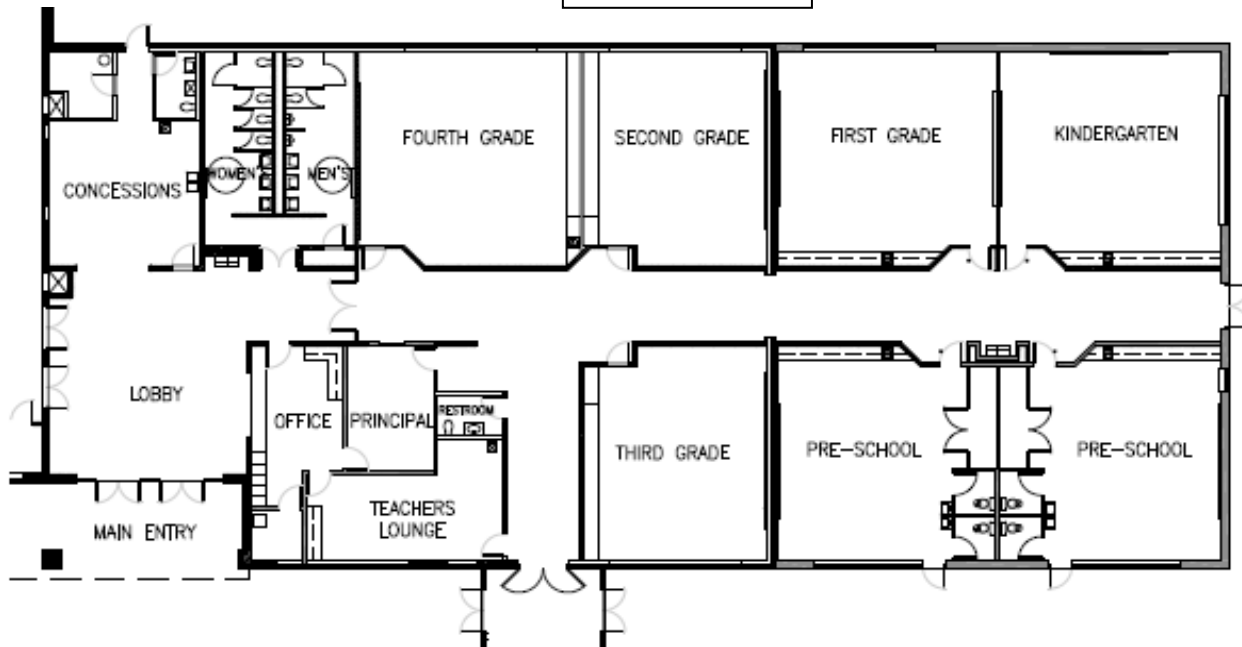
Volunteers

Volunteers are an irreplaceable asset to Immaculate Conception School. They work directly with teachers and students to create the best possible learning situations. Volunteers are encouraged to share their time and talent to help better our school. Some of the volunteer opportunities are listed below. There will be a volunteer sheet in the school packet sent home the first day of school.

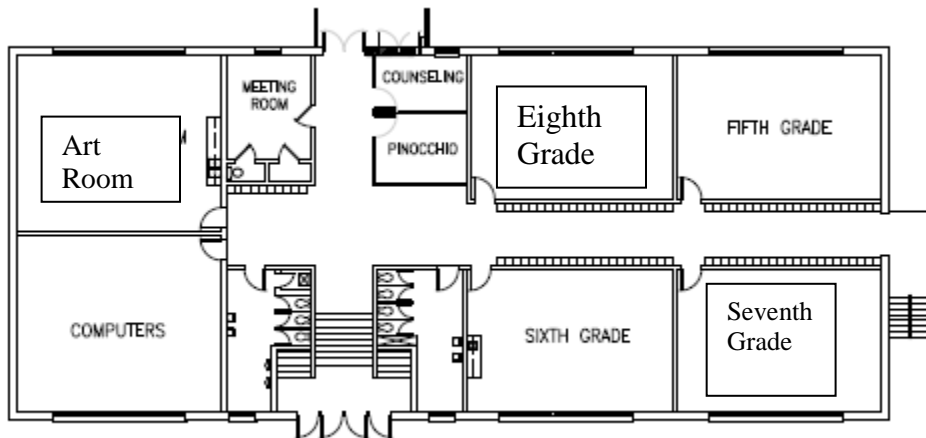
- **Computer Lab**—supervising students taking SCR quizzes, no experience is required each day from 7:45-approximately 8:30

- **Classroom** help – tear out workbook pages, help child with book work, listen to a child read, help class in computer lab
- **Recess Duty**—Morning (9:50-10:20) and Lunch (11:50 – 12:35) recesses
- **Library** – shelve books or whatever Mrs. McGee needs to be done, help with Book Fair
- **Send Flowers for Mary** – we ask for volunteers to spend no more than \$5 or \$10 for fresh flowers for Mary each week – The Mary statue is by the school office window.
- **Birthday Table** treats once a month in cafeteria—ask volunteers to buy trinkets or items to put in birthday bags for students who have a birthday in a particular month
- **Room Parent** – this person would be the main room contact, responsible for organizing the grade level Trivia basket and celebrating the teacher’s birthday
- **Classroom Party Helper** – this person would be the main contact for class parties working together with the room parent
- **Class Photos Coordinator** - this person would gather photos throughout the year of the class and submit them to the Yearbook editors.
- **Landscaping** – we would like families to take a small bed to maintain, trim bushes, pull weeds, etc.
- **Aluminum Cans** – transporting cans to recycle business a few times/year

MAIN LEVEL



UPPER LEVEL



LOWER LEVEL

