



# **Immaculate Conception of Dardenne Catholic School**

*“A community of one Spirit in Christ Jesus”*

2018-2019 Parent/Student Handbook

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## **SCHOOL MISSION AND PHILOSOPHY**

**The mission of Immaculate Conception of Dardenne School is empowering students, through love and virtue, to develop their Catholic faith, their intellect, and a community of one Spirit in Christ Jesus.**

The church recognizes the parents as the primary educators of their children. The second Vatican Council stated, "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators." (Gravissimum educationis 3)

Recognizing and cooperating with this teaching, Immaculate Conception Catholic School exists as a means through which parents and educators can work together to provide the best possible Catholic education for children in kindergarten through eighth grade.

As partners in evangelization, the members of the Immaculate Conception Catholic School community strive to build a positive Christian attitude in a safe and secure learning environment. This includes sharing and passing on a deep faith in God and a reverence for all creation, worshipping together, and being committed to practicing Jesus' teaching as a way of life, making decisions in the light of Jesus' values. Great importance is placed upon the celebration of the liturgy, sacraments, and prayer.

As an instrument of formation, Immaculate Conception Catholic School strives to provide young people, including academically and physically challenged students, with a true sense of self-worth and the means of developing their God-given potential to the fullest. In partnership with parents it aims to prepare them for life in a racially and culturally diverse world as responsible, contributing members of the family, school, church, and civic communities. It also strives to provide opportunities for ongoing enrichment and development for parents, faculty and staff.

2018-2019

Dear Parents,

Blessings to you and your family! Welcome to Immaculate Conception of Dardenne School, or ICD, as we affectionately call it. I am excited that you are here and a part of our community.

Immaculate Conception School is named after our Mother Mary, and we ask her intercession as we embark on another great year. Here at ICD we seek to form a “community of one Spirit in Christ Jesus.” We promote virtues that help grow your child’s faith, intelligence, and goodness. The growth in these areas will help your child form into a faith-filled and wise person who seeks to evangelize, live as an informed citizen, listen to God’s call in their heart and promote a peace-filled and unified community.

Your child is your most prized possession; they are a treasure. We will cherish your treasure, and we seek to cooperate with you in the growth of your child. Here at Immaculate Conception, we seek to support you as parents. We fully recognize parents as the primary educators of their children in the ways of faith and seek to partner with you for the betterment of your child(ren). We are committed to continuing building a school of academic and faith excellence. We achieve this excellence through a rigorous academic curriculum and promoting a personal prayer life that is rooted in Catholic virtues.

This handbook has been created to assist you in raising your child in virtue. Virtue Education and Restorative Discipline, promote the goodness of your child and are rooted in holy habits. We ask that you commit your family to following the policies and practices outlined in this handbook and partner with us.

Please come and visit us throughout the year. We have opportunities available every day, as well as weekly Masses. Have a blessed year and I look forward to seeing you this year.

In Christ,

A handwritten signature in black ink, appearing to read "Dan Mullenschlader". The signature is fluid and cursive, with a large initial 'D' and 'M'.

Dan Mullenschlader  
Principal

# **IMMACULATE CONCEPTION OF DARDENNE FULL-TIME PARISH SCHOOL**

Immaculate Conception of Dardenne School is the Full-Time Parish School of Immaculate Conception Parish. Immaculate Conception of Dardenne is a school within the Archdiocese of St. Louis and is accredited by the Missouri Non-Public School Accrediting Association. Accreditation is reviewed and renewed annually. Missouri Nonpublic School Accrediting Association is a chapter of the National Federation of Nonpublic School State Accrediting Associations.

Missouri Non-Public School Accrediting Association - [www.moqualityschools.org](http://www.moqualityschools.org)

Archdiocese of St. Louis - [www.archstl.org](http://www.archstl.org)

Immaculate Conception of Dardenne Full-Time Parish School - [www.icdschool.org](http://www.icdschool.org)

## **PURPOSE OF HANDBOOK**

The purpose of the Parent-Student Handbook is to provide parents with a reference guide to the policies and practices of Immaculate Conception Catholic School and school administration. The interpretation of handbook policies is left to the discretion of school administration, including the pastor, principal, and assistant principal. The handbook does not cover all eventualities, circumstances, or consequences and thus school administration makes all decisions in the best interest of the mission of the school. The principal has the right to amend this handbook and efforts will be made to communicate said amendments to parents.

## **HISTORY**

Immaculate Conception Catholic School began in 1881, one year after the appointment of Immaculate Conception Parish's first permanent pastor Fr. William Schmidt.

In 1890 when the school became too large for one teacher, the Sisters of the Most Precious Blood from O'Fallon, Missouri took over. The school numbered 71 students.

In 1923, under the supervision of Fr. Woeltermann, a new brick school was erected, and the school moved to be next to the church. In 1959, with the apparent growth of the parish, there was a keen need for a larger school. Under the guidance of Fr. Fuchs, the new endeavor of adding on to the north end of the existing school building began and was completed in 1961.

In 1980, a kindergarten was started, housed at first in the basement of the convent and later moved to the school building. In the fall of 1999, the school welcomed Janet Eaton as the new principal, taking over for Sr. Barbara Rupp, SSND, who had successfully led the school for nine years.

During the summer of 2002, we broke ground to begin the new school building. The building was complete in October 2003. On August 19, 2003, we opened the door to 511.

On December 17th, 2006 ground was broken to begin the construction of our new West Wing, 16,000 square feet. The construction continued all spring and through the summer. Ironically on Dec. 8th, 2007, nearly a year to the day and our feast day, the move was made to the new wing. Also, ironically, on Dec. 17th of 2007, one year later from groundbreaking, the students ate lunch for the first time in the new cafeteria. Our enrollment was at 705 students for the 2007-08 school year.

With an enrollment of 747, the 2008-09 school year was underway. For the first time in ten years, all school expansion and construction were completed. Mrs. Eaton was supported by three Assistant Principals (Mrs. Debbie Pecher, Mrs. Ann Hoffman, Mr. Jonathan Batchelor) during her time at ICD. She completed her leadership at ICD in the year 2011. Mr. Batchelor stayed on as the Interim Principal in 2011-2012.

For the 2012-2013 school year, Mr. Dan Mullenschlader was named Principal. Mr. Mullenschlader has been supported by two Assistant Principals (Mrs. Maureen Lovette, Mrs. Michelle Knapp) during his leadership.

In the year 2013-2014, Immaculate Conception opened up a Pre-Kindergarten program that includes 3-year-old and 4-year-old classrooms. The Pre-School has over 100 students enrolled in the program at ICD.

Daily, the Full-Time Parish School, serves over 500 families and welcomes nearly 800 students. The school has over 100 staff members including Administration, Office Staff, Resource Department, Teacher Aides, Support Staff, Homeroom Teachers, and Special Area Class Teachers (PE, Music, Band, Spanish, Art, and Library). Immaculate Conception Full-Time School fosters as a “community of one Spirit in Christ Jesus” dedicated to serving the mission of the Catholic Education in the Archdiocese of St. Louis and the needs of your family.

## **PARENT WITNESS STATEMENT**

It is with an awareness of the Catholic Church's vision of my vocation as a Catholic\* parent, which I enroll my child at Immaculate Conception Catholic School. In so doing, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my children. I understand that Catholic School is a way in which my Church seeks to share and assist me in my vocation. However, I know that no matter how clearly and effectively the Catholic School communicates the truths of our faith, the primary responsibility lies with me. My witness is essential to the religious development and growth of my children.

I understand this means I will:

*Participate consistently and actively in the Sunday Eucharist with my family, especially at Immaculate Conception Catholic Church;*

*Actively commit to the parish stewardship program in terms of time, talent, and treasure;*

*Speak to my children about the things of God, and to make prayer an integral and important part of the environment of our home;*

*Participate and cooperate, as Immaculate Conception Catholic School requests, in the religious education and especially the sacramental preparation of my children;*

*Accept my responsibility to support the moral teachings of the Catholic faith in order not to contradict in my home what is proclaimed in the school;*

*Teach my children by word and example to have a love and concern for the needs of others, especially the poor;*

*Do my fair share in financially supporting Immaculate Conception Catholic School and parish;*

*Cooperate with the school in the education of my child and support the school's policies and handbook.*

\* If you are not of the Catholic faith, please substitute "parent of a Catholic child/ren".

# ADMISSIONS

A child may be admitted in Immaculate Conception of Dardenne Catholic School when the child is five years of age before August 1. A child may be admitted to grade one who is six years of age before August 1. Children who fulfill the age requirement for kindergarten or grade one but after sufficient examination are found lacking in maturity or readiness, determined through readiness screening, for kindergarten and primary grades will not be admitted. (Archdiocese #4102)

## **ADMISSION POLICY (APPROVED BY SCHOOL BOARD 6/2013)**

Immaculate Conception Catholic School of Dardenne admits students of any race, gender, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of this school. Immaculate Conception Catholic School does not discriminate on the basis of race, gender, color, national or ethnic origin, in admission policies, financial programs, athletic activities or any other school-administered programs not mentioned. The principal, in proper consultation with the pastor, will admit students to the school according to the norms set by the Archdiocesan Board of Education. Also, the principal and pastor in collaboration with the school board will periodically review school policies including admission. Families applying to Immaculate Conception School should have a desire to educate their children in a school where Catholic teaching and moral formation are an integral part of the school philosophy and environment. In no particular order consideration is given to:

- Participation in the spiritual and community life of Immaculate Conception or another parish, including regular Mass attendance.
- Continuous support of the concepts upheld in the Parent Witness Statement
  - Failure to uphold these concepts may result in additional discussions with the administration and pastor which could result in the need for re-admittance to the school.
- Agreement and willingness to follow the policies and procedures of Immaculate Conception School and the Archdiocese of St. Louis.
- Demonstrated willingness or future commitment to provide regular and ongoing financial support to the Parish and School.
- Willingness to cooperate with the teachers and administration in the psychological, emotional, spiritual, intellectual, and academic development of their child.

## **ADMISSION PRIORITIES AND APPLICATION (APPROVED BY SCHOOL BOARD 6/2013)**

- Active Immaculate Conception Dardenne parishioner families with children already attending Immaculate Conception Catholic School. Active is defined as weekly attendance at Mass on Sunday, regular financial support of the parish, involvement in one or more parish activities, and stewardship card on file.
- Active parishioner families registered at Immaculate Conception Dardenne.
  - a. Date of registration will be considered if and when necessary.
- Completed Intention Form on file in the school office at the time of application.
- Non-parishioner Catholics with written permission from their pastor.
  - a. Non-parishioner Catholic families pay full tuition for each child for one year at Immaculate Conception Dardenne.
- Non-Catholics: Parents must agree to their children's religious education and participation in religious activities at school.

- a. Enrollment of Non-Catholic students is not confirmed until August 1<sup>st</sup> of the coming school year. Confirmation of enrollment may be subject to a yearly review.
- b. These families are charged the full cost of education for each child for one year at Immaculate Conception Dardenne.
- Student readiness for kindergarten will be based on screening and evaluation in conjunction with administration and parents.
  - a. Children may be admitted who are five years old of age on July 31. A child may be admitted to grade one who is six years of age on July 31.
- All student transfers are subject to review of principal in consultation with the pastor. Students will not be considered for transfer until all records have been reviewed.

## **REGISTRATION**

Families pay a nonrefundable registration fee of \$165 for each child at the time of registration. A Home and School Organization (HSO) fee of \$275 is required for each family. Payment for the HSO fee is required by the end of the current school year. Seventy-five percent of the HSO fee is paid prior to registration for the following year. The remaining HSO fee is due by April 30th.

Registration for the next school year is held each year in February or March. Prior to re-enrollment, all families must have a current stewardship card on file with the parish and must be continually meeting the standards called forth in the Parent Witness Statement.

A child's name is placed on the class list only after forms have been completed, and fees paid. Families with two or more children can pay the registration fee for one child at the time of registration and pay the remaining registration fees in installments. All registration fees are due by May 1st.

Baptismal and Birth certificates, plus Social Security number, must be presented at the time of first registration. A health record must be filled out by the child's doctor and submitted before August 1<sup>st</sup> of the upcoming school year.

- Verification of custody arrangements in cases in which the parents separate or divorce must be on file in the School Office. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

## **SCHOOL TUITION POLICY (approved by School Board 01/2016)**

We believe that tuition payments are an investment in your child(ren)'s education and religious formation. Therefore, the School Board of Immaculate Conception Catholic School accepts the responsibility of recommending to the Pastor and Principal policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Pastor, Principal, and School Board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.



## Tuition Payment

1. Families, who are registered members of Immaculate Conception Parish, with children enrolled in the school; all receive the benefit of reduced rates of tuition to be determined annually by the Pastor, Principal, and School Board.
2. Families, who are not parishioners of Immaculate Conception Parish, with children enrolled in the school, shall make tuition payments equal to the total cost of education per child.
3. All families shall be expected to make tuition payments, according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Once the preferred manner of payment is selected and submitted to the school office, any further changes of selection will result in a \$25.00 processing fee per change, payable at the time of the requested election change. Options for payment shall include:
  - **Full Payment:** Under this option, the entire amount of tuition is paid on or before July 1<sup>st</sup>, paid directly to the parish office. Families who choose this plan receive a discount in tuition cost.
  - **Semester Payment:** Under this option, the entire amount of tuition is paid in two equal payments on July 5<sup>th</sup> and December 5<sup>th</sup> through the FACTS Tuition Management Plan. Those choosing this plan will authorize their bank to make automatic semester payments to FACTS from their checking or savings account. Families who select this option receive a discount in tuition cost. A FACTS processing fee of \$15.00 will be charged to the account by FACTS in June prior to the July payment.
  - **Monthly Payments:** Under this option, the amount of tuition is paid monthly over an eleven (11) month period, July through May, through the FACTS Tuition Management Plan. This option is an automatic payment plan made through a checking or savings account. Those choosing this option will authorize their bank to make automatic monthly payments to FACTS on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. A FACTS processing fee of \$35.00 will be charged to the account by FACTS in June prior to the July payment.

<b>2018-2019 Yearly Tuition</b>			
Actual Full Cost per student for Immaculate Conception is <b>\$5,000</b>			
	<b>Actual Full Cost</b>	<b>Annual Tuition</b>	<b>Parish Subsidy</b>
1 child	\$5,456	\$4,620	\$836
2 children	\$10,912	\$7,238	\$3,674
Three children or more	\$16,368	\$8,525	\$7843
Registration Fee - \$165 per child / Home and School Organization Fee - \$275 per family			

## Late Registrations

1. Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition obligation according to the policy stated above.
2. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the Pastor, Principal, and School Board.

### **Late Payments**

It shall be the responsibility of each school family to keep the Pastor or Principal informed of their need to make any changes in their Tuition Payment Preference Option or adjustment in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

1. Full Payment: When full payment has not been made by July 1<sup>st</sup>, the family will be contacted within five (5) days by the Administrative Assistant concerning the missed payment date and an alternative tuition payment option will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through FACTS Tuition Management Plan.
2. Semester Payments and Monthly Payments: School families, who choose the semester (2), or the monthly (11) payment option and miss a monthly payment due to insufficient funds, will be automatically charged a \$25.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of the missed tuition payment, families are required to pay the amount due directly to the parish office within fourteen (14) calendar days. If this is not possible, suitable arrangements must be made with the Pastor.

In addition, school families who have missed two monthly payments and have not paid the amount due to the parish office or have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) may not be readmitted to school.

### **Tuition Assistance**

Tuition assistance is available from the Archdiocese in the form of Alive in Christ Scholarships, Beyond Sunday Scholarships, and Catholic Family Tuition Assistance. Tuition assistance is available through the school. Families must complete all necessary FACTS paperwork to be eligible for tuition assistance from the school. Parents should contact the Principal or Pastor of financial needs prior to school registration.

In the case of unforeseen circumstances, we encourage parents or guardians to contact the Pastor or the Principal as soon as possible when they are experiencing economic difficulties. All cases will be discussed in confidence and decisions made are child-centered. Each need will be reviewed by the Pastor and Principal.

## **ACADEMIC PROBATION**

A student will be placed on Academic Probation at any time throughout the year when he/she has failed two-quarters of the main core subject. If a student ends the year with a failing yearly grade in any core

subject areas, a decision will be made as to whether the child is required to enroll in an approved summer school program to maintain enrollment at Immaculate Conception Catholic School. Core subjects include Religion, Literature, Vocabulary, Grammar, Math, Social Studies, and Science.

### **ACCELERATED READER**

Accelerated Reader (ACR) is an individualized reading program for grades K-8 designed to strengthen students' reading skills as well as instill a love of reading. Students have quarterly goals.

### **ACCIDENT INSURANCE**

Student accident insurance is available to any family in our school who may be interested. This coverage is offered through K&K Insurance Group. To find out more information about the program contact the school office or access [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com), or email to [info@studentinsurance-kk.com](mailto:info@studentinsurance-kk.com)

### **ATTENDANCE**

#### **DAILY SCHEDULE**

7:30 a.m.– Students may enter the school building and proceed to homeroom.

7:50 a.m.– Classes officially begin

3:05 p.m. – School Dismissal

3:30 p.m.– Remaining students may be sent to Aftercare.

Students may enter the building at 7:30 a.m. proceed to their homeroom. Classes officially begin at 7:50 a.m.

- At 7:30 a.m. a staff member will be on parking lot duty to assure the safety of all children.
- No child should be dropped off prior to 7:30 a.m.
- Students should be in the classroom when the 7:50 a.m. bell rings.

#### **SIGNING IN AND OUT OF SCHOOL/RELEASE FROM SCHOOL**

If a student arrives after the 7:50 a.m. bell, the parent, signs the child in at the front office. A parent or guardian comes to the front office to sign a child in or out of school.

School dismisses at 3:05 p.m. Parents are responsible for seeing that their children are brought to school on time and picked up on time. If children are not picked up by 3:30 p.m., children may be placed with the school's Continued Care program at a cost of \$25.00 per hour or any part of the hour.

If a child needs to leave school for some reason during the day, the parent/guardian sends a note to the teacher in the morning. The note must identify the time of departure and who will be picking up the child. Parents/guardians coming to pick up a child early must come into the School Office to check the child out. The process for checking the child out requires a parent to sign the child out of the school. The office calls the classroom to release the student from his/her studies. Under no circumstances are parents to take their child from school without signing the child out in the office.

## **TARDY/TRUANCY**

A student is tardy to school after they enter the school following the 7:50 a.m. bell. A student is tardy until 9:30 a.m. After 9:30 a.m., a student who arrives is absent for half a day. Students who arrive at school late receive an admittance slip from the office.

Chronic tardiness handicaps a child, causing him/her to miss announcements and not have enough time to start the day in an organized fashion. Excessive unexcused morning tardiness will result in the following disciplinary actions:

- Within a quarter of school, after five unexcused tardies, a letter is sent to the parents.
- The recording of tardiness will start over in each subsequent quarter.
- Accumulating a total of 15 unexcused tardies during the year will make continued enrollment and/or re-enrollment for the following school year probationary. This is at the discretion of the School Administration.

Tardiness due to orthodontist, dentist, and doctor's appointment is considered excused. A written note from the parent and/or physician are required for the tardy mark to be considered excused.

Students in grades 5-8 will be counted tardy from one class to the next if they arrive late during classroom switches. A tardy of this nature will be recorded on the student's virtue card, as a minor check.

## **PERFECT ATTENDANCE**

Perfect Attendance means the physical presence of a student at school or a school-sponsored daytime activity. That is, the student is never absent or tardy or leaving for any part of a day for any reason.

## **ABSENCE AND MAKE-UP WORK**

Regular student attendance is a must to ensure continual and progressive growth. Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and the reason for the absence.

When a child is sick, a parent is to email the school at [attendance@icdschool.org](mailto:attendance@icdschool.org) or call the school by 9:00 a.m. (561-4450 x137). A student is truant if he/she is absent from the school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

The student is expected to make up all necessary work missed during the absence. Student work can be picked up outside the office by 2:30. Student work will not be sent to other classrooms to be given to siblings/neighbors. Parents may contact the teacher via email or phone to request work missed. Once a student returns, the student shall have a reasonable amount of time to complete work. Reasonable is defined as the coinciding number of days of school missed (i.e. four days missed of school, four days to complete work.) For an extended absence, an arrangement will be made with the school for completion of missed work.

The report cards will be withheld until the make-up work has been completed. A student receives an "I" for grades that are incomplete.

Seventh grade students are granted one day in the second semester to conduct high school shadowing. Eighth graders are also granted one day to conduct high school shadowing. This day is not counted as an absence, as long as the high school provides a written statement regarding the shadowing for the particular school. If a student desires additional days, it is recommended that the student shadow on days that ICD is not in session. This policy applies to 7<sup>th</sup> and 8<sup>th</sup> graders only. Younger students who shadow at high schools are absent.

Unexcused absences include, but are not exclusive of, trips or vacations. Missing school for family trips is discouraged. Parents send a note one week in advance if a trip is anticipated. Parents will expect no assignments in advance for students who are traveling during school time.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

If ten absences accumulate, the Administration contacts the parents to review the reasons for the absences. If 20 or more absences accumulate, the Administration contacts the parents and requests a meeting to discuss the cause of the absences. A conference may be required to determine the child's readiness for the next grade level. Parents are given the opportunity to correct the problem before further steps are taken. Administrative discretion will govern in exceptional circumstances.

## **BAND PROGRAM**

Band is available for students in grades 5 through 8. Students receive lessons from an experienced instructor and participate in concerts and performances, as chosen by the Instructor. The requirements for Band are regular attendance to after school practices several times a week, as well as participation in any extracurricular performances.

## **BIRTHDAYS**

Children may have a free dress day on their birthday; barring it is not an All School Mass Day. If a child's birthday falls during the summer, he/she may choose their half birthday. If a child's birthday or half-birthday falls on a weekend or an All School Mass Day, the child may dress down on the day preceding or the day after.

In adherence to the school's wellness plan, birthday treats may not be brought to share with the class. This includes all food items and drink, as well as any other tangible item.

### **CHEWING GUM**

Chewing gum is not permitted at any time in the school building or on field trips or school sponsored activities.

### **CHILD ABUSE REPORTING**

Immaculate Conception Catholic School abides by the state Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Missouri Department of Family Services.

All employees and volunteers are required to complete the educational child sexual abuse prevention program entitled, "Protecting God's Children." The program provides information on how to prevent situations that can lead to abuse, on what behavior should raise concern about abuse and how to report abuse.

### **CLASS PLACEMENT**

With more than one classroom of children per grade level, placement of the children in the classrooms will vary each year with an effort to have balanced classrooms. Considerations will include male-female ratio, name similarities, mixing different students each year, sibling order, and balance of abilities and personalities. The administration of the school, with input from the teachers, reserves the right to set the class lists. Parent requests by email, phone, or appointment, are not guaranteed by the administration. The titles of the classrooms will be "A", "B", and "C", such as KA, KB, and KC or 1A, 1B, and 1C. The assignment of letters to the names of the classrooms has absolutely no connection to letter grades or performance.

The listing of assigned classrooms will be posted prior to the start of the school year.

### **CLASS SIZE LIMIT AND EXCEPTION (APPROVED BY SCHOOL BOARD 2/2014)**

As Archbishop Carlson expressed, to be truly Alive in Christ, our schools must be vibrant and growing... both by the virtue of numbers of children formed and by virtue of the example of formation provided." Therefore, we must open our hearts to this call and provide accessible education for parish families. The ideal class size for our classroom is (30) students per room. With an exception, grades 1-5 classrooms may provide access for 31 students. The principal in coordination with the pastor may exercise discretion in limited circumstances that would allow for this exception.

### **COMMUNICATION**

Teachers use many ways to communicate with parents, including email, voicemail, notes, phone calls, progress reports, corrected papers, conferences, and student-transmitted messages. Parents are also invited to communicate with teachers by notes, messages left in the office, or appointments. Under normal circumstances, parents who email or leave voicemails should anticipate a reply to come within twenty-four hours. Parents are asked not to contact teachers at home. If a parent or teacher concern cannot be resolved between the two parties, the Principal should be involved. A parent should not

bypass a teacher and go directly to the Principal under normal circumstances. The complete communication chain is as follows: Teacher > Principal > Pastor > Catholic Education Office.

## **CONDUCT AND DISCIPLINE**

### **STUDENT WITNESS STATEMENT - SEE APPENDIX A**

#### **STUDENT BEHAVIOR / ATTITUDE**

Violation of school rules and the disciplinary code is damaging to the spiritual health and academic environment of the school. Students who choose not to follow the rules will incur consequences relative to their behavior. Teachers will handle frequent infractions, correcting children lovingly but firmly.

Parents are the first educators of their children, and thus the school seeks to cooperate through a collaborative relationship with parents. The school will work with a child's parents to restore the harm that has been committed, maintaining the dignity of the child and promoting growth in virtues.

The school recognizes that more severe behaviors require an escalation in consequences. Such behaviors may be of the following:

- 1) Harmful behaviors – such as repetitive teasing, exclusion of other students, verbal abuse, threats
- 2) Fighting—including punching, kicking, pushing and hitting.
- 3) Foul, vulgar, or profane language and obscene gestures or pictures, whether written or spoken/acted.
- 4) Sexual misconduct or harassment—including physical contact, indecent exposure, social media offenses, teasing with sexual innuendos or demeaning notes or actions.
- 5) Verbal abuse—written or spoken words that are demeaning to another person, whether student or teacher; intimidation; defiance; and talking back to adults in charge.
- 6) Defiance of a teacher /administration
- 7) Breach of Technology Use and Internet Safety Policy.

Students who engage in any of these behaviors will receive a consequence fitting to the child's age and behavior.

#### **Daily Expectations**

Students are expected to be conscious of the other classes within the building. When students are traveling through the hallways, they are expected to follow these minimum guidelines:

1. Remain quiet
2. Walk on the right hand side of the hallway/stairwell
3. Keep hands at side
4. Respect the work displayed in the hallway

If a teacher is not in the classroom when students arrive at class they are expected to:

1. Remain quietly outside of the classroom against the wall without blocking the walkway until the teacher arrives.

## **VIRTUE BASED EDUCATION AND RESTORATIVE DISCIPLINE (6TH THRU 8TH GRADES)**

The following four principles are the guiding principles for a virtue based education and restorative discipline are:

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

Our goal is to help the students form in virtue that will serve them their entire lives. Forming virtues such as compassion, kindness, gentleness, patience, humility, forbearance, forgiveness, peace, unity, love and thankfulness will help children grow closer to God. We dedicate ourselves to promoting restorative practices that will support the children's growth in virtue and faith.

- We will communicate virtues in conversation
- We will commit to being constructive
- We will pay genuine compliments
- We will help the children soul search about their behavior
- We will do what we can address all situations in a positive way?

Teachers will use virtues and restorative practices to encourage students to be courteous and respectful. Teachers and students will discuss expected behaviors (e.g. raise hand before speaking, keep hands and feet to yourself, etc.) during the first week of school. Students and teachers together will take ownership of these behaviors signifying a respectful and collaborative community.

Each student will receive a Virtue Card at the beginning of each quarter. One side of the Virtue Card identifies a child's level of growth needed. The other side identifies growth achieved.

- Recurrent disruptive or disobedient behavior will result in a growth signature by the teacher present.
- Dress code infractions will be recorded as a growth signature.
- If a student cannot produce his/her discipline card when asked, may result in a signature.
- If a student loses his/her card, it may result in a signature.

Once a child has received four growth signatures a teacher will send home a restorative formation notice has been signed, the teacher will send a restorative formation notice home for parent signature and immediate return to school. Failure to return the signed restorative formation notice the next day may result in additional restorative formation time.

### **MERITS OF ACHIEVEMENT**

Children receive a merit of achievement when a teacher recognizes the behavior of the virtuous character. Merits of Achievement accumulate throughout the quarter. At the mark of 4 Merits of Achievement, children will have their name placed in the Hall of Holiness.



## **RESTORATIVE FORMATION (Detention)**

Restorative formation will sometimes be used as a consequence for behavioral problems or perpetual problems. Restorative formations are most often served on a pre-set day of the week from 3:15-4:15 p.m., in a designated classroom. Restorative formations will be restorative in nature, and students will be required to complete the necessary work assigned to meet consequence requirements. Parents will be notified of the day, and they will be expected to arrange transportation home for their child. Failure to report to the restorative formation without notice from the parent of the inability to attend may result in an in-school suspension. If a child is not picked up at the conclusion of the restorative formation, the student will be sent to Continued Care, and a fee will be assessed.

Per Quarter:

4 growth signatures= 1 hour restorative formation

4 additional growth signatures= 1 hour restorative formation

4 additional growth signatures= 1 day ISS

4 additional growth signatures= 1 day OSS

Per Year:

[The records for students in the 6-8 grades are reviewed quarterly.](#) If for the year, a student accumulates more than 20 growth signatures for the year, pending the reason for the growth signatures, he/she will be placed on disciplinary probation. If this student accumulates another eight growth signatures, he/she may be asked to withdraw from Immaculate Conception Catholic School. Students placed on disciplinary probation late in the school year will continue probation into the next year.

## **SERIOUS OFFENSES –BULLYING**

Bullying is not tolerated at ICD. Although we promote virtue and seek to repair harm, we recognize that teasing, isolation, ostracism, and mean behavior exist and are real. Every child should be made to feel as they are a part of our community and that they are loved. If bullying occurs, ICD faculty will utilize strategies to correct behaviors. Serious levels of bullying will warrant more severe consequences.

No parent wants to hear that their son or daughter is having difficulty with peers at school. Often they do not know what to do about these situations and may feel helpless. Many times they have made suggestions to their children about how to handle these situations, but parents may wonder if the suggestions have been effective and if there is anyone at the school even aware of the hurt that is going on. Sometimes these incidents are isolated or may seem not “significant enough” to warrant a call to the school. However, the school can only act on information if they know about it, and there may be a pattern that the school can pick up on. We are trying to develop a community of One Spirit, and therefore we all need to work together.

***If there is any question in your mind about if an incident should be reported to the school, err on the side of reporting it.***

***If it hurts your heart, report it.***

### **Guidelines for Contacting the ICD School**

- Communicate with the Assistant- Principal, Principal, and the teacher who may be affected.
  - Via phone if you would feel it is an urgent matter with more significant potential side effects
  - Via email if you just want to make them aware of the situation
- Be sure to include in your conversation as much information as you have
- Include what type of follow up with you would there to be (i.e. Increase awareness of staff in the cafeteria to be watchful of a particular table during the 6<sup>th</sup>-grade lunch hour...).
- Be aware that the school cannot divulge any particular discipline that occurs with another child in the school but they can still give you assurances that actions are taking place to decrease the opportunities for negative peer interactions.
- If you are a volunteer or a parent visiting the school, and you witness a peer interaction that is questionable, please feel free to request the students' name tags that are involved and report it to their teacher. You could also email the names if you do not want to take name tags. This method is also effective and appreciated for positive interactions that you witness.

### **SAFE ENVIRONMENT POLICY (Violence and the Threat of Violence (Archdiocese #4303.3))**

Our Catholic school shall provide a safe learning environment for all members of the school community. The climate 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.

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 violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practices. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teacher must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

### **SERIOUS BEHAVIORS CONTINUED**

Serious behavior such as,

- The threat to use, use of or possession of a weapon, or any item with potential to cause bodily harm.

- Threats of physical violence, or physical assaulting a staff member or another student.
- Acts or serious damaging harmful behavior and harassment.
- The inappropriate conduct of a sexual nature.
- Vandalism or destruction of property
- Possession or use of any drugs or drug paraphernalia. This includes alcohol, tobacco, lighters, and matches.
- Acts of arson

Serious behaviors may result in immediate Restorative Formation, Suspension, or Withdrawal for Cause at the discretion of the School Administration and may include any of the following:

- Remove the child from the classroom
- Notify authorities as appropriate
- Conference with the parents
- Seek written assurance from a mental health professional that the student is not a threat to himself/herself or others
- Communicate with staff or students who may have been the target of the threat
- Communicate expected behavior of the student for continued enrollment at the school when re-entered
- Engage in VBRD restoration practices

### ***THREAT OF VIOLENCE***

The carrying or possession of any weapon by any person is strictly prohibited in all parish buildings, on or about the parish grounds and at all school activities including school-sponsored activity trips. This prohibition expressly includes those persons licensed to carry concealed firearms. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary

### ***VIOLENCE PREVENTION AND SAFETY POLICY***

The school policy on violence has as its purpose the prevention of acts of violence that interfere with the educational process. The safety of students, faculty, and staff is to be given paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to a teacher, staff member, or the Principal. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

### ***SUBSTANCE 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. Also, 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 non-prescribed or illegal drugs, or use, possession of or being under the influence of alcohol or tobacco 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. Also, civil authorities may become involved.

### ***HARASSMENT***

Harassment is defined as any unwanted/unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment may include physical, visual, verbal, or sexual forms of behavior which targets a person's protected status, such as race, age, sex, gender, ancestry, color, citizenship, disability, handicap, national origin, religion, or any other category protected by law. It shall be a violation of this policy for any adult or any student to engage in conduct that interferes with an individual's academic performance or creates an intimidating, hostile or offensive learning or working environment. Harassment is prohibited at school and parish property and school sponsored activities on or off school property. Students and parents are encouraged to report concerns regarding potential active of harassment to the administration. Teachers are required to report all pertinent concerns to the school administration.

The administration and counseling staff will deal with reported cases of harassment. The child's parents will be notified, and the school counselor will be made available. Violators of this policy may be referred to the appropriate legal authorities. .If aggressive actions continue, the school may require additional long-range counseling. Serious infractions will result in suspension or withdrawal for cause as deemed appropriate by the principal.

### ***CHEATING***

Cheating is defined as earning credit for work that was completed with the use of notes, open books, copying work from neighboring students, or requesting other students to complete work for credit given to another student. This includes electronic forms of cheating, such as taking pictures of student work to share with other students. Cheating will not be tolerated. Students found to be cheating will receive a failing grade on that assignment and an automatic restorative formation. In subsequent instances, the student may be suspended for up to three days. Reentry into the school will be the decision of the principal.

### ***INTERNET and ELECTRONIC COMMUNICATIONS CONDUCT***

All members of Immaculate Conception Catholic School are entitled to a safe environment. 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 that 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 communication or depictions through email, text messages, or website postings whether they occur through the school's equipment or connectivity resources or 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 the cause.

### ***SUSPENSION***

If serious and/or consistent behavior impedes the learning of a student an ISS or OSS may be issued. ISS is served in isolation from peers or in another classroom at a lower grade level. Parents will be informed immediately if such consequence (ISS or OSS) is issued.

### ***WITHDRAWAL FOR CAUSE***

Withdrawal for cause is the permanent end of enrollment of a student from the school. Ordinarily, a student would not be subject to withdrawal for cause unless there has been a period of suspension and/or other serious disciplinary action taken. A student may be subject to withdrawal for cause as a result of a single, extremely serious violation or action contrary to the mission and purpose of the school.

## **CONTINUED CHILD CARE**

Immaculate Conception of Dardenne provides a Continued Child Care program for those students who need to arrive early and/or stay later than the normal school day. Continued Care is held before school from 6:30-7:30 and after school until 6:00 p.m. Parents interested in using this service should contact the school office for rates and more information. Pending inclement weather, a late school start of 10:00 a.m. may be announced. In the event of a late start – there will be NO Morning Care Service offered, and school doors will open at 9:30 for drop off. Parents will be notified of this via the website and/or phone calls.

## **COPYRIGHT**

The school adheres to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet websites and resources.

## **CORRESPONDENCE FOR NON-CUSTODIAL PARENTS WITH RIGHTS**

A court approved Parenting Plan must be on file for all families who require special custodial arrangements. The school will honor the Parenting Plan that is on file; this includes school communications (e.g. newsletters, report cards, etc.).

## **COUNSELOR**

The school has a full-time counselor through a partnership with Saint Louis Counseling, formerly Catholic Family Services. This professional is available to work with individual students in a variety of ways. Parents are encouraged to contact the school office, principal, or counselor directly for more

information. The school also employs a part-time counselor to educate and promote social and emotional health in the classrooms.

## **CURRICULUM**

The core subject area curriculum for all grade levels is available for parents to view through the school's website or in person at the school office.

## **DRESS CODE**

The school requires a standard uniform for both boys and girls. A student's appearance at school reflects an attitude of pride in self, school, and the community. Uniforms are an important part of the school setting. They allow the students to focus on their education and not be distracted by dress fads or accessories. They allow the teachers the opportunity to get on with the business at hand of teaching. It is not the responsibility of the school or school staff to see that children are in proper uniform each day; it is the responsibility of the parents and the child. Immaculate Conception Dardenne needs your help in accordance with the school mission to cooperate and support the school dress code. It is the parent's responsibility to dress their children in the prescribed dress code. All clothing should be neat, cleaned, pressed and mended when necessary.

### **Where to Buy Uniforms and Spiritwear?**

Uniforms may be purchased through Just Me Apparel or Tommy Hilfiger School Uniforms.

Parents may also purchase from other outlets that carry appropriate uniform attire.

Spiritwear may be purchased through Tommy Hilfiger School Uniforms and the ICD Spiritwear Store.

All uniform suppliers may be found on the ICD School website under Uniform Links.

### **Logos/Crests on Uniforms**

There are no requirements for logos or crests on ICD uniforms. Parents may choose to have the logo embroidered on the uniform through Tommy Hilfiger or Just Me Apparel for an additional fee.

## **SHIRTS**

Girls and Boys will have a choice of wearing a knit white or light blue cotton Oxford shirt.

Performance polos may also be worn if logo free or purchased through Tommy Hilfiger.

- Uniform shirts standard include a collar, short or long sleeves, brand logo free, no pleats, buttons only.

If an undershirt is worn beneath the uniform shirt, this too must be logo free and white.

Undershirt sleeve length should match the shirt sleeve length. Shirts must be tucked in completely at all times, and therefore shirts must be long enough to be tucked in and long enough to stay tucked in.

## **PANTS/SHORTS**

Must be navy-blue twill or corduroy, plain or pleated uniform type. Uniform type is defined as straight leg pants with inside pockets on front and back (no outside stitched pockets or rivets) with a zipper closure. Stirrup pants, knit, yoga style or stretch pants are not acceptable. No jeans.

No oversized, sloppy pants. Pants must be worn at the waistline. Pants worn sagging or “slacking” will not be permitted.

Shorts must be navy blue uniform-style walking shorts with zipper and inside pockets, (no outside stitched pockets or rivets). Performance golf shorts may also be worn if logo free or purchased through Tommy Hilfiger. Shorts must be of appropriate fit and length. Walking shorts may be worn from the start of school until November 1 and from April 1 to the last day of school. PE shorts are not considered walking shorts and are not allowed except for PE.

### **BELTS**

A dark blue, black, or brown belt must be worn with pants and shorts that are designed with belt loops for students in grades 1-8. No oversized or decorative buckles. Belts for Kindergarten are optional.

### **GIRLS’ JUMPERS/SKIRTS**

Dark blue plaid jumpers for grades K-4 purchased through Fischer's/Just Me Apparel or Tommy Hilfiger. This is the designated fabric chosen to represent Immaculate Conception Catholic School. Dark blue plaid skirts for grades 5-8 purchased through Fischer's/Just Me Apparel or Tommy Hilfiger. Skirts and jumpers must be no shorter than 2 inches above the top of the kneecap. Skirts may not be rolled up at the waist.

### **GIRLS’ MODESTY SHORTS**

Shorts must be worn at all times under the jumper or skirt. Stretch bike shorts in the colors of solid black or navy are strongly recommended. No long pants may be worn under skirts or jumpers, including when on the playground.

### **LEGGINGS/TIGHTS**

Basic solid navy leggings or tights will be acceptable attire for girls, worn underneath the standard uniform jumper or skirt. Girls wearing leggings will still be required to wear the regular school socks. No long pants may be worn under skirts or jumpers. This includes when on the playground.

### **SWEATSHIRTS**

Students in K-7 choosing to wear a sweatshirt may wear an official ICD navy blue sweatshirt, or an ICD navy blue hooded sweatshirt. Students may also wear the official navy blue embroidered fleece with a small embroidered left chest logo. A uniform shirt must be worn under the sweatshirt, hooded sweatshirt, or fleece.

8th-grade students will have the option of purchasing a red hooded ICD sweatshirt, ¾ zip sweatshirt, or standard sweatshirt with the ICD left chest logo; or an administration approved sweatshirt e.g. pro-life, 8<sup>th</sup>-grade class sweatshirt. A uniform shirt must be worn under the sweatshirt, hooded sweatshirt, or fleece.

ICD Sweatshirts are the only sweatshirts that will be allowed to be worn in school or church. Students will be asked to remove other jackets or sweatshirts.

## **SWEATERS**

Navy blue V-neck, crew neck or cardigan with long sleeves or sweater vest may be worn. A shirt or turtleneck must be worn under the sweater.

## **SOCKS**

Solid white, navy, or black socks only. Socks with a small manufactured logo are permitted. All socks must be visible. Solid white, navy, or black colored knee socks may be worn with girls' uniforms

## **SHOES**

Shoes must be Oxford style or standard athletic.

Athletic Shoes - The predominant or primary color of the athletic shoes must be in accordance of our school colors. The approved colors are red, any shade of blue, white, black, brown or gray. The shoe may have other accent colors on it.

- Standard Hi/Mid/Low Top Shoes are acceptable as long as they are in school colors and fit properly.

Oxford Shoes - The Oxford style shoes may be in the colors of black, gray, navy or brown. Sperry style (loafer or boat) shoes are acceptable as long as they are of approved colors and fit properly.

- No lighted shoes, roller shoes, oversize shoes
- No sandals, heels, platform/wedges, open toe, or open back shoes of any kind.

Shoes designed to be tied must have shoestrings and must be tied tightly. Shoelaces must be a solid color. Standard athletic shoes must be worn for PE classes.

## **MAKEUP AND JEWELRY**

No make-up of any kind allowed for grades K-6. Girls in grades 7 and 8 may wear a small amount of concealer. Full-coverage makeup is not allowed. Nail polish, artificial nails, French manicures, and mascara are not allowed for any grade. Girls may wear small post earrings, only one stud earring per earlobe. Earrings hanging below the earlobe or multiple earrings in one ear are not permitted. Girls may not have any other piercing. Boys may not wear earrings or have any other piercing. Bracelets, necklaces or rings are not allowed. Religious chained or leather strapped plain medals, or crosses are allowed, but must be worn underneath the uniform. Boys or girls may wear wristwatches without beepers or alarms. For safety reasons, watches and religious medals should be removed during PE classes.

## **HAIR**

Hair must be neat and clean. A hairstyle must be in keeping with the total image the uniform represents – that is, no extreme hairstyles such as coloring, faux hawks, [shaving of patterns or lines](#), hair extensions, wraps, feathers or beading.

- For girls, hair should be kept out of the eyes, as well as not be hanging over the eyes.



Hair ornaments must be in keeping with the total image the uniform represents. Excessive, large or distracting hair accessories are not allowed. Hair bows, for example, should be small.

- For boys, hair should be kept out of the eyes, as well as not be hanging over the eyes; hair may be no longer than touching the top of the collar. Boys must be clean-shaven.

Girls' and boys' hair must be their God-given color. Hair may not be bleached, highlighted or have other chemical alterations.

### **PE UNIFORMS**

PE uniforms are required for grades 6-8, boys and girls and are not required for K-5 students. The uniform includes a plain or ICD logoed gray t-shirt and plain or ICD logoed navy shorts. Shorts, at the shortest point of fabric, must measure below the longest finger tips when arms are at rest. Navy blue sweats may be worn on colder days. Students in grades 6-8 who do not have the designated uniform on for class will be given a signature. All students (K-8) must wear standard tennis shoes with non-scuffing soles during PE class. Laces must be tied or fastened tightly.

### **NAME TAGS**

Name tags are an important safety feature and are required as part of the uniform. Name Tags must be worn on the collar at all times including lunch and recess. If a child's name tag is lost, the charge is \$3.00 per new name tag. Name Tags should remain neat without stickers, markings, or other obstructions. Name tags include important information regarding student's name, class, teacher, lunch number, and medical school codes.

### **OTHER UNIFORMS**

Scouts/Heritage Girls/approved groups may wear their uniforms to school on school days when Troop, Den, Pack meetings or Scouting special events may occur. Scout uniforms must include identifiable Scout markings and must be in keeping with the overall Scout uniform. All pieces must be official scout or school uniform (NO jeans).

### **SPIRIT DAY - DRESS CODE**

At the onset of the school year, students will be given the opportunity to purchase a spirit shirt for the year. One Friday of each month is "Spirit Day". On these days, students may wear the official ICD T-shirt, ICD sweatshirt, the yearly spirit shirt, the "Cure for Carson" shirt, or any other ICD logoed shirt with uniform bottoms or the **official ICD School sweatpants**. On Spirit Days, students are allowed to wear a nice white long sleeve shirt under the t-shirts. On spirit days, all other policies for the dress, such as acceptable shoes, socks, and no jewelry or makeup, remain part of the dress code. At the discretion of the teacher and school administration, the spirit shirts will also be worn on field trips and other special occasions.

- The ICD Spirit Day T-shirts are sold through the ICD spirit store and Tommy Hilfiger via the school's website.

### **8th GRADE SPIRIT SHIRT/SWEATSHIRT**

At the onset of the school year, a special 8th grade Spirit Day T-shirt or sweatshirt will be designed and may be ordered as an optional purchase to be worn by the 8th graders on Spirit Days. This will be available through our Online Store and will only be available for purchase by eighth graders.

### **DRESS CODE FOR FREE DRESS/PICTURE DAYS**

Occasionally a free dress day will be given to students as a reward or for recognition. Free dress days refer to clothing only. Jewelry, nail polish, and makeup are not permitted on Free Dress Days or Picture Days. Clothing worn on free dress days must be in good taste and must be able to be worn for all normal school activities. 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. [Clothing that supports political candidates is not permitted to be worn at school.](#)

#### Shirts

- Sleeveless, Tank tops, thin strap tops, or bare midriffs are not permitted.

#### Pants

- On free dress days, students are allowed to wear nice jeans/pants, including appropriate fitted athletic pants.
- Girls may also choose to wear a skirt no shorter than two inches above the kneecap with modesty shorts underneath.
- Jeggings, yoga pants, leggings, pajamas are not allowed to be worn.
- Pants may not have holes, cuts, frays or any other type of tearing.
- Shorts may be worn from the start of school until November 1 and from April 1 until the last day of school.
- Shorts, at the shortest point of fabric, must measure below the longest finger tips when arms are at rest.
- Low-riding hip-hugger shorts are not acceptable.

#### Socks/Shoes

- Students may wear socks of their choice.
- Girls may wear boots on dress down days. Boots must be well-fitted and should not impede a child's ability to walk properly. No high-heeled boots are allowed, including cowboy boots.

If children come to school on Free Dress Days, Dress-Down Days, or Picture Days dressed inappropriately, parents will be called to bring other clothing. Students in grades 6-8 will receive a signature and their parents will be called to bring a full uniform for them to change into. A general rule of thumb to use is "when in doubt of the appropriateness of some piece of clothing, don't wear it".

### **Birthday Dress Down**

Children may have a free dress day on their birthday if they wish. If a child's birthday falls during the summer, he or she may choose another day.

No uniform/dress code can cover all eventualities or possibilities. It should be understood that the principal will have the final decision as to what is acceptable and what is unacceptable.

### **Consequences**

For students who are out of uniform: Nonessentials will be removed (sweatshirts, sweaters, jewelry, excessive hair clips, etc.). If essentials of the uniform are not present, the student will call home and parents are asked to bring the item to school. Students in grade 6-8, who violate the dress code in minor ways, such as a shirt untucked, socks not visible or inappropriate, makeup, sweatshirts, jackets while in the building, no PE uniform, or skirts rolled-up... may receive a signature on their disciplinary card.

### **DROP OFF and PICK UP TRAFFIC FLOW**

Students may enter the building at 7:30 a.m.; classes officially begin at 7:50 a.m. At 7:30 a.m. a staff member will be on parking lot duty to assure the safety of all children. No child should be dropped off prior to the staff member being on duty. Students should not be left unattended by parents until the school opens at 7:30 a.m.

The official end of the school day is 3:05 p.m. All classes will be walked out of the building by the classroom teachers. Parents are asked not to go to the rooms.

In the event of extremely dangerous weather conditions at dismissal time (lightning, hail, heavy rain/wind, ice), the release of students from the building will be postponed until the weather conditions improve. All drivers should remain in their vehicles. All students will remain in the classrooms. When the extreme weather has passed, dismissal will proceed as usual

### **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 to participate in specialized programs or to receive special education or remedial reading and mathematics services.

### **ELECTRONIC DEVICES**

Immaculate Conception of Dardenne seeks to promote best practices in the classroom including appropriate use of technology to meet curriculum needs. Your child may be called upon throughout the year to utilize their personal electronic device as a tool for 21<sup>st</sup> Education. Through email, parents will be notified of this opportunity. Electronic devices include tablets, cell phones, mp3 players, iPod, and e-readers such as Kindles and Nooks. Electronic devices may not be used for texting, browsing the internet on unapproved sites or social media, playing games, or unapproved activities.

If students are not utilizing electronic devices in a classroom for learning purposes, the electronic device must be in the off mode and placed in their locker or backpack.

A student violating this policy may have his/her electronic device confiscated. A confiscated electronic device will be returned to the student's parent by School Administration. Continuous breach of this policy will result in more serious consequence.

Immaculate Conception of Dardenne is not responsible for any electronic devices this includes lost devices or damaged devices. Students bring their device at their risk.

### **EMERGENCIES / NATURAL DISASTERS**

We have a planned procedure for evacuating the building in case of fire and bomb threats as well as special procedures to follow in case of earthquakes, severe weather or other situations. Drills in these procedures are held several times a year. Our school office has a severe weather warning radio and a pager that can be activated by the St. Charles Co. Emergency Management Agency. In the case of an emergency or natural disaster, school personnel will continue to care for the children until parents or authorized adults can come for them. Only the people designated on your emergency form will be able to pick up your child(ren). It is most important that we have a current emergency form on hand for your child(ren).

We have a crisis plan in the case of needing to “lock-down” the building. This plan is reviewed several times each year by the faculty and staff.

Through School Reach Instant Parent Contact, parents of our school can be instantly and simultaneously contacted by phone in the event of an emergency. Parents will hear a pre-recorded phone message giving directions and specifics per the emergency. This program is provided by funds from the Home and School Organization.

### **ENHANCED CURRICULUM/GIFTED EDUCATION**

[Immaculate Conception of Dardenne offers students in grades 3-5 who qualify \(i.e. 93% above on Iowa Assessment and a score of 116 or higher on the KBIT and approved teacher referral\) the opportunity to take part in Enhanced Curriculum/ Gifted Education.](#)

### **ELEVATOR**

The elevator is available to assist those with medical needs. Students needing to use the elevator should request approval from their teacher or the School Office.

### **EXTRACURRICULAR ACTIVITIES**

All school-sponsored extracurricular academic activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parent/guardian permission must be obtained students to participate in extracurricular activities.

### **FIELD TRIPS**

Each class will have at least one field trip to complement the academic program. While the Home and School Organization does provide some funding for all grade levels for trips, parents will be asked to pay if additional money is needed to cover transportation and entrance fees. These fees made be paid online through the School Store on My School Bucks. If this extra expense becomes a burden for any

parent, simply let the principal know in confidence. No child will be denied a field trip because of a family's inability to pay.

A permission form and My School Bucks payment link for each trip will be emailed to parents. If parents elect to pay field trip fees online, it will not be necessary to complete and return a permission form. If parents choose to send in field trip fees to school, please print the permission form, complete it, and return it to school with payment in an envelope clearly marked with its contents. A copy of the permission form will also be accessible in the Digital Locker.

A phone call cannot replace a permission form. Students who have not remitted a completed form, either online or by sending a hardcopy to the school, by the designated deadline will not be permitted to attend the field trip but are expected to be at school and to complete assignments related to the educational objectives of the field trip.

Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements as set by the teacher and administration.

Chaperones are kept to a minimum & chosen on a first come-first serve basis. Younger siblings may not accompany the chaperones. After the selection has been made, no parent can just show up to accompany the group. Bus transportation will be utilized as much as possible. If private passenger vehicles are used, the following criteria must be followed:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely. A copy of the driver's license should be on file in the school.
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 for the 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 have a seat belt and wear it. Students under the age of 13 are not permitted to ride in the front seat. Students under the age of 8 or 80 pounds or 4'9" tall must be seated, buckled in booster seats,
6. Vehicles must proceed directly to the site of the trip and return directly to the school. No side trips or stops at fast food restaurants or convenience stores are permitted.
7. Adults are not permitted to smoke in the vehicle.

## **FISH FRY**

ICD parish fish fries are a wonderful opportunity for fellowship and a major fundraiser for the school.

In order to encourage participation and ensure the future of the fish fries, the following policy was created:

1. The current family responsibility will remain unchanged but become a formal policy. Each family will be required to work one shift per family.

2. For each shift worked, the family name will be entered into a drawing for one year of free tuition for one child. The number of family entries is unlimited so the more shifts worked, the more entries earned.

The tuition incentive will be funded by proceeds from the school board trivia night. The tuition drawing will be held at the HSO Meeting at the end of the year.

### **FORGOTTEN ITEMS (Homework, Instruments, Gym Clothes, etc.)**

Since our students are learning responsibility, including having their materials for class; we ask parents not to bring forgotten items to school. This is more important for our 5<sup>th</sup> thru 8<sup>th</sup> graders as we are jointly preparing them for high school.

### **Grading Scale**

The grading scale used in grades 2-8 at Immaculate Conception Catholic School is:

A+ = 99-100	B+ = 91-92	C+ = 83-84	D+ = 76-77	F = 69 and below
A = 94-98	B = 86-90	C = 79-82	D = 71-75	
A- = 93	B- = 85	C- = 78	D- = 70	

### **GRADUATION**

To graduate from Immaculate Conception of Dardenne Catholic School, a student must have completed the minimum academic and religious requirements of the school; maintained satisfactory attendance record as defined by the school; demonstrated satisfactory conduct, and completed all financial obligations.

### **HEALTH POLICIES**

#### **COMMUNICABLE DISEASES**

The following are guidelines for school attendance regarding communicable diseases:

**Chicken pox:** Student does not attend school for six days following the eruption of the first crop of vesicles.

**Conjunctivitis (Pink Eye):** Exclusion from school until treated with prescription antibiotic drops for at least 24 hours and weeping has stopped.

**Fever:** A child with a fever of (>100.4) or 1-2 degrees above child's normal temperature will be sent home. Students must be completely fever free for 24 hours before returning to school.

**Lice:** (see "Pediculosis" below).

**Measles:** Student does not attend school until the rash has disappeared – usually about a week.

**Mumps:** Student does not attend school until all swelling has disappeared—usually about 12 days from onset.

**Scarlet fever/strep throat:** Student is excluded from school until all discharge has ceased, and child has been fever free for 24 hours.

**Whooping cough:** Student is excluded from school three weeks from the onset of paroxysmal cough.

**Impetigo:** Student is excluded from school until sores are completely healed, or child has a note from the doctor.

**Pediculosis (lice):** Student is excluded from school until free from all insects and “nits”. Proof of treatment (label from medication or note from physician) is required upon return to school. Upon return, to school, the child will be rechecked by the school nurse before s/he is readmitted to class.

**Vomiting/Diarrhea:** Students with vomiting and/ or diarrhea must go home or stay home for 24 hours or until free of vomiting and/or diarrhea for 24 hours.

### **ILLNESS AND INJURY**

If a child becomes ill during the day or sustains injury more serious than the usual scrapes or bruises, parents are notified right away. An emergency form is sent home at registration time to be filled out by parents. It is important that we have current emergency numbers for each family. Parents must be responsible for informing the office if work/home/cell numbers change.

**IMMUNIZATION AND HEALTH RECORDS** All students must have current immunization and the record of this must be on file in the nurse's' office. All K, 3<sup>rd</sup> and 6<sup>th</sup>-grade students are required to have a physical. Record of the physical is due to the school office by August 1<sup>st</sup>. All 3<sup>rd</sup> and 6<sup>th</sup>-grade students must also have received their hepatitis B immunization or be in the process of receiving it prior to the school year starting. All 8<sup>th</sup>-grade students must have their dTAP immunization prior to the school year starting.

### **MEDICATION**

The St. Louis Archdiocese has defined the medication policy. Our school will follow the guidelines listed below:

**For the safety of all students, a current list of all allergies and any daily medication for each child should be on file with the school nurse. This includes medication administered by the parents outside of the school day. This information will be kept in confidence by the nurse and will only be accessed by the nurse if the need arises.**

Most medications that children require do not need to be given at school. Any medication that is given three times a day should be given at home (morning, after school, & bedtime). The school will not administer the first dose of any medication. If a medication (prescription or over-the-counter) must be given at school, the parents must follow these requirements:

- 1.** An emergency authorization form must be on file in the school office listing the name of the child's physician and phone numbers.
- 2.** There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered “as needed” a plan must be provided), and diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order.
- 3.** Written permission must be provided by the parent/guardian requesting that the school personnel comply with the physician's order.

4. Prescription medication should be brought to school in a container appropriately labeled by the pharmacy. Nonprescription medication should be in the original container. Ideally, the parent will have two containers, one for home, and one for school. Upon request, pharmacies will usually provide the two containers. For medications that will be given for the entire school year, the child needs a new prescription container each school year.
5. If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician's order.
6. Students may not carry medications with them at school.
7. The school has the right to call the physician to clarify a medication order.
8. If the child requires nonprescription medication (Tylenol, cough syrup, Advil, etc.), the parents must get a physician's order. Contact your physician and have him/her mail or fax the order to the school. Having the order in place will save the child from needing the medication and not being able to get it. The medications must be supplied by the parent in their original container.
9. The school is authorized to use nonprescription topical dressings such as hydrogen peroxide or antibiotic cream on minor cuts, scrapes or bruises.
10. If a student has asthma, the school must have the appropriate medication on hand as this can be life- threatening.

Medicines are kept in a locked cabinet and dispensed by the nurse, secretary or other authorized school personnel who have taken necessary courses through the St. Louis Archdiocese.

### **SCREENING**

We have a school health program that makes available visual and audio screening as well as scoliosis and head lice screening.

### **HOME AND SCHOOL ORGANIZATION**

The Home and School Organization exists to provide support for the school. All parents are automatically members of this organization and are needed to participate in its various activities. There are meetings held throughout the year; at least one parent is highly encouraged to attend the meetings. These meetings are one way that communication continues between our school families, HSO, and the school.

The Organization has two primary purposes. The first purpose is to provide an avenue for parent education. HSO promotes communication between parents of students and members of the school staff.

The second purpose is to provide support for the educational programs of the school. This support comes from you, our members, in the form of time, talent, and treasure. Members serve as volunteers, playground supervisors, aides in the classrooms, library, and office as needed throughout the year.

The organization also provides the school with financial support for needed expenses not included in the school's budget. This would include such things as new textbooks, educational resources for the teachers and cross-curricular activities for students.



As a member of Immaculate Conception Home and School Organization, each family will be required to generate \$300 in profit to support the organization.

Home and School Executive Board for 2018-2019

Mrs. Sarah Bezdek, President  
Mrs. Suzie Covert, Vice-President  
Mrs. Shelly Heidger, Secretary  
Mrs. Hannah Merrick, Treasurer  
Mrs. Shannon Xenos, Events Coordinator  
Mrs. Lori Finklang, Communications Coordinator  
Ms. Melissa Walling, Bravo Coordinator

**HOMEWORK AND ASSIGNMENTS**

Home assignments are given to reinforce the material taught during the day. This is an integral part of the students' learning experience. Some reading or reinforcement studying should be done each night, even if written work has not been assigned. Students should spend 15 to 20 minutes reading outside of the written homework assignments. Common guidelines for time spent on homework are:

Grades 7-8 -- 30 to 90 minutes  
Grades 5-6 -- 30 to 60 minutes  
Grades 4 -- 20 to 45 minutes  
Primary grades—approximately 10-30 minutes

Students who work slowly or inconsistently may take more time to complete their assignments. If parents believe the child has too many home assignments, they should discuss the problem with the teacher(s). If, because of some emergency, a child is not able to complete the homework assigned, parents should send an explanatory note to the teacher, and see that the child completes the work the next day. The note does not take the place of homework. This "emergency" exception does not include sports or athletic practice.

An assignment notebook will be used by your child to keep track of homework, as a form of communication between home and school.

Procedures for the collection and acceptance of homework vary with each grade level and are adapted to the age and level of the children.

**HUMAN SEXUALITY PROGRAM**

All Archdiocesan schools complete Family Life from RCL Benzinger in grades 4-8 as a requirement for Human Sexuality Education. In grades seven and eight students receive additional education through Theology of the Body for Teens. The Human Sexuality Program is designed to help students develop healthy attitudes and values. Our Human Sexuality Program is approached holistically, considering the whole child, not just one particular aspect. Parent permission slips are required. The eighth grade may participate in the Right Start Program.

## **INVITATIONS / GIFTS**

Private Party invitations may not be passed out at school. Parent-to-student and student-to-student gift giving are not appropriate in the school setting. Please make these presentations at home.

## **LIBRARY**

The following are guidelines and expectations for the Immaculate Conception Catholic School Library:

1. If a book is overdue (2 weeks after checkout date), the student has until the next library class to return the book or he/she loses all library privileges until the book is returned or replacement fees are received.
2. If a book is lost or damaged, parents will be notified of an appropriate replacement fee, designated by the school librarian, in order to replace the book from the publisher. This fee may be paid online through My School Bucks. Another book is not acceptable as a replacement. This payment must be made in a timely manner, so that the student can continue to check books from the library.
3. Grades 5 through 8 may be subject to a signature if an overdue or lost book is not taken care of in a timely and sufficient manner.

## **LOCKERS AND CUBBIES**

Lockers and cubbies are to be kept completely free of taped on or displayed items on the outside unless the teacher approves. Students with lockers may bring a shelf to be put in the locker. All lockers and cubbies are to be kept neat and orderly. Any picture, schedule, or item posted on the inside of the locker should be in keeping with the overall expectations of students. Nothing negative, sexual in content, or degrading should ever be posted in a locker.

- Locks are available to students upon request. Personal locks should not be used.

## **LOST AND FOUND**

Please label all of your child's belongings with his/her name and grade. Check the lost and found box regularly. Unclaimed items will be disposed of or given away regularly.

## **LUNCH AND BREAKFAST**

Immaculate Conception Catholic School contracts with Food Service Consultant (FSC) to run a lunch program for the convenience of parents and students. The cost for meals will be set prior to the beginning of the school year. The program will be detailed in additional correspondence to all families.

Students have access to a microwave. Students are not allowed to have food or beverages from any outside restaurant. Students are not allowed to bring soda for their drink.

Parents are welcome to eat lunch with their child. Parents may brown bag their lunch or enjoy lunch from the cafeteria. Parents and guests are not permitted to bring fast food or soft drinks

At the conclusion of the year, all family account money will be rolled over to the following year. Families leaving the school with an excess of over \$5.00 will be reimbursed.

## **MASCOT**

The official mascot of the school is the Prairie Dog. It is a representation of communal support, such as we are for one another.

## **MEDIA AND THE SCHOOL**

Members of the media should be on school property only as guests, and are strictly prohibited from interviewing students on matters unrelated to the purpose for which they were invited. If the media wishes to interview or photograph a student, the school must have on file the signed parent permission media form granting approval.

## **MONEY SENT TO SCHOOL**

It is no longer necessary to send money for fees into school with your students. Examples of these fees are field trip fees, choir and band fees, and fees for HSO events. ICD now offers the ability to pay for most school fees online (using credit cards, debit cards, or online checks) through our School Store on My School Bucks. My School Bucks is the same website we use to manage student lunch accounts. It should be noted there is no per transaction fee for parents when purchasing items in the School Store, however, there is a per transaction fee when using My School Bucks to add funds to a student's lunch account.

If parents choose to make a cash payment for fees, this money should be sent with each student individually and not as a family. Cash must be sent in the exact amount. All cash should be sent in a sealed envelope clearly marked with its contents: what the money's for, the child's name, grade, and teacher.

## **NAME TAGS**

Name Tags are considered part of the dress code and are to be worn on the collar throughout the day. Name Tags for K-6 will be left at school nightly. If a child's name tag in grades K-6 is lost, the charge is \$3.00 per new nametag. Seventh and eighth graders are responsible for their name tag nightly. If a child's name tag is lost in grades 6-8, the child will be charged the \$3.00 replacement fee and may be given a signature for no name tag. These replacement fees will be invoiced through My School Bucks. While the name tag is being replaced, the 7-8<sup>th</sup> graders are required to wear a temporary name tag checked out from the office.

## **OFFICE COMMUNICATION**

On occasion, communication will be sent to all families from the school office via email or mailings. Please be vigilant in checking your children's backpacks and your email inbox.

Each week communication will be sent to all families from the school office via email or through the oldest child in school on Friday.

Access to school families through school publications and communication shall be limited to educational programs and parish events that may be of interest to families.

## **OUTDOOR EDUCATION**

Approximately 1 acre of land on the northwest corner of the campus has been designated as the Outdoor Classroom. The area is available for use by all grades.

Camp: As part of the science curriculum, 6<sup>th</sup> graders have the opportunity to participate in a week of outdoor study each spring. Through several fundraisers, the class raises as much money as possible to help the parents pay for this venture. The 6<sup>th</sup>-grade teachers will send home the information regarding camp.

## **PAPER HEADINGS**

The school has an adopted paper "heading" format for all work that is turned in by students, grades 2-8.

<u>Name</u>	<u>Date</u>
Subject, grade/homeroom	Page

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled at least once each year, typically at the end of First Quarter. During this time, parents meet each student's teacher to discuss the academic progress of the child. Parents are encouraged and welcome to contact a teacher at any point of the year when they feel a conference is necessary. Please contact the teacher to schedule a mutually agreeable time to meet. By notifying them about items to discuss, this allows the teacher to prepare appropriately for the meeting. Teachers can be contacted to set up an appointment in their classrooms before or after school, by email, by phone (leaving a message to return a call), or sending a note with the child.

## **PARTIES**

Classroom parties are held during the year. These are organized under the direction of the teacher and through the Home and School class-assigned Room Parents. Specific information will be communicated by the Room Parents. [The K-4 students enjoy a Christmas and Valentine's Day party.](#) [The 5-8 students enjoy a Christmas party.](#)

## **PETS ON CAMPUS**

For the safety of the children and your pets, no pets are allowed on campus without the principal's permission. This includes pets being in or out of vehicles at arrival and dismissal time. The school will have a blessing of pets in October to celebrate the Feast of St. Francis of Assisi.

## **PHYSICAL EDUCATION**

All students will participate in physical education classes. Students in grades 6-8 are required to wear the official PE uniform. Please refer to the Dress Code. Students unable to participate in physical education class are required to have a note from their doctors. Notes are to be given to the homeroom teacher and then passed on to the PE teacher.

## **PLAYGROUND SUPERVISION**

The children are supervised at all play periods. Morning/afternoon activity time for the primary grades is supervised by the teachers and aides. For the noon activity time, we have a Recess Coordinator on staff and a group of parents who help supervise. The children are expected to respect and obey the

supervisors. Toys and equipment are provided for the children's use during activity time. They are encouraged not to bring things from home for use at activity time because of the danger of their things being damaged. If students do bring toys from home, they do so completely at their risk. Hard balls or violent toys (guns, swords, etc.) are never allowed on the playground.

Please consider helping with playground supervision if at all possible. We always need more helpers!

### **PHONE USAGE FOR STUDENTS**

Students will not be called to the phone during school hours except in the case of extreme emergency. If there is a message you must get to your child, the secretary will see that the student gets it. Teachers will be called to the phone during class time only in case of family emergencies.

The office phone may be used by students to call parents in emergency situations. All students must have adult permission before using the telephone.

### **POSTING MEDIA ON PUBLIC WEBSITES OR APPLICATIONS**

Immaculate Conception of Dardenne understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parents have the express written permission from the school to do so. This includes but is not limited to online photo/media sharing on sites such as YouTube, Instagram, Vine, social media websites, and similar applications.

Students and parents are not to record the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions, meetings, and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parents have the express written permission from the school staff member. This includes but is not limited to online photo/media sharing on sites such as YouTube, Instagram, Vine, social media websites, and similar applications.

### **PUBLICATIONS**

**Google Classroom:** Google Classroom will be utilized in grades 4-8. Parents will be designated as guardians in order to access information related to tests and assignments. This will replace the weekly newsletter in grades 4-8.

**Newsletter:** Teachers in grades K-3 will send out a weekly newsletter via Teacher Ease.

The WINDOW is a weekly publication of important school matters. It is sent out each Thursday via email.

School Insight: School Insight is continuously being updated to provide parents with relevant information. Posting of inclement weather days will include School Insight announcements and a scrolling announcement on the school website.

## **QUALIFIED STAFFING**

ICD ensures that all faculty and administration are hired according to the policies and regulations of the St. Louis Archdiocese. ICD follows the Manual for Elementary School Administration and the standards for the Missouri Nonpublic School Accrediting Association. In order to increase knowledge of our school families, we are outlining the regulations here.

- According to the Archdiocese Manual for Elementary School Administration
  - “to be eligible for employment as a teacher, a person must meet, or arrange to meet, within a reasonable time, all qualifications required by the State and Missouri Nonpublic Accrediting Association for certification.”
  - “reasonable time” is not defined here and will be determined by the school administration
- Guidelines for the Missouri Nonpublic Accrediting Association states
  - “All full-time teachers have either: a state teacher certificate or are working toward this certification or a written plan that leads to completion of a degree/certification.”

## **QUESTIONING OF STUDENTS**

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present.

## **RECORDS**

Parents/guardians have the right to inspect and review the official active confidential file of their children. Any parent wishing to see his/her child’s file should call the office for an appointment.

## **RECYCLING EFFORTS – PAPER, LABELS, BOX TOPS**

The school sponsors paper recycling. Three large bins are located near the fry house at the back of the parish campus. All families are encouraged to participate in this program.

Campbell Soup Labels, as well as Box Tops for Education, are collected. Families may send these items in throughout the school year.

## **RELEASE OF STUDENT ACADEMIC INFORMATION**

There is no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian and unless all financial obligations are up-to-date. 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 can only be done with the specific written consent of the student's parent or guardian. This applies to both written and/or oral information.

## **REPORT CARDS and PROGRESS REPORTS**

Report cards are made available through the online grade book program at the end of each quarter. Teachers use comments as well as grades for the benefit of parents and students.

Students in grades 5-8 receive conduct/work ethic ratings from each teacher.

Grades are updated on the online grade book program approximately every two weeks as listed on the school calendar and posted in the school newsletter.

K-1 reports use a marking system consistent with the development of primary children. This system is communicated to parents at the beginning of each school year.

The final report cards for the fourth quarter will be made available to parents via the online grade book program once all fines and fees have been paid.

## **SCHOOL BOARD**

The Immaculate Conception School Board consists of members, elected by the parents or chosen by the pastor, who serve as an advisory council to the pastor and principal. The Board regularly meets once a month. The schedule of the meetings is published in the school newsletter, with a section of each meeting open for parents to observe. Those wishing to attend should contact the Board President. If a person wishes to address the board, the person should contact the chairperson at least one week in advance so that they can be placed on the agenda.

President - Carrie Bischof

Vice President - Jill Bell

Secretary - Beth Kraner

## **SCHOOL BUDDIES**

Preschool and 7<sup>th</sup>-grade

1<sup>st</sup> grade and 5<sup>th</sup>-grade

3<sup>rd</sup> grade and 6<sup>th</sup> grade

Kindergarten and 4<sup>th</sup> grade

2<sup>nd</sup> grade and 8<sup>th</sup> grade

## **SCHOOL CLOSINGS AND LATE START**

In the case of emergency or inclement weather school closings will be first listed on our website at [www.icdschool.org](http://www.icdschool.org). It will also be broadcast on radio station KMOX (1120 on the AM dial) and TV channel 5. Lastly, we will use School Messenger when necessary.

Start time may be delayed until 10:00 a.m., pending the circumstances. The start time is announced as such through all forms of media. If the school does start at 10:00 a.m., there will be NO Morning care and doors would open at 9:30 a.m. If inclement weather causes the school to close, the School Messenger Instant Parent Contact program may be used.

If parents are concerned about the weather and/or road conditions, they are encouraged to make their decision about arrival time and/or pick up for their children. In the case of a school day time emergency, phone lines to be used for parents calling the campus are 561-4450 and 561-4459.

### **SEARCHING OF STUDENT LOCKERS/PROPERTY**

According to the Safe Schools Act, a student's locker or desk may be searched by a school official. A student's jacket, purse, backpack, and the like are personal property. With good reasons, school officials may request that a student empties the contents of pockets, purses, backpacks, or the like. If the student refuses, disciplinary action could be taken based on the refusal.

### **SECURITY**

All teachers, staff, and administration must wear identification throughout the day. All visitors, volunteers, and vendors must check in at the school office before proceeding to any other location on campus. Upon checking in, individuals are given a name tag to wear throughout the school. These individuals must also check-out through the office upon leaving.

All outside doors are locked directly after morning drop-off and remain locked during the day.

All staff members at Immaculate Conception Catholic School are acutely aware of the need to protect your children from harm. Any suspicious or unknown persons are investigated as soon as reported. Playground supervisors and maintenance personnel are especially warned to be alert to danger. Teachers supervise the grounds at dismissal to make sure no child is left without a ride.

No student is ever allowed to walk between buildings without a partner.

The intercom system allows teachers to call the office without leaving their classrooms. In all of this, we need the help of parents in keeping alert for danger and ready to help any child in distress

### **SEPARATED OR DIVORCED PARENTS:**

- A. In all cases in which the parents separate or divorce, the school shall be presented with a copy of the part of the decree about custody and visitation rights.
- B. In a case in which parents retain joint custody, both parents shall be afforded equal access to the student and student records. They will both be held responsible for the child, and the school will release the child to either parent.
- C. In a case in which the parents separate or divorce, and one retains primary custody:
  - 1) Both parents are entitled to access to information.
  - 2) Both parents shall be afforded the access to the child normally afforded parents of all the children.



3) The student will not be released to a non-custodial parent unless arrangements agreeable to both parents have been made in advance or, in the case of emergency if the non-custodial parent is listed on the emergency form.

D. If the custodial parent has provided the school with a copy of the restraining order against access to the child by the non-custodial parent, the non-custodial parent will be denied access to both the child and information about the child.

### **SIBLINGS DURING AFTER-SCHOOL ACTIVITIES**

Siblings of students participating in after school activities, (e.g. restorative formation, choir, speech, etc.), may not remain in the building or on school or parish grounds unless they attend the Continued Care program. Teachers directing the after-school activities are responsible only for those students participating in the activities. Any students remaining in the building or on school grounds after 3:30 p.m. will be escorted to the Continued Care program. In these cases, parents are responsible for fees assessed by the Continued Care program.

### **SNACKS**

All students may bring a snack to be eaten during the day at a time designated by the teachers. Snacks should be nutritious and not messy to eat. No candy or soda of any kind. Suggestions include pretzels, grapes, trail mix, or granola bars.

### **SOCIAL JUSTICE**

Each grade level will have a special focus on human dignity. At a minimum, each grade level will do two projects yearly in conjunction with the assigned focus. Also, each classroom has an adopted saint to correspond with the assigned social justice focus.

K & 1 = Sick	3 = Parish Life	5 = Sick	7 = Greater Community
2 = Elderly	4 = Missions	6 = Military	8 = Chastity

### **SPECIAL AREA CLASSES**

Students have the opportunity to learn Music/Performing Arts in grades K-8 Band in grades 5-8, Art in grades K-8, Physical Education in grades K-8, Technology in grades K-8, and Spanish in grades K-8.

### **SPECIAL SERVICE / REFERRALS FOR SPECIAL EVALUATION**

The school attempts to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. It is important that the school fairly evaluate both students' special needs and the school's capabilities. The goal of all efforts to address students' special learning needs should be successful mastery of the standard curriculum in the regular setting.

Children with extraordinary learning or behavioral difficulties may be referred to the public school districts or the Special Education Department of the Archdiocese for special evaluation. Special services offered to our students through the Wentzville Public School District are for hearing, learning difficulties, speech and language, and vision.

Teachers are alert to special problems and will contact parents of any children they suspect should have this in-depth evaluation. Parents who believe their child might need special evaluation should confer first with the child's teacher and the principal for guidelines as to how to proceed. Various interventions must be tried before the formal referral is made to the Wentzville Public School District or the Archdiocese. If the interventions are not successful, the school will then contact the appropriate agency and begin the referral process.

## **SPIRITUAL DEVELOPMENT**

### **MASS**

Mass is held every day in the Parish Chapel or the Parish Church. The school attends Mass most every day, alternating grades and groups. Every child will attend one Mass per week. As participants of Immaculate Conception Catholic School, you agree by signing the Parent Witness Statement that you will foster and nourish your child's Catholic faith. A major part of fostering and nourishing your child's faith is attending Mass regularly on Sundays and Holy Days of Obligation. It is expected that all families will be active members of Immaculate Conception of Dardenne through regular Sunday Mass attendance and attendance on Holy Days of Obligation. We invite parents and guests to attend Mass with us each day. Come and worship with your child, they will love it!

### **SACRAMENT**

The school helps parents prepare their children to receive the sacraments of 1<sup>st</sup> Reconciliation and 1<sup>st</sup> Eucharist in the second grade and Confirmation in the eighth grade. The actual reception of the sacraments is a parish event and is arranged with the Pastor and the Director of Religious Education.

### **PRAYER**

One of the goals of Immaculate Conception School of Dardenne is to foster the prayer life of the children in our school. We demonstrate our desire to pray through regular Morning Prayer and reflection. We have discussion and meditations on specific virtues we seek to achieve and the saints who exemplified them. Teachers also pray with their students, which promote a spiritual community of faith in the classroom. Other ways that we foster a life of prayer are the following:

1. Adoration of the Blessed Sacrament is available in the school building and the Parish Chapel.
2. Our namesake, Mother Mary, is honored during the month of the Rosary in October, as well as Mary's month of May
  - a. (e.g. recitation of the Rosary, May Crowning, Memorare)
3. The holy seasons of Advent and Lent are also times of special prayer.
  - a. All students pray the Stations of the Cross during Lent.
  - b. 8<sup>th</sup> Grade prayerfully practices the Living Stations of the Cross
4. Promote Pro-Life Month through a Prayer Service and a monthly reflection of life at Mass.
5. Days of Faith

## **RECONCILIATION**

We trust that parents will encourage their children to be regular in the reception of the Sacrament of Reconciliation. Students are given the opportunity for Reconciliation 2 times a year, 1 per semester.

## **STUDENT RECOGNITION**

**St. Benedict Society** - First Honors: A student who has been inducted into the St. Benedict Society has earned a 3.9-4.0 GPA. This award is given during the first, second, and third quarter.

**St. Scholastica Society** - Second Honors: A student who has been inducted into the St. Scholastica Society has earned a 3.75-3.89 GPA. This award is given during the first, second, and third quarter.

**St. John Paul II Society** - A student who has been inducted into the St. John Paul II Society lives the message of hope every day through the mission of Immaculate Conception Catholic School building a community one Spirit in Christ Jesus. This award is given to one student per grade level and is awarded at the end of the school year.

**St. Therese Society** - A student who has been inducted into the St. Therese Society has demonstrated significant academic improvement during the academic year. This award is given to one student per class and is awarded for the second and third quarter.

**National Junior Honors Society** - Membership is open to those 2nd-semester 7<sup>th</sup>-grade students who meet the required standards of **scholarship, leadership, service, citizenship, and character**. Students are selected according to the by-laws of the school. By-laws are available for review in the Teacherease digital locker.

## **TECHNOLOGY**

All students and parents are required to sign and abide by the Student Technology Use and Internet Agreement form. This form is provided to all families in the Back to School Packet.

## **TESTING**

Students in grades 3-8 take the Iowa achievement test each year in September. The results of this test are given to parents during the Fall Semester.

We ask that parents not schedule routine medical appointments at the times of these tests.

Students in grades 5 and 8 take the ACRE Religion Test at the beginning of the second semester. This assessment assists the teachers in our school to understand better where students are in terms of knowledge, perception, attitude, and practices of our Catholic faith.

Kindergarteners are given a developmental screening before entering school.

## **TEXTBOOKS, LIBRARY BOOKS, PROPERTY**

Students are responsible for all books and supplies issued to them. Books will be covered at the discretion of the teachers. If school materials or school property becomes lost or damaged, the student

is required to pay for the repair or replacement of the item(s). Students are not allowed to “deface” the covers of their assignment book, notebooks, workbooks, textbooks (covered or not), etc.

## **VOLUNTEERS AND VISITORS**

There are numerous ways to volunteer, as there are numerous needs for assistance. Many volunteers are scheduled through the Home and School Organization and Parent Helper Teacher Program. Also, various help is asked for through the “Window” (newsletter) throughout the year.

The Archdiocese of St. Louis has put forth strict guidelines over recent years to ensure the safety of all Catholic school children while under the care and supervision of their respective schools. The Safe Environment Program, which includes a criminal background check, a signature on the Ethical Code of Conduct Agreement, and the attendance at a Protecting God’s Children Workshop, is now required of anyone who works with or near minors. Therefore, parents/volunteers MUST BE ON RECORD AS HAVING COMPLETED the three Safe Environment Program Requirements, also known as Protecting God’s Children Program.

Parents are most welcome to visit the classrooms. So as not to disrupt the classroom activities, prior notification of the visit should be made to the respective teacher.

All volunteers and visitors must come to the school office when entering the building. Upon signing in, they are given volunteer or visitor name tag. Parents or visitors are NOT to go to any classroom at any time for any reason without first coming to the office. When leaving, volunteers and visitors must sign out and dispose of the name tag. There is NO exception to this policy. This policy has been established to eliminate the free access to our building that often results in the disruption of instructional time, and for the safety and protection of our students, staff, and volunteers.

## **WITHDRAWAL FROM SCHOOL**

If a child needs to withdraw from school, parents should make a formal withdrawal at the school office. The needed information will include the name and grade of the child and the name of the school to which the child is being transferred. Our office will send the student’s records directly to the new school when the request is received. Tuition and fees must be up-to-date before records are sent.

**\*Changes in Handbook: The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes.**

# Parking Lot Information

Dear Parents,

Your child's safety is important and we have established parking lot procedures that promote student safety. We ask all parents to adhere to the **Immaculate Conception School Parking Lot Procedures**. Please read through the Drop Off and Arrival procedures.

\*For various reasons, be mindful and patient, as the "Planned Routes" do not often work the first day of school.

**Doors Open at 7:30 a.m.** – Families needing an earlier drop-off time should contact the Morning Care program.

## Morning Drop-Off:

There are two ways to enter the campus (see Map).

1. White Birch Lane (entrance closest to the soccer fields). Exiting back to Hanley Road
    - This drop off zone is on the south side of the gymnasium and parents will exit onto Hanley Road
  2. Highway N, Church entrance, exiting out to Highway N (Rectory Drive)
    - This drop off zone is from the front of the church to the end of the school and parents will exit onto Hwy N from the Chapel Parking Lot.
- Parents wishing to escort their children to the door may park in the North Lot and walk them to the door.
  - The parking lot next to the rectory is for chapel use only.

## Afternoon Dismissal:

1. We will use two main parking lots for dismissal (See Map)
  - the Lot to the SOUTH of the church - exit out the South exit of campus
  - and the Lot on the NORTH side of the new church
    - i. - exit out of White Birch lane for those turning left on Hanley
    - ii. exit out Hanley Road near St. Vincent DePaul Building for those turning right.
2. The CHAPEL Lot is reserved for preschool only families. Families without preschool children and School families with preschool children should not park in the CHAPEL lot.
3. Both the NORTH and SOUTH parking lots will begin to close at 3:05.
4. Parking lots do not dismiss until all students are accounted for.
5. If students are not picked up by 3:10, students will remain with a staff member until 3:30. If they are still not picked up, they will be sent to AfterCare. Please contact the office in advance (if possible) so we can plan accordingly.

\* There will be NO parking or dismissal of students at any other location, including the Dardenne Baseball Fields. Students directed to meet at a different location will be sent to the office for parents to pick them up after all lots have emptied.

**SOUTH Church Parking Lot DRIVER Route:**

- Enter from the Church Entry on Highway N.
- Cars back into all parking spaces making it easier to dismiss.
- Exit from this lot must be to Highway N.

**NORTH Church Parking Lot DRIVER Route:**

- Enter from White Birch Lane - the driveway closest to the soccer fields.
- Parking will be extended to both sides of the gym (see Dismissal Map) with cones noting where to stop.
- The parking lot is divided into two sections.
- The first section is cars exiting left on Hanley Road, and the other section is cars exiting right. Both sides will be parked in single file style.
- After parking, parents are to stand next to their driver's side door and wait for the children to come to you. Once all your riders are with you, please return to your car so we will know your carpool is accounted for and ready to be dismissed.
- If you have younger children or children whom you believe require more guidance, it is OK for you to meet your children at the playground. Please return to your car as quickly as possible so dismissal can begin.
- The safety patrol will do a final check between cars prior to starting dismissal.

**Daytime Parking:**

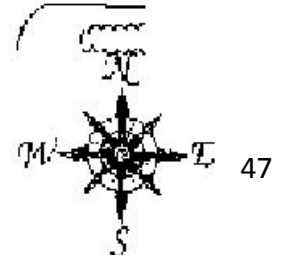
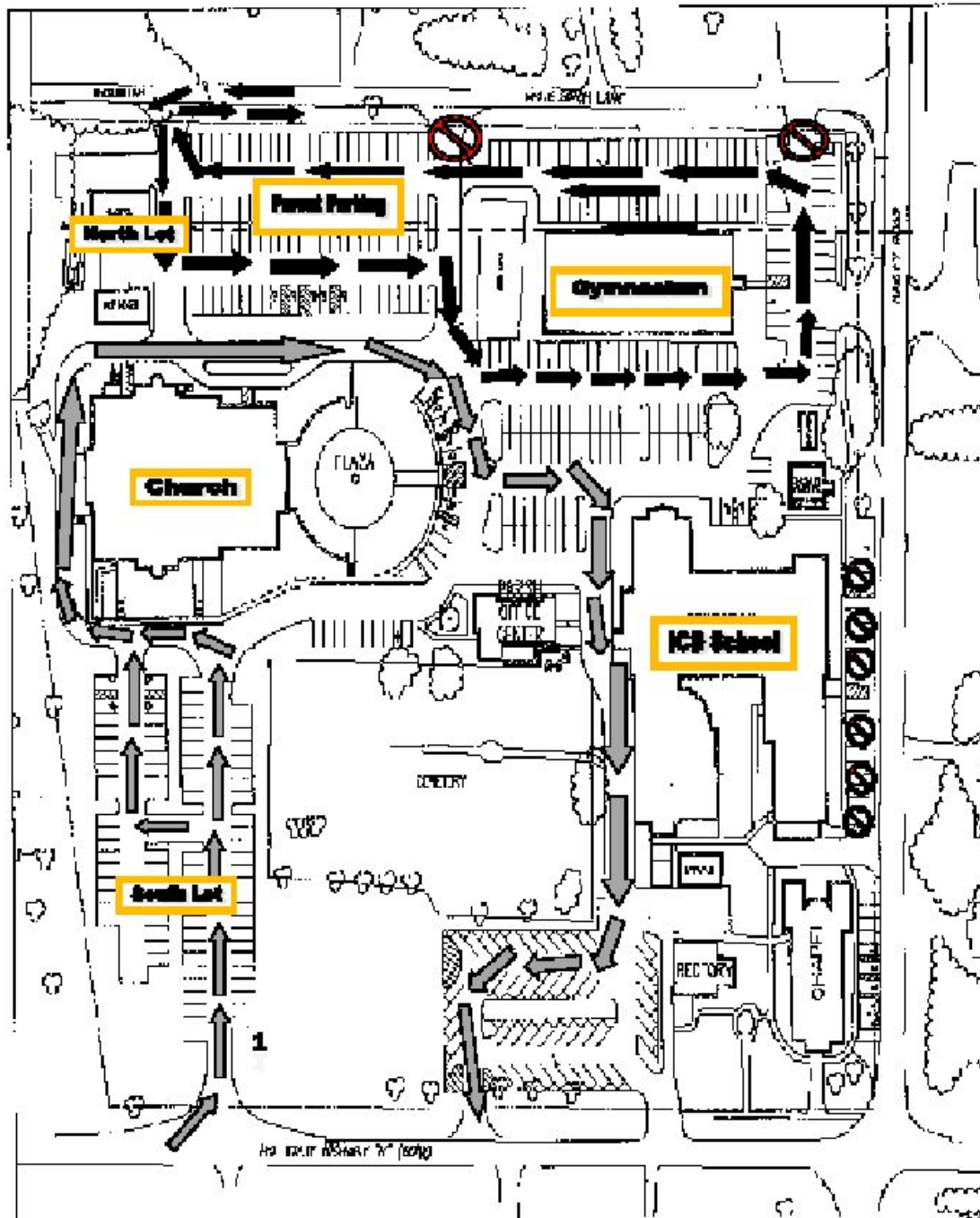
- If you need to visit the school during the day to pick up your child or for any short-term stay, please park in the Chapel Parking lot off of HWY N near the rectory.
- If you are in the building volunteering or for any long-term stay, please park in the rectory lot or the South Lot.
- If you are working an after-school activity, you will need to be in the parking lot by 3:05 or you will have to park in the rectory lot or along Hanley Road.

**Walkers:**

A signed note from the student's parents authorizing the student to walk home from school must be on file in the office. If a student is to walk somewhere other than home, they should be accompanied by an adult designated by the parent. Please note the days that your child may walk home (i.e., Only on Mondays, every day, etc) Students will not be allowed to walk if there is no note on file.




# ICD SCHOOL ARRIVAL PROCEDURES

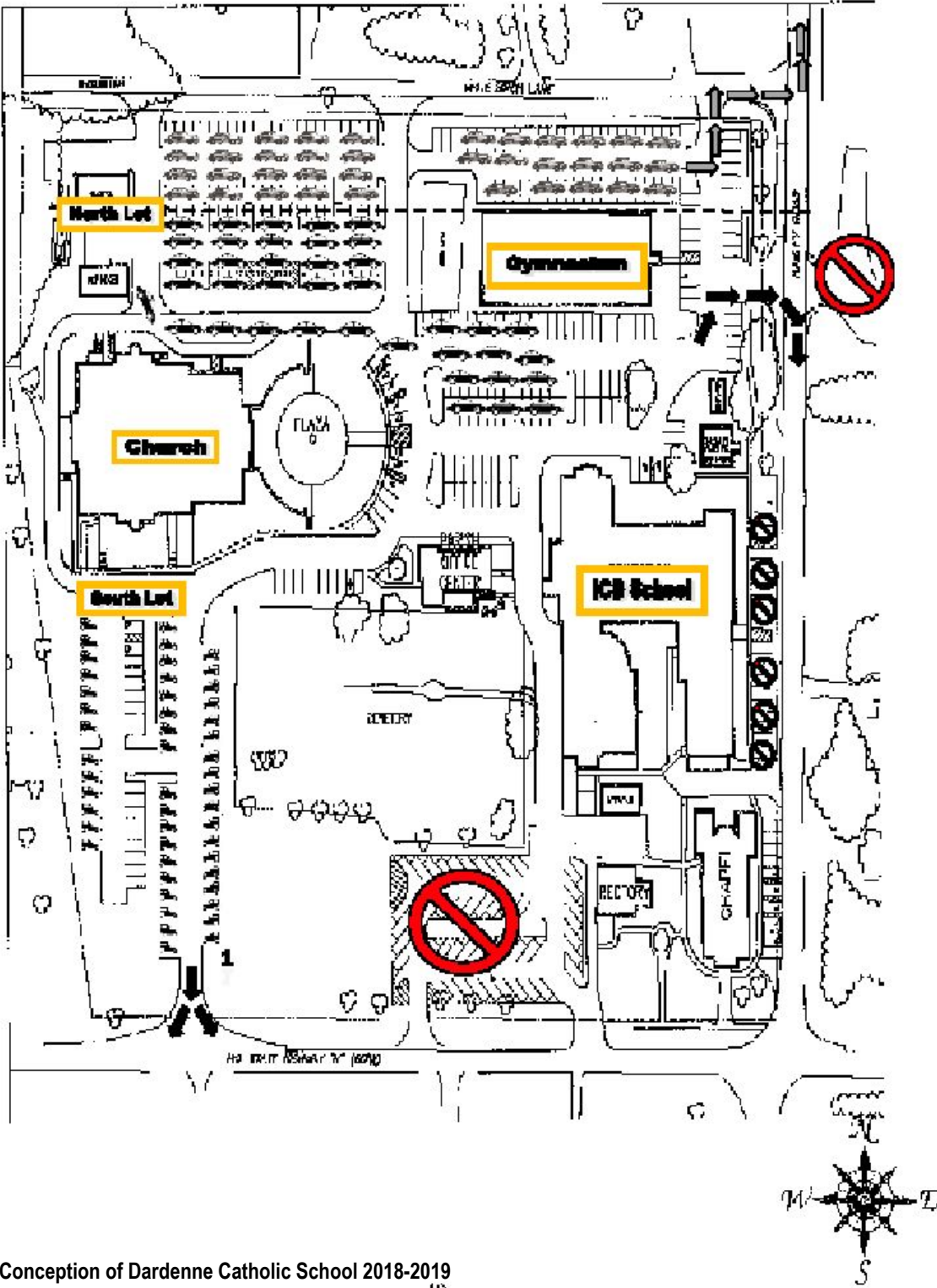
## Parking Map Key



# ICD SCHOOL DISMISSAL PROCEDURES

**Parking Map Key**

-  Cars turning North (Left) on Hanley Road
-  South Lot Cars
-  Cars turning South (Right) on Hanley Road
-  No Parking





## STUDENT CLUBS AND GROUPS

**BELLARMINE SPEECH LEAGUE** The Speech Team is available for students in grades 6-8. Members compete at several speech meets yearly.

**CANTORS** By audition only. Open to choir students in grades 6-8. Auditions are held in August. Cantors assist with the solo music ministry functions of the full-time school. Most rehearsals are during school hours, but may also require a commitment either before or after school, pending scheduling needs.

**CHESS CLUB** All students are invited to participate in Chess Club. In the past, the club met on Thursday mornings at 7:00 a.m. Students will have the opportunity to compete in several contests during the year.

**CHOIR** Students in grades 6-8 are invited to join the Choir. There is a separate fee for the choir. Practices are held weekly after school on a set day. Sign-up is per semester.

**MASS LECTORS** Students in grades 5-8 have the opportunity to be in the Circle of Lectors. This group of students is responsible for proclaiming the Word of God at school liturgies.

**GIRLS ON THE RUN** Girls on the Run is a running program for girls in 3rd - 5th grade. It combines training for a 5k race with self-esteem building and life skills exercises.

**MASS SERVERS** Students in grades 6-8 have the opportunity to serve Mass.

**MATH TEAM** A team comprised of 4-8 grade students will be formed during the school year for competition at local contests.

**READ, RIGHT and RUN** In coordination with the St. Louis Marathon, our team comprised of K-8 students will meet weekly (24 weeks) to run one mile each week. These students read 24 books and do 24 good deeds.

**SAFETY PATROL** This is open to students in grades 7 and 8. Students who serve morning patrol help students safely cross the parking lot. Students who serve afternoon patrol dismiss cars in the north and south lots.

**REACH OUT CLUB** The focus of the club for 5-8<sup>th</sup> grades is bringing awareness and understanding of the need for social justice in our community and beyond.

**STUDENT COUNCIL** Students in grades 4-8 are elected to participate in the Student Council. Student Council is in charge of events and functions throughout the school year. Student Council meets one time per month during the year.

**YEARBOOK/PHOTOGRAPHY** Students in grades 7-8 are invited to apply. Selected students will assist in taking pictures and creating page layouts for the yearbook.

# Immaculate Conception of Dardenne Prayer Listing

## The Sign of the Cross (K)

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

## Grace Before Meals (K)

Bless us O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

## Grace After Meals (K)

We give you thanks, Almighty God for these and all your gifts, which we have received through Christ our Lord. Amen.

## Guardian Angel Prayer (K)

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

## Our Father (1)

Our Father, who art in Heaven, hallowed be Thy name. Thy Kingdom come; Thy will be done on earth as it is in Heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

## Hail Mary (1)

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

## Glory Be (1)

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

## Act of Contrition (2)

Oh my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who are all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen.

## Mass Responses (2)

Greeting

Lord, Have Mercy

Response to the Readings

Prayer over the Offerings

Preface

Holy, Holy, Holy

Mystery of Faith

Lamb of God

Invitation to Communion

Communion Responses

Dismissal

### **Apostles Creed (3)**

I believe in God, the Father almighty, Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; on the third day He rose again from the dead; He ascended into Heaven, and is seated at the right hand of God the Father Almighty; from there He will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **Hail Holy Queen (3)**

Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this our exile show to us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O holy mother of God, that we may be made worthy of the promises of Christ. Amen.

### **Memorare (4)**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, my Mother. To you I come, before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy, hear and answer me. Amen.

### **Act of Faith (4)**

O my God, I firmly believe that You are one God in three divine Persons; Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins, and that He shall come to judge the living and the dead. I believe these and all the truths that the holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived. Amen.

### **Nicene Creed (5)**

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord, Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

### **Psalm 23 (6)**

A psalm of David.

1 The LORD is my shepherd; there is nothing I lack.  
2 In green pastures he makes me lie down; to still waters he leads me;  
3 he restores my soul. He guides me along right paths for the sake of his name.  
4 Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me;  
your rod and your staff comfort me.  
5 You set a table before me in front of my enemies; You anoint my head with oil; my cup overflows.  
6 Indeed, goodness and mercy will pursue me all the days of my life; I will dwell in the house of the LORD  
for endless days. - Psalm 23

### **Prayer of the Holy Spirit (7)**

Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love. Send forth your Spirit and they shall be created. And You shall renew the face of the earth. Amen.

### **Act of Hope (8)**

O my God, relying on your almighty power and infinite mercy and promises, I hope to obtain pardon for my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

### **Prayer for Life (5-8)**

Jesus, Mary, and Joseph, I love you very much. I beg you to protect the life of the unborn child that I have spiritually adopted. Amen.

## **WHOLE SCHOOL PRAYERS**

### **Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day. For all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation of sins, and the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

### **Pledge to the Cross**

I pledge allegiance to the cross of Christ and to the faith for which it stands, one Church, holy, catholic, and apostolic, with grace and salvation for all. Amen.

### **Act of Love**

O, my God, I love you above all things, with my whole heart and soul, because you are all good and worthy of all love. I love my neighbor as myself for the love of you. I forgive all who have injured me and ask pardon of all whom I have injured. Amen.

### **St. Michael Prayer**

Saint Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, thrust into hell Satan and the other evil spirits who prowl about the world for the ruin of souls. Amen.

## **Confiteor**

I confess to almighty God and to you, my brothers and sisters, that I have greatly sinned, in my thoughts and in my words, in what I have done and in what I have failed to do, through my fault, through my fault, through my most grievous fault; therefore I ask blessed Mary ever-Virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God.

## **Mysteries of the Rosary**

### Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Birth of Our Lord
4. The Presentation of Jesus in the Temple
5. The Finding of Jesus in the Temple

### Luminous Mysteries

1. The Baptism in the Jordan
2. The Wedding at Cana
3. Proclamation of the Kingdom
4. The Transfiguration
5. Institution of the Eucharist

### Sorrowful Mysteries

1. The Agony of Jesus in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death of Our Lord

### Glorious Mysteries

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption
5. The Coronation

## **Fatima Prayer**

O my Jesus, forgive us our sins, save us from the fires of hell, lead all souls to heaven, especially those in most need of your mercy. Amen.

## **Eternal Rest Prayer**

Eternal Rest grant unto them, O Lord, and let perpetual light shine upon them. May they rest in peace. Amen.

# **Immaculate Conception Catholic School Café**

## **Allergy Prevention Response Policy**

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, and reduce the chance of exposure.

Immaculate Conception Catholic School is committed to providing a safe and nurturing environment for students. The School café understands the increasing prevalence of life-threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Immaculate Conception School is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe, educational environment for all students. The focus of allergy management shall be on identification, confidentiality, training, prevention and emergency response.

### Identification:

Immaculate Conception Catholic School Café will attempt to identify students with life-threatening food allergies. At enrollment, the person enrolling the student will be asked to provide physician confirmed information on any allergies the student may have. The school nurse will notify the food service director of all reported life-threatening food allergies.

- a) Food allergy data will be entered in the cashier computer database for allergy alert notifications, with parent permission.
- b) The food service director will provide the food service personnel with a list of students with food allergies, with parent permission.
- c) The allergy list will be posted at both serving lines and in the food service director's office, with parent permission.
- d) The school nurse will arrange for a food allergy alert symbol to be affixed to student name tags.

### Confidentiality

Information about individual students with allergies will be provided to all café staff to provide a safe environment for the student. Information about individual students with allergies will not be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

### Training

Staff training will cover the various types of allergic reactions and how to identify and respond to a life-threatening reaction. Staff members who have responsibility for students who have an emergency action plan (EAP) should be trained on the plan annually. The food service director will arrange for all food service staff to be trained in food label reading, cross-contamination avoidance, safe food handling and food item labeling requirements.

### Prevention

- a) The food service director will provide training to food service personnel on food label reading and safe handling.
- b) The food service director will create an ingredient list for all foods provided by the school as part of the school's lunch program. This list will be available upon request.
- c) The food service director will enter student's allergy into a computerized database, with parent permission.
- d) The food service director will provide the food service personnel with a list of students with food allergies, with parent permission.
- e) Food service personnel will not act on individual requests for dietary accommodations. If a student is not listed on the allergy alert list, then the student will be referred to the school nurse for assistance.
- f) Teachers, teacher aides or substitutes will place students with food allergies at the front of the class serving line.
- g) Food service personnel will change gloves between classes, to avoid cross-contamination.

- h) Food service personnel will serve lunches on disposable plates and/or allergy specific colored tray to students with food allergies, to avoid cross-contamination.
- i) Food service personnel will maintain a monthly menu that highlights food products that may peanut and nuts The menu can be accessed at the school's website
- j) Food service personnel will provide appropriate dessert substitutions.
- k) If there is any change to the menu after the menu has been posted, the food service director will notify the school nurse.
- l) The principal may designate one or more tables in the dining area as peanut and nut-free areas. No student will be required to sit at the designated table. Peanut and nut-free tables may be occupied by any student. Separate cleaning and disinfecting supplies will be provided for the designated tables.
- m) Volunteers serving in the café will discourage students from sharing or trading food/snack items, drinks, straws, or utensils.

#### Emergency Response

Response to an allergic reaction shall be by the school nurse's established procedures.

## ***WITNESS STATEMENT: CALLED TO BE CATHOLIC***

### ***For students who attend Catholic Schools and Parish Schools of Religion***

#### **Guidelines for application**

*The witness statements for students who attend Catholic Schools and Parish Schools of Religion are intended to help strengthen the Catholic Identity of these programs, in conjunction with the witness statements for parents/guardians and for educators. They call forth and celebrate the emerging Catholic identity of the students, leading to growth in awareness and commitment. They could be adapted and incorporated into the life of the Catholic school and PSR in a variety of ways. Following are some suggestions:*

1. Age appropriate education should precede the implementation of the witness statements, explaining the beliefs/promises and their implications. This includes all teachers, not just religion teachers.
2. Each school/parish school of religion may supplement the witness statements for their particular situation, or have students personalize them with additional promises. When adapted for non-Catholic students, the fullness of the Catholic witness statement for Catholic students should not be compromised.
3. Children of each age level could proclaim the witness statements at Morning Prayer or at special all school Eucharistic celebrations, such as the patronal feast of the parish/school, vocation week, Thanksgiving, Catholic Schools Week, etc.
4. The witness statements could be linked to the school/PSR theme for the year and posters of the witness statements could be printed and hung in classrooms and/or hallways.
5. Copies of the witness statements could be given to each student to keep, and short versions could be printed for students to wear or carry on cards, buttons or bookmarks.
6. The witness statements could be explained at parent meetings, included in the student/parent handbook, and posted on the school/parish website.
7. An option could be to have students and parents sign the student witness statement.



# ***WITNESS STATEMENT: CALLED TO BE CATHOLIC***

## ***For students who attend Catholic Schools and Parish Schools of Religion***

### **PRE-KINDERGARTEN AND KINDERGARTEN**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.  
I LOVE GOD.**

**GOD MADE EVERYTHING GOOD.  
I WILL PRAISE AND THANK GOD.**

**GOD MADE ME SPECIAL.  
I WILL ACT AS A CHILD OF GOD.**

**GOD MADE ME PART OF HIS FAMILY.  
I WILL BE KIND TO ALL OF GOD'S FAMILY.**

# ***WITNESS STATEMENT: CALLED TO BE CATHOLIC***

## ***For students who attend Catholic Schools and Parish Schools of Religion***

### **GRADES 1-2**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

#### **GOD LOVES ME. I PROMISE TO LOVE GOD BY:**

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

#### **GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

#### **GOD MADE ME PART OF HIS FAMILY. PROMISE TO LOVE OTHERS BY:**

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

# ***WITNESS STATEMENT: CALLED TO BE CATHOLIC***

## ***For students who attend Catholic Schools and Parish Schools of Religion***

### **GRADES 3-4-5**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

#### **GOD LOVES ME. I PROMISE TO LOVE GOD BY:**

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

#### **GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

#### **GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:**

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

***WITNESS STATEMENT: CALLED TO BE CATHOLIC***  
***For students who attend Catholic Schools***  
***and Parish Schools of Religion***

**GRADES 6-7-8**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME. I PROMISE TO LOVE GOD BY:**

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

**GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

**GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:**

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (School/PSR) AND PARISH A BETTER PLACE.