

*Parent and Student
Handbook
2025-2026*



IMMACULATE CONCEPTION SCHOOL

Pre K - 8th Grade

Priest – Fr. Bill Peckman

Principal – Ms. Leigh Ann Grant

School Office – (660) 385-2711

School Email -- principal@icsmaconk8.org

SCHOOL ORGANIZATIONS

School Advisory Board – Will Marshall

Home & School Association – Will Marshall

Immaculate Conception School Student/Parent Handbook

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INTRODUCTION

MISSION STATEMENT

Immaculate Conception School embraces the mission of Jesus Christ to form faith, service and leadership in our school, church and community.

PHILOSOPHY

Immaculate Conception School is a unique setting in which our students learn to worship God, to esteem and love themselves and all people, to find pleasure and excel in learning, to appreciate and use their creative ability, and to be morally responsible for their every act.

Recognizing that all they have received is from God, the students at Immaculate Conception School will hear the call of Jesus to be of service to the Christian and civic community. Thus, Immaculate Conception School will develop students who have a life-long love for learning and who are well integrated, socially responsible adult Christians.

GOALS

1. To recognize that faith must permeate all that we do by emphasizing the teaching of religion and stressing the importance of allowing our faith to overflow into all school activities.
2. To stress the development of the whole child: spiritually, intellectually, physically, socially, and aesthetically.
3. To make every effort as a faculty to continue our own professional growth, to have a conscious, Christian outlook on life, to respect the needs and individual differences of each student, and to strive to help each child develop his or her full potential.
4. To encourage communication with parents and strong parental and parish involvement.
5. To continue to integrate current technological resources into the curriculum.

BUSINESS MANAGEMENT

Immaculate Conception School keeps accurate records of student/family data, test results, and academic programs. Attendance is recorded daily and kept permanently on file as required. Information from student records is not released to non-educational agencies without the signed and dated consent of the parents.

ADMISSIONS

DSP 5101, DSP 5201, DSP 5701, DSP 6235

- Immaculate Conception School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.
- Every Parent/Guardian must complete the following: Protecting God’s Children (Virtus) workshop in person or online (one time); Agree to complete a background check (one every 5 years); Read and consent to the Code of Pastoral Conduct (one time).
- All students entering the first grade must have successfully completed kindergarten. Kindergartners must successfully pass a screening test and be at least five years old by August 1 of the year the student will enter kindergarten or to have been screened and approved by the kindergarten teacher and administration. Immunizations must be current, and parents must provide a state birth certificate and social security number. Catholic students who were not baptized at Immaculate Conception Church in Macon or Sacred Heart in Bevier must also present a baptismal certificate.
- Parents must supply the school with documentation assigning custody of children when divorce or custody issues exist. Biological parents have access to children and school records unless legal documents are provided and filed with the school.
- The school advisory board has further stipulated that Catholic parents have the responsibility to meet the norms of the Church for Mass attendance, reception of the Sacraments, and financial support according to ability. In the absence of commitment to these standards there may be questions regarding eligibility for children's reception of sacraments and/or parents may be asked to pay tuition as non-parishioners.
- Enrollment of students in school presumes acceptance of these standards. A student may be refused the privilege of enrollment if these standards are not met.
- Families who are non-parishioners are enrolled with the approval of the pastor and the principal of the school, with the understanding that tuition will be paid. All parents are to be willing to give of their time and talents to the school.

Transfers

Records cannot be released without written consent from a parent or guardian. Transcripts will be mailed directly to the receiving school on request. When a student transfers to another school, student records may be withheld if all financial obligations owed the school have not been paid.

FACULTY AND STAFF

Father Bill Peckman, Pastor	frrwp65@gmail.com	Cell: (573) 338-0061
Leigh Ann Grant, Principal	principal@icsmaconk8.org	Cell: (573) 353-6166
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Katie Barton, 3 & 4	kbarton@icsmaconk8.org	
Jennifer Murphy, 5-8 Math/Science	jmurphy@icsmaconk8.org	
Gabrielle Gerle, 5-8 ELA/History/Religion	ggerle@icsmaconk8.org	
Kathy Harlan, Counselor	kharlan@icsmaconk8.org	

Specials:
Martina Miller – Music music@icsmaconk8.org | Rachel Wiggans – Art art@icsmaconk8.org |
Becky Smith – PE pe@icsmaconk8.org | Jean Ann Roth, Library Volunteer

IMMACULATE CONCEPTION SCHOOL ADVISORY BOARD

Meet 2nd Thursday September – May at 7:00 p.m.

Immaculate Conception School is an accredited Catholic elementary school recognized by and a part of the Diocese of Jefferson City, Missouri. The Diocesan Policy and Regulation Manual for Schools expresses official policies and regulations regarding all schools of the Diocese. The Immaculate Conception School Advisory Board recommends local school objectives and policies for pastoral approval. The principal, in conjunction with the board, determines how best to implement goals developed by the Diocesan School Office, which helps the Bishop set the direction of Catholic education in the Diocese of Jefferson City. The local objectives and policies of Immaculate Conception School are in harmony with the Diocesan Policy and Regulation Manual for Schools.

Will Marshall, President	Randi Petre
John L. Bruno, Vice President	Randy Miller
Tyler May, Secretary	Alanna Oliver

IMMACULATE CONCEPTION HOME & SCHOOL

Will Marshall, President	Vacant, Vice President
Amy Doorack, Secretary	Krista Bruno, Treasurer

COVENANT OF TRUST

Between Parents, Students, and Immaculate Conception, Macon Catholic School

The Church identifies three authors of education: parents, the community, and the Church. Parents have the most serious obligation, provide the first knowledge of God, and lead their child to a knowledge of the wider community. The community has certain rights and obligations in the education of youth for the common good of society and so provides schools. The Church has a duty to educate so that they “promote for all people the complete perfection of the human person, the good of earthly society and the building of a world that is more human.” (Declaration of Christian Education, 3.)

At Baptism, parents accept the responsibility of training their child in the practice of the faith. Godparents promise to assist them, and the whole community promises to assist with this responsibility. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children...” (Canon 793.1)

Catholic schools are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

“Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly...” (Canon 796.2)

Parents at Immaculate Conception school, aware, then, of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teacher of their children in the faith. Practically, this means they will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child’s education and formation;
- To the best of their ability respect the teachings of the Church and help their children respect the Church and its teachings;
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children’s participation in the Church of Baptism), include prayer in their daily life and form their children in the faith;
- Commit to speaking frequently with their children about God and to include prayer in their daily home life;
- Participate in and cooperate with Immaculate Conception School in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach their children by word and example to have a love and concern for the needs of others;
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

Immaculate Conception Catholic School enters into a relationship of trust with each school family. This handbook provides the school’s framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

FINANCES

Registration Fee	Grades K-8 - \$250 per family is due on or before June 15 PK - \$100 is due by June 15
Book Fees & Technology Fee	\$210 per student is due on or before June 15
PK Tuition (Age 4-5) (August – May 10 months)	All families Catholic and Non-Catholic must pay tuition for the pre-school program. Monthly tuition for preschool age students is \$500/month or \$5,000 for the year. Tuition is due by the 15 th of each month.
K-8 Tuition (August – May 10 months)	Non-parishioners are \$3,860 per year for one student, \$5,790 for two students and \$6,750 for 3 or more students. Monthly \$386, \$579, \$675 respectfully. Payment* is due by the 15th of every month.
Catholic Families	Three Criteria: First, the families are engaged in the faith life of the parish and weekly come to Sunday (Saturday night) Mass. This criterion is a non-negotiable. Second, sacrificially give of their time to help in the overall mission of the Church. Third, sacrificial financial giving.
Lunch PK-8	\$60/monthly (August to May) Due* on the 1st of every month. Being a small school paying for Hot Lunch is mandatory for all students so the program can be offered. If a student has an allergy, a medical note may be provided from a physician for the student to bring their lunch to school. Lunches brought, will need to follow nutrition guidelines.
Before Care and After Care	Before Care is free. Students may be dropped off no earlier than 7:20. Students will be allowed in the school at 7:50 am. After Care: Is provided after school starting at 3:40 until 5:30 pm. The cost is \$30 a week for full time and \$7 a day for drop-ins. NOTE: IC Youth Group for students grades PK-8 is provided on Wednesday's 3:45 – 5:00 PM. Any student is welcome to participate.

*ACH Direct Deposit Forms are available and *recommended* for timely payments for Tithing, Tuition and Hot Lunch Payments.

CHRISTIAN DISCIPLINE

CAFETERIA

All students are expected to behave responsibly and respectfully in the cafeteria. Students should make sure to dispose of all food and trash appropriately and to not leave a mess at their tables. If a student continues to make a mess, they may be asked to help clean up the cafeteria.

CLASSROOM

School Behavior Policies

DSR 5310, DSP 5360, DSR 5360

No group of people can share anything or work together without rules and regulations, which are necessary for the group to function well. These rules reflect a balance between the responsibilities and rights of the group. They must also reflect the need to promote an environment conducive to effective and efficient learning and the need for mutual respect and cooperation between all segments of the school community. Good discipline is a way of achieving teamwork towards goals.

Discipline is learned and needs to be taught in the home, school, and community. Children need to be taught self-discipline and responsible behavior. Discipline is a developmental process; as the child matures, he/she is to be given increased responsibility in keeping with his/her developmental level and social maturity and every opportunity to practice self-discipline in order to positively reinforce responsible action. The ultimate goal must be the internalization of discipline so that little external enforcement is required.

Teacher Expectations:

1. To provide an environment conducive to learning.
2. To require appropriate behavior from the students in the classroom and on school premises.
3. To ask for help from parents, the principal, and other teachers when help is needed for a student.
4. To treat students in a respectful manner.

Student Expectations:

1. To follow the classroom rules, procedures, and expectations as explained by the teacher.
2. To respect the rights of other students in the classroom.
3. To show respect toward all adults in the school.
4. To be responsible for their own behavior and performance in the classroom.

Students shall obey guidelines developed by the administration and teachers for order, harmony, and general discipline. The following behaviors are not tolerated at school:

1. Disrespect/disobedient behavior toward any adult within the school and church community who is in an authoritative position;
2. Cheating, lying, or stealing;
3. Fighting or rough play that interferes with the safety of other children;

4. Foul, disrespectful or unbecoming language or indecent literature;
5. Possession and/or use of illegal or look alike illegal drugs or instruments that may be dangerous;
6. Destruction of school and/or parish property;
7. Bullying – we have zero tolerance for abusive language, emotional abuse, physical abuse or any other inappropriate treatment of others at our school.

Bullying - ICS is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward ICS personnel or students anywhere or anytime. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Disciplinary Responses to Student Misconduct (LEVEL ONE)

A minor misbehavior on the part of a student that disrupts orderly classroom procedures or interferes with the orderly operation of the school: These misbehaviors will most often be handled by an individual staff member who redirects the unacceptable student behavior with acceptable behavior immediately.

Examples Of Student Misconduct Include, But Are Not Limited To:

- Classroom disturbance;
- Unnecessary roughness;
- Failure to complete assignments or carry out directions;
- Dishonesty;
- Verbal and non-verbal obscenities;
- Disrespect: towards peers, teachers, or other adults;
- Eating food, candy, or chewing gum without permission;
- Not keeping hands to themselves.

Disciplinary Response Procedures:

- Immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
- Repeated misbehavior may require parent/teacher conference or a conference with the principal.
- Proper and accurate record of disciplinary action is maintained by the teacher.

School Options Include, But Are Not Limited To:

- walk laps at recess (determined by the teacher);
- removal from classroom or playground;
- clean-up duty during recess;
- parent contact/conference;
- written discipline notice;

Disciplinary Responses To Student Misconduct (LEVEL TWO)

Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. There will be zero tolerance for these acts.

Examples Include, But Are Not Limited To:

- Inappropriate physical behavior;
- Bullying;
- Fighting;
- Insubordination;
- Plagiarism;
- Vandalism;
- Tobacco use or possession of drugs;
- Using forged notes or excuses;
- Unauthorized possession of other's personal property;
- Verbal threats.

Disciplinary Responses: The student is referred to the principal for appropriate disciplinary action. A proper and accurate record of the offense and disciplinary action is maintained by the principal.

- After school detention and suspension from participation in and/or attendance at extra-curricular activities MSHSAA (citizenship policy).
- Half-day in-school suspension and suspension from participation in and/or attendance at extra-curricular activities MSHSAA (citizenship policy)
- Dismissal/expulsion will be considered for a third offense.

Suspension

In serious matters, suspension may be a consequence unless/until the desired changes in behavior are achieved and cooperation of the parents and the child have been assured. Parents will be notified before any student is suspended from school.

Disciplinary Responses to Student Misconduct (LEVEL THREE)

Expulsion or Dismissal

In extreme cases of incorrigible behavior, or when conduct threatens the physical or moral welfare of anyone in the school community, the principal and pastor, after consultation with the superintendent, may expel a student. If the school determines an expulsion or dismissal is warranted, a statement of expulsion or dismissal shall be made in writing, including the reason(s) for the dismissal.

The school reserves the right to determine the level of the punishment based on the severity of the action.

VIOLENCE

DSR 5325

If a diocesan Catholic school student displays any violent behavior (which may include but not limited to verbal and/or physical threat to do harm to one's self or to another person), the following protocol shall be followed: Parents/guardians must be notified of the incident and asked to remove the child from the school until further notice. If warranted by the situation, the Missouri Department of Health and Senior Services Children's Division or local law enforcement may also be notified. The student must be seen by a qualified mental health professional as soon as possible. Return of the student to school shall not be considered by the pastor or the administrator/principal until written evaluation, from a qualified mental health professional which assures the student is not threat to him/herself or others has been provided to the school, and reviewed by the Catholic Schools Office. Providing a written evaluation does not guarantee readmission to the school. The pastor and/or school administrator/principal may require ongoing counseling, direct communication with a treating mental health professional, etc. as required for readmission into the school. Failure of parents/guardians or the student to follow-through with required treatment may result in dismissal from the school.

School Citizenship Policy

This policy determines if a student meets the citizenship standards required of the Macon Public School District to represent the school in any school activity. A major goal of each school activity is to teach and promote good citizenship and sportsmanship. It is important to have a written policy concerning good school citizenship so coaches, sponsors of activities, the administration and the board of education can work consistently with all students. Students participating in any activity are to be aware and informed of the contents of this policy as it may affect them. This is to be done prior to the participation of the student. It will be the responsibility of the individual in charge of an activity to ensure that the student is informed prior to participation.

Good Citizenship results when a student is in good standing with the school, community, and society. Any student whose conduct reflects discredit on the school, team, or an organization will not be considered a ***creditable*** school citizen. Such misconduct could lead to suspension from school as well as a school activity, and the individual may not represent the school during the suspension.

This conduct includes, but is not limited to, the following:

- breaking the law; the use, distribution, or promotion of illegal and/or illicit activities and behaviors; misuse of technology;
- “hazing” and other inappropriate initiation practices.
- Violating training rules, inappropriate school behavior disrespect for school employees, truancy, or any conviction or charge (with probable cause) could result in a suspension or expulsion.
- If a violation of the citizenship policy occurs at any time during the calendar year, the student will be subject to the guidelines contained in the policy.
- Macon Public Schools band directors/coaches and ICS administration will work together on student behavior issues.

DISCIPLINE NOTICE

Dear Parent,

This letter is a discipline notice that your child, _____, was disciplined for the following infraction(s):

- _____ Disrespect: towards peers, teachers, or other adults
- _____ Disrupting classroom learning environment
- _____ Inappropriate behavior/language/gestures in classroom, lunchroom, or on the playground
- _____ Excessive talking
- _____ Eating food, candy, or chewing gum without permission
- _____ Dishonesty
- _____ Not keeping hands to themselves
- _____ Unnecessary roughness
- _____ Failure to complete assignments or carry out directions
- _____ Other _____

The school reserves the right to determine the level of consequence based on the severity of the action.

Student Signature _____

Teacher Signature _____

Principal Signature _____

Parent Signature _____

This form must be signed and returned with your child within 2 school days. If you have questions, please contact your child's teacher first, then the principal. Please remind your child that he/she needs to be aware of making better choices. Thank you. We appreciate your help with this matter.

DRESS CODE

DSP 5340

Parents and students need to be mindful of our school dress code and ensure that it is followed.

- Clothing should reflect the modest standards of the school. Teachers and administration reserve the right to make the final determination regarding suitability of questionable violation of the dress code.
- If the student is in violation of the dress code, the school will contact the parents and suitable clothing will need to be provided.
- Clothing should be in good repair and clean. No torn clothing or clothes with holes are not allowed for school.
- Shoes need to be age and activity appropriate. No flip-flops, crocks (during mass) or high heels.
- As a safety precaution, athletic shoes must be worn for PE.
- At any time, jewelry becomes a distraction to the school/classroom environment or poses a potential danger, the student will be asked to remove the jewelry.
- Hats are not allowed to be worn in the building.
- PANTS/SKIRTS Allowed
 - Khaki pants or shorts (no shorter than mid-thigh)
 - While khaki traditionally implies a distinct color of tan or light brown, loose fitting trousers of black, navy and grey will also be allowed.
 - Jeans or jean shorts are allowed. Shorts and skirts must extend beyond the fingertips.
 - Girls can wear leggings UNDER a denim or khaki skirt in the appropriate color.
- PANTS/SKIRT Not Allowed
 - No Leggings (exception above)
 - No Jeggings
 - No Yoga Pants
 - No Athletic Pants
- SHIRTS
 - Must be solid colors in either navy blue, royal blue, light blue or white.
 - Shirts should be plain with no designs, wording or large logos on them. A small logo in the corner is acceptable.
 - They do not have to be a collared shirt.
 - T-shirts are allowed as long as it is in the colors listed above.
 - Sweatshirts/hoodies are allowed as long as they are in the colors listed above. The shirts/sweatshirts must be plain and have no wording or large logos on them.
 - A shirt with the ICS logo on it is acceptable as long as it is in the appropriate colors listed above.
- NOTE: Students participating in public school extracurricular activities are NOT allowed to wear their uniforms to school. They may bring them to school and put them on when school dismisses.

The principal has final say on all dress code issues. A parent/guardian may be called to request a change of clothes for the student if the dress code is violated.

FIELD TRIPS

DSR 6301, DSP 6305, DSR 6305

- Field trips are educational experiences for the students. They are outings that enhance the regular curriculum.
- Before each trip made by car, a form will be sent home giving specific information about the trip. The bottom portion of the field trip form must be filled out, signed by the parent/guardian, and returned to school. The signature of the parents/guardians indicates their permission for their son/daughter to go on the field trip.
- If the signed form is not returned in time for the field trip the student will not be allowed to go participate.
- Regarding any such field trips, parents agree to hold harmless and defend Immaculate Conception School and Parish, its officers, directors, and agents, the Diocese of Jefferson City, and the chaperons, or representatives associated with any such field trips, arising from, or in connection with their child(ren) attending any such field trips, or in connection with, any illness or injury or cost of medical treatment in connection therewith.

STUDENT INTERNET, EMAIL AND OTHER TECHNOLOGY USE

DSP 6425

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

- Internet, email and other technology access and use in school is a privilege, not a right.
- Use of technology access is to be consistent with Catholic teaching, doctrine, morality and values.
- Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
- Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology for the purpose of plagiarism.
- Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.
- The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.

- Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- The privilege of the internet, email or other technology use can be suspended or revoked at any time.

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

PLAYGROUND/PE

1. Recess is held outdoors most of the time. On nice days students who wish may take their jackets off if the temperature is 55 degrees or warmer.
2. Children are to come to school appropriately prepared for winter months with hats, gloves, and boots for snowy days.
3. When it rains or the weather or the temperature outside is 20 degrees or cooler, the students will have recess in the classrooms.
4. Teachers will be on duty each day at the recess time following lunch.
5. A note is required from a parent or guardian any time a student is to be kept inside when the rest of the students will be outside.
6. No toys or other items from home are allowed.
7. Balls of any kind are never to be bounced or kicked against or on top the school, church, or rectory buildings.
8. Primary students are not allowed to retrieve balls that go into the street.
9. Teachers on duty have the authority to limit the number of balls used during recess.
10. All equipment must be returned to the recess shed at the end of recess. Students who take equipment out are responsible for returning it.
11. At the end of recess, students line up quietly at their assigned places and are led quietly to the classrooms by their teachers.

COMMUNICATION

Each Friday or the last day of a school week a newsletter with school information will be sent by e-mail unless parents request a hard copy. Text Caster will be used to make announcements. Parents should enroll cell phone numbers for this use. Correspondence sent by/to faculty regarding student or school business will be done using school email. Immaculate Conception School manages a Facebook page that contains school related announcements.

ATTENDANCE

DSP 5210, DSP 5211, DSP 5220, DSP 5370

Irregular attendance including tardiness is one of the greatest causes of poor schoolwork and loss of interest in school. Attendance is critical to the continual learning process and every effort should be made to make sure that your child is on time and in attendance.

- Parents are to contact the school office by telephone no later than 9:00 a.m. when a student will be absent for the day.
- Arrival after 8:00 a.m. is tardy. For appointments, an absence of **more** than two hours is recorded as one-half day absent.
- **A written note as well as a call is required for any absence.** We are required to keep all notes concerning absence on file. This documentation is extremely important when involving court cases and for the safety of the child.

ABSENCES – Regular daily attendance is of utmost importance to a child’s progress at school.

- 5 absences – Parent contact/reminder
- 8 absences – Second contact/reminder
- 10 absences – Parent/Teacher/Principal conference will be held and attendance contract signed.
- Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.)
- When a child is ill, he/she is not to be sent to school.
- Vacations - parents must meet with the teacher to discuss assignment management.

TARDINESS – Students are tardy any time they arrive after 8:00 a.m. unless they have a signed doctor’s excuse. Unexcused tardiness is disruptive to a student’s education and the education of his/her classmates. Students attending sports practice before school are not counted tardy as long as they arrive immediately after practice. Excessive tardiness, (five or more), will be addressed with the parent/guardian.

BIRTHDAYS

In keeping with the values of care and concern for the feelings of all students, birthday party invitations or invitations to other private parties will not be given at school unless the entire class of students or just the boys or just the girls from a classroom are invited. It can be very hurtful when one or two children are not included. In the case of a double classroom, the above stated rule applies for the whole class.

Birthday treats may be provided to classes either on a student's birthday or half-birthday. Keep in mind that there may be students who have special dietary needs. In order to follow the school's wellness policy, treats should include only one sweet snack. Examples of appropriate snacks include: a cupcake and juice or milk; a cookie and juice or milk; or crackers/cheese and a soda.

CONFERENCES

Conferences/Report Cards

DSP 5405

- The purpose of report cards is to give students and parents an indication of the progress being made by the student. Report cards are issued four times a year. The first one is discussed in a conference. Parents are to examine reports with their children. If a parent wishes to speak with a teacher about other report cards, he or she is to arrange for an appointment. The final report card will not be issued to the student if the tuition and book fees have not been paid. An online gradebook (FACTS) is available to parents of students in grades 3-8.
- Unique passwords will be distributed to each family at the beginning of the school year. This password will allow access to student grades. Teachers are to update gradebooks on a weekly basis. Please allow at least a week for major assignments to be posted on the website.
- Teachers are available by appointment for conferencing throughout the school year.

GRIEVANCE

Parents are to discuss any classroom problems with the classroom teacher first. If the problem is not resolved the principal is the next person to contact. The pastor is to be contacted only when these channels fail to resolve the issue.

HEALTH

Immunizations

State law requires that a child must be totally immunized according to the state requirements before they can attend any school in the State of Missouri. Therefore, your child will not be able to start school until their immunizations are on up-to-date and on file in the school office.

If there is a question whether your child is adequately immunized, check with your doctor or the County Health Department. All immunization records are reviewed annually by a county health nurse and are kept on file. Missouri School Immunization Requirements are available upon request.

Contagious Illness Management

- Catholic schools in the Diocese of Jefferson City are to follow the guidelines in Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, and Teachers. All reporting requirements as stipulated in this document are to be followed. In addition, schools are to be in compliance with any state inoculation and physical exam requirements for students and staff. (DSR 8000)
- Be alert for signs of illness such as elevated temperature; skin rashes; inflamed eyes; flushed, pale or sweaty appearance. If a child shows these or other signs of illness, pain or physical distress, he/she should be evaluated by a health care provider. Children or staff with communicable diseases should not be allowed to attend or work in a school or child care setting until they are well. Recommendations for exclusion necessary to prevent exposure to others are contained in Section 167.191 RSMo 1986 (State Requirements).

~ It is unlawful for any child to attend public school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it.

~ School and child care personnel may require any child to be examined by a physician if they believe the child can infect others. The child may be excluded from school/child care until a physician determines the child cannot infect others, or until a recommended exclusion period has passed (see disease specific recommendations).

Immaculate Conception Contagious Illness Management

Students are not to come to school if during the previous 24 hours they exhibit any of the following symptoms or have been seen by a doctor and considered contagion free:

- A temperature of 100 degrees or greater (without medication)
- Vomiting or diarrhea
- An unusual or unexplained rash, unrelenting and itchy
- Persistent cough
- Children with chicken pox are to remain at home a minimum of six (6) days after the first appearance of the rash. They may return to school when all lesions are crusted over.

Services

Health screenings will be provided when available. Screenings include, but are not limited to, dental, height, weight, scoliosis, hearing and vision.

Medicine

DSP 5520

- Immaculate Conception School uses the health history and emergency information form provided by the Macon County Health Department.
- Parents may choose to sign the health form giving permission for the child to receive medications that are over-the-counter such as Tylenol, Tums, etc.
- Cough drops sent from home must have a note giving permission for the child to receive them either at a certain time or on an as-needed basis.
- All medications are kept in a locked cabinet.
- **All student prescription medications are to be in the original container with the prescription label and instructions visible.**
- Entries are made in the Student Health Log each time a child is given OTC medication (Tylenol, Tums, etc.), prescription medication, has a temperature check, etc.
- Students who take OTC medication must provide a supply of the medication from home. Students who require a dosage that is outside the recommended dosage on the packaging must have a doctor's note detailing the amount of medication to be given.

Pest Treatment and Prevention Services Policy

To ensure the safety of all faculty and students, regularly scheduled services shall be performed outside of school hours.

PARENTAL INVOLVEMENT

Home and School Association

DSP 1430

The objectives of this association shall be: To foster the primary role of the parent in education, this organization shall coordinate the educational activities of the home and school by developing and deepening a mutual understanding of Catholic education. For the benefit of the school, the organization may use a portion of its time to sponsor fundraising activities, which are consistent with parish policies.

Home and School Meetings

Ordinarily there shall be four general membership meetings each year. The regular meetings of this association shall be held on the fourth Wednesday of August, October, February and April. The meetings shall convene at 6:30 p.m. All parents are encouraged to attend home and school meetings and participate in home and school committee work.

School Advisory Board

The purpose of the board is to share responsibility for the students of Immaculate Conception School. The school advisory board is a consultative body, advisory to the pastor and principal.

Policies, after formulation by the board, are officially enacted by the principal. Although the board is not legislative, it significantly influences all important areas of the school.

The basic responsibilities of the board are the following:

- a. To participate in school goal setting and to set board goals.
- b. To pursue goals of long-range planning.
- c. To seek a better understanding and wider support of Catholic education within the local community.
- d. To formulate policies for the school that are compatible with diocesan policies.
- e. To establish committees on a standing or ad hoc basis according to need. These committees shall be limited in function to matters falling under the jurisdiction of the board.
- f. To review and recommend the annual school budget for presentation to the parish council.
- g. To participate in the selection and evaluation of the principal.
- h. To review and evaluate board operations.

Church – Home – School Cooperation DSP 1305, DSP 1430, DSP 1901, DSR 1901, DSP 1902

While the Church, home and school have distinct parts to play in the guidance for Christian living, all must work together with a united effort toward their common goal, which is the Christian development of the whole child. Mutual respect, understanding, cooperation, and appreciation are essential attitudes if parents and teachers are to assist and complement one another in the very important and noble work of educating children. Problems arising between teacher and students are to be discussed first with the teacher in a spirit of confidence and trust. A teacher's authority must be upheld at all times in the presence of children. If the problem is not resolved, a conference can be arranged with the principal and teacher. Likewise, problems are to be discussed first with the teacher and then the principal.

SCHOOL CLOSURE

Snow Days/Cancellations

- We will follow Macon Public School regarding school cancellations due to inclement weather.
- A Text-Caster alert will be sent to all school families.
- Cancellation will be announced on KWIX (1230 AM) and KRES (104 FM) radio stations as early as possible and will be broadcasted as Immaculate Conception School.
- In the event there is a delay in having our school closing announced on the air, it is always understood that when Macon Public School announces cancellation, there will not be school at Immaculate Conception School.
- Early dismissal times will vary from Macon Public and will be set by the principal. A Text-Caster alert will be sent to parents regarding any unscheduled early dismissal. Parents may also be contacted by phone, email or other media.

TELEPHONE

Students may only use the telephone in case of an emergency. If parents need to contact a child, leave a message at the office to be delivered to the child. Neither student nor teachers will be called out of class unless it is an emergency that cannot be handled any other way.

Cell Phones – Student use of personal cell phones is not permitted from 7:20 am until 3:25 pm unless permission is given. Student cell phones will be turned off and turned into the classroom teacher to be stored at a designated location within the classroom.

If student cell phones are being used without permission during the regularly scheduled school day, they will be confiscated.

- First Offense: The phone will be confiscated and kept in the office and returned to the student at the end of the school day.
- Second Offense: The phone will be confiscated and kept in the office. The phone will then be released only to a parent or guardian.
- Third Offense: The phone will be confiscated and kept in the office until it is released to a parent or guardian. The student will not be allowed to have a cell phone at school.

TRANSPORTATION

Arrivals - Upon drop off drivers are to approach the parking lot on Washington Street north of the school. Enter from the east and exit to the west. Drivers are to pull up and stop at church basement entrance. Student(s) are to exit cars on the left side of the vehicle to avoid walking between cars.

Departures -- Students will be dismissed by teachers on duty. Parents of kindergarten students are to walk students from dismissal point to cars. Vehicles must face west to ensure the safety of pulling out and away from the school building. Please be patient while waiting for everyone to exit the parking lot as backing up is not allowed.

Parking During School Hours – Please note that our parking lot also doubles as a playground. The school parking lot will be closed from the hours of 8:00 AM to 3:00 PM Monday – Friday . If your child needs to be picked up during the day, you may park in front of the school (Rubey Street), on Union Street (south of the parking lot), or on Washington Street (north side of the parking lot). Please note that the gate along Washington Street is next to the church basement door. You may always call the school if you need any help with parking (660) 385-2711.

VISITORS

Visitors are always welcome to school. However, unannounced or unscheduled visits may result in class disruption. Please call ahead to make arrangements. Parents must check in at the office and the office will send for the student. Parent are not to disrupt classes directly.

CURRICULUM

SCHOOL DAY AND SPECIALS

TIME	ACTIVITY
7:20-7:50	Before The Bell Care/Cafeteria All students arriving before 7:50 am will drop off at the church basement. 7:50-8:00 drop off at the school; parents make sure their children are safely inside both locations before leaving.
7:40-8:00	Arrival
8:00	Day begins with pledge/prayer; Mass on Thursday and Friday
9:04 – 10:00	8 th Grade Band
9:30 – 9:50	Recess (PK-2)
11:04-12:00	6 th Grade Band
11:30 – 12:00	PK-2 Lunch / 3-8 Recess (11:45)
12:00 – 12:30	3-8 Lunch / PK-2 Recess (12:15)
2:29 – 3:25	7 th Grade Band
3:25	PK/K Dismissal
3:30	Grades 1-8 Dismissal
3:40 – 5:30	After the Bell Care/School Library – IC Youth Group Wednesday 3:40 – 5:00
SPECIALS	
Monday	Health/Computers
Tuesday	Music
Wednesday	Library and Human Development
Thursday	Art
Friday	P.E.

DAILY CLASSWORK, ASSIGNMENTS, AND HOMEWORK

DSP5410

- Students should put forth their best effort in using their God given abilities and talents in their daily assignments. Students who make wise use of their time in school will not need to spend much time on assignments at home.
- Students need to learn to be responsible for getting assignments completed on time according to the requirements of the teachers.
- Usually, late assignments will only be acceptable if there has been a sickness or another excused absence. Teachers may allow students to complete missing work for partial credit.
- Ordinarily, for vacations and long-term absences work will not be given ahead of time.
- A student will be allowed one make up day for each day missed.
- Homework assignments provide for a purposeful application of learned materials. Reading and study are also homework; a student may not always have written work. Encourage your children to do their homework independently. Minimize distractions for best working environment.

Homework Guidelines:

Primary.....about 30 minutes
Intermediate..... about 45 minutes
Junior High..... about 60 to 90 minutes

GRADE SCALE (DSR 5401)

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below
X	needs improvement
*	modified

Honor Roll: Grades 3-8
High Honor: A’s with no more than one B
Honor: B’s with no more than one C

Testing

Our diocese requires that all students in grades 3-8 take the Iowa Assessment in the fall of each year and the Iowa Cognitive Abilities Test in the fall of every other year. Teachers use the results of this testing to help them plan instruction. Results of the testing are given to the parents after the school receives the results from the testing center.

Students in grades 5 and 8 are encouraged to take the Assessment of Children / Youth Religious Education (ACRE) test. The ACRE is used to help measure the achievements in knowledge of faith. The results are used to help the Diocese evaluate the implementation of the Catholic education programs offered.

ICS administers the on-line i-Ready assessment three times a year. i-Ready consists of two parts. i-Ready Diagnostic, which is an adaptive assessment that adjusts questions to help identify instructional priorities for each student. The second part is the i-Ready Personalized Instruction. This component provides lessons based on individual needs.

PRAYER AND RELIGIOUS EDUCATION

DSP 5305, DSP 6235

Daily religious instruction is an important part of the curriculum. Participation in the Eucharistic Celebration is also extremely important, but it does not replace daily classroom instruction. Students will have the opportunity to participate in Mass on Wednesday and Friday at 8:00 a.m.

Parental involvement in the sacramental preparation of children is required.

Other religious activities the students may participate in include, but are not limited to, Stations of the Cross, May Crowning, Sacrament of Penance during Advent and Lent, Sacramental preparation for second grade, prayer partner program, and service projects. Upper grade students also serve as Big Brothers and Sisters for kindergarten. As part of our global awareness and environmental concern, students participate in mission activities and the recycling program.

STUDENT ACTIVITIES

ATHLETIC PROGRAM DSP 6603

7th and 8th Grade students are eligible to participate in the Macon County R-I Schools Athletic Program and are subject to the eligibility requirements of Macon County R-I School and the Missouri State High School Athletic Association (MSHSAA). All grades must be maintained and homework assignments up to date for students to participate in any sporting event. In the event that a student receives detention or suspension, the Macon Athletic Director will be contacted and the student's eligibility rights may be revoked at the cooperative discretion between the administrator and athletic directory. Students participating in MSHSAA activities must comply with the training rules met by the coaching staff of Macon Public Schools. Students must also be present at school to participate in any practices, games, or events.

Transportation is not provided for students participating in the athletic program. Practice schedules require that students leave the premises before daily dismissal. Students should not leave the premises for practice/competition without prior approval.

ICS works with the Macon Band Department to allow students in grades 6-8 to participate in band. If the student participates in band, ICS will try to accommodate the classroom schedule so that the student isn't missing any instructional time. They would miss their study hall opportunity. Parents will need to make arrangements for transporting their student if they participate in the band program.

NOTE: The ICS Dress Code will be followed at all times. Students participating in extracurricular activities provided by the public school will not be allowed to wear their uniforms during the day at ICS. They may bring them and change into them once school is dismissed.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities even though they require extra time and effort for both students and parents. Students are to complete their homework and to maintain a satisfactory academic, conduct, and effort level. If the student has difficulty, the principal will review the situation with the student, teachers, and parents as needed.

If your child participates in school events such as Speech Meets, Sketch Day, Diocesan Science Fair, Music Appreciation Day, Vocation Day, Scholar Bowl, or any other event, the parents will be responsible for transporting their child to that event. Parents who transport children (other than their own) to any school event, must fill out a form and have a copy of their driver's license and proof of insurance on file in the school office

STUDENT WELFARE

SAFETY

Bicycles:

- Bicycles are kept in the bicycle rack.
- Bicycles are always walked on and off the grounds.
- No bike riding is allowed on the playground during school hours.

Crisis Plan:

Immaculate Conception School has a Crisis Plan that is reviewed annually. For safety reasons, the school building is kept locked during the school day. During school hours, only school personnel are allowed to answer the door bell.

Emergency Procedures:

An accident/incident report form is filled out by the supervising teacher whenever an injury occurs on the school premises. This is kept on file in the school office for insurance purposes. Parents are informed about the injury. Emergency action plans are also kept on file for students with special health needs.

Safety Procedures:

DSP 5315

- **Play activities** are allowed only in designated areas before and after school.
- **Snowballs or Ice** may not be thrown on the school grounds or in any areas adjacent to the school.
- **Guns, toy guns, pocket knives, or dangerous objects** may never be brought to school.

Use of Student Photos:

DSP 1530

Diocesan Catholic school student photos may be used in brochures, newspapers or other publications, and the school, parish or diocesan website or social media only if the parent/guardian signs a release allowing such use. (See Appendix #1530.)

Neither the first nor last name of the student shall be referenced on any website or social media. To clarify, the diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.

Violence:

DSP 5325

To maintain the health, safety, and welfare of all persons associated with diocesan Catholic schools (e.g., students, teachers, personnel, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat to do harm to one's self or to another person shall be promptly and severely addressed.

SCHOOL LUNCH

- Hot lunches are served to the children each school day. Because of our small enrollment, it is mandatory that all families pay to participate in the program. Students with allergies, and a doctor's excuse, may be exempt from eating school lunches.
- **Cost of school lunch is \$60.00 per month lunch for ten months (August-May).**
- Make checks payable to: **Catholic Hot Lunch.** There will be no refunds for days missed. It is imperative that money is paid the first of the month, no later than the 10th of the month.

Free and Reduced Lunch Forms for reduced or free lunches are available. We ask that everyone fill out the application. If you know that you do not qualify simply write "do not qualify" in the section that asks for financial information. Only the cafeteria manager and school administration have access to this confidential information.

DAILY SNACKS

Teachers may choose to allow students to bring a small, healthy snack to eat during morning break. Examples of appropriate snacks: one apple sliced, small package of cheese and crackers, cheese stick, small container of grapes, individual size package of pretzels, individual serving size graham crackers, peeled orange, etc. Please do not send potato chips, candy, cookies, etc. Students should not bring a large container of snacks to share or use throughout the week.

WELLNESS POLICY

All schools participating in the National School Lunch Program were required to develop a local wellness policy under Section 204 of the Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004.

ICS is committed to the optimal development of every student. As part of our Christian faith our bodies are temples of the Holy Spirit and gifts from God. ICS believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe and health-promoting learning environment at every level, in every setting, throughout the school year.

The school promotes a healthy school, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The school supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Improved health optimizes student performance potential.

Appendix

Policies and Regulations from the

Diocesan Manual

DSP - Diocesan School Policy

DSR - Diocesan School Regulation

Not all policies and regulations are contained in this document.

A complete listing of all Diocesan Policies and Regulations is available for review in the offices of the principal and the pastor.

Parent/Student Handbook
Appendix
Diocesan Policies

DSP 1305 COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish

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

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

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

DSP 1430 COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

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

DSP 1810 COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, a condition of a child's enrollment is the parental/guardian support of the school, and close cooperation of the parent(s) or guardian(s) with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences: Administrative Recourse. Details of the process can be found in this handbook on page 31. A brief summary of the Administrative Recourse is: set up a face-to-face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parents/guardians are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email or any form of digital media. If parents/guardians use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the student of the parent/guardian who has done so.

By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide and support the school and its policies and regulations.

DSP 1901 COMMUNITY AND EXTERNAL OPERATIONS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation.

DSR 1901 COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

- A. Definition
A “Grievance” is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.
- B. Purpose
The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.
- C. Basic Principles
 1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
 2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (*By mutual written agreement, however, the time limits may be extended.*)
 3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
 4. There is to be no retaliation against any party or participant in the grievance procedure.
 5. Meetings held pursuant to this procedure shall be conducted by mutual agreement a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
 6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.
- D. Procedure
 1. Informal Attempts at Resolution
Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference

beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The school

administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

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

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

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

LEVEL TWO: PASTOR

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

LEVEL THREE: CATHOLIC SCHOOL OFFICE

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

LEVEL FOUR: OFFICE OF THE BISHOP

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Office of the Bishop. The Bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office and the grievant of his ruling. The decision of the Bishop will be final and binding.

DSP 1902 COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

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

DSP 5101 STUDENTS: Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, sex, or any other basis that is prohibited by law, in regard to enrollment.

DSP 5201 STUDENTS: Proof of Guardianship

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment. In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school. Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement. When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration. The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file. Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

DSP 5210 STUDENTS: Absence and Tardiness

A. Absence Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.) An absence of more than two hours is recorded as one-half day absence. B. Tardiness Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.) The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy. If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.

DSP 5211 STUDENTS: Written Excuses

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation. Schools are encouraged to establish a policy requiring "Return to School" documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

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

DSP 5220 STUDENTS: Requests for Family Reasons

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

DSP 5260 STUDENTS: Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a "spirit of confidentiality." This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following: 1. Information that concerns violation of the law; 2. Matters involving the health and safety of the student or any person; 3. Serious moral issues; 4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator. The school administrator/principal, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

DSP 5305 STUDENTS: Catholic Faith and Moral Standard

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

DSR 5310 STUDENTS: Prohibition of Corporal Punishment

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

DSP 5315 STUDENTS: Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed

to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

DSP 5360 STUDENTS: Dismissal and Expulsion

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

The term "expulsion" is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

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

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See [DSP #5355](#).)

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

DSR 5360 STUDENTS: Dismissal and Expulsion

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

DSP 5370 STUDENTS: Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian. In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody. A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

DSP 5405 STUDENTS: Parent/Teacher/Student Conferences

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

DSP 5410 STUDENTS: Promotion and Retention

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

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

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

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

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

DSP 5520 STUDENTS: Drug/Medication Administration

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian. All drugs, whether OTC or prescribed, must be kept in the school office/nurse's office, NOT in the possession of a student.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer

the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

DSP 5545 STUDENTS: Alcohol Use at School Related Events

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

DSP 5701 STUDENTS: Students with Special Needs

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

DSP 5820 STUDENTS: Harassment/Bullying Policy:

All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying. Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense. Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets. Every school is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook. Sexual harassment deserves special mention. 1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes." 2. No student shall be subject to sexual harassment as a student. 3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures. 4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual

harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office. No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school should be subjected to any type of harassment/bullying. July 1, 2021

DSP 5825 STUDENTS: Sexual Abuse of Minors

PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY INTRODUCTION Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community. It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular, the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB, and the Code of Canon Law.

BRINGING AN ALLEGATION 1. A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery

Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Connie Schepers
Safe Environment Coordinator &
Review Administrator Diocese of Jefferson City
Alphonse J. Schwartze Memorial Catholic Center
2207 W. Main
P.O. Box 104900
Jefferson City, Missouri 65110-4900
Telephone: 573-635-9127 (ext. 224)

(Full transcript of this policy is available in the Policy and Regulation Manual for the Diocese of Jefferson City found in the principal's office.)

DSP 6235 INSTRUCTION: Non-Catholic Student Participation

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

DSR 6301 INSTRUCTION: Educational Outings, Field Trips, 8th Grade and Senior Trips

Diocesan Catholic school field trips and outings shall be learning experiences, but they are also privileges. Each teacher or moderator shall, in advance, explain to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation and student follow-up activities. If approved, the teacher shall follow the local procedures for the distribution and return of the field trip forms with parent/guardian signatures.

A school may, but is not required to, sponsor an end of year eighth grade and/or a senior trip. If it does, the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must accompany students on the trip.

If the school does not sponsor the trip, then DSP 6306 shall be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, the school name is not to be used. The school tax identification number is not to be used in any way for the trip, and any contracts shall not use the school name.

Other than high school sports, any proposed school-sponsored trip that would include an overnight stay, travel outside of the state, or both, must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.

In general, overnight trips are discouraged for elementary/middle school classes. Such trips must be approved through the Catholic Schools Office prior to permission slips being distributed to parents/guardians.**DSP 6305**

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

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

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

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

1. drivers must be a parent/guardian of a student;

2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. drivers must complete the Diocesan Safe Environment training.
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

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

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

INSTRUCTION: Student Internet, E-mail and Other Technology Use (DSP 6425)

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

- Internet, email and other technology access and use in school is a privilege, not a right.
- Use of technology access shall to be consistent with Catholic teaching, doctrine, morality and values. Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
- Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology for the purpose of plagiarism.
- Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to, school personnel names and addresses.
- Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.
- The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.
- Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- The privilege of the internet, email or other technology use can be suspended or revoked at any time by administration.

In addition to the above, the school, after consultation with the Catholic Schools Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses

technology to defame, bully or assault the character or being of the school, diocese, any of its personnel and/or students. This includes any such negative postings (verbal or pictorial) on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, TikTok and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

DSP 6426 AI USE, DATA STEWARDSHIP AND COMPLIANCE

Artificial Intelligence (AI) use in a diocesan Catholic school setting is permissible only under direct supervision of school personnel for specific academic purpose.

DSP 6603 ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Diocesan Catholic schools shall set norms for eligibility of students to participate in school-sponsored activities (e.g., attendance in school is required for participation in co-curricular activities on the day of the activity). Parents/guardians shall sign a Suitability Declaration and Release Agreement for participation in a co-curricular activity. (See Appendix #6603.)

DSP 6604 Values of the Athletic Program

Diocesan Catholic schools shall formulate policies that ensure adequate academic standing and satisfactory behavioral norms for students, as well as reasonable requirements concerning practice time.

The school shall establish norms for spectators, officials, coaches, athletes and school personnel which reflect Catholic principles. The school administrator/principal is responsible for the implementation and supervision of the norms.

DSP 6610 INSTRUCTION: Athletics

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

DSR 6610 INSTRUCTION: Athletics

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

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

All coaches and assistant coaches (whether paid or volunteer) shall be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools.

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday.

DSP 5820 CHILD ABUSE

The state Child Protection and Reformation Act (RSMO 210) 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.

DSP 9401 HOME AND SCHOOL ASSOCIATIONS

PURPOSE AND NATURE

To enable the parent/guardian partnership role to become a reality in education, every diocesan Catholic school shall have an effective home and school association. The objectives of the association shall coordinate the educational activities of the home and school, promote communication among the parents, teachers, and administrators/principals, and to develop and deepen a mutual understanding of Catholic education.

The home and school association is neither policy-forming nor primarily a fundraising body. It is an organization that fulfills its purpose by supporting the school and collaborating with faculty and school personnel. This association shall refrain from discussing policies and issues, which is the role of the parish school advisory council.

MEMBERSHIP

Membership consists of parents/guardians of students, the pastor, school administrator/principal and faculty. Membership may be extended to include other interested relatives of the students and community leaders. The association may set nominal annual dues, if desired. The school administrator/principal of the school and the pastor are non-voting, ex-officio members of the association.

AUTHORITY

The home and school association works in cooperation with the school administrator/principal. As determined by canon law, all home and school association decisions are subject to final approval by the pastor.

CONSTITUTION AND BYLAWS

Each home and school association shall have a written constitution and bylaws. These documents, when initially

written or revised, shall be approved by the Catholic Schools Office. A copy of these documents is given to the parish school advisory council and parish pastoral council.

Elements in a constitution shall include the following:

- name of organization
- objectives — including those previously indicated
- membership — eligibility
- officers — titles; eligibility for office; term of offices
- executive committee — composition; responsibilities
- general meeting — number of meetings

Bylaws shall include the following:

- officers — duties; process of election
- meetings — order of business; procedures
- standing rules — dues; reports
- amendments — process

Local association documents may reflect any options that adhere to diocesan policies.

DSP 9501 DIOCESAN ADVISORY STUDENT COUNCIL

The Diocesan Advisory Student Council is constituted by the bishop for the purpose of recommending policy, organizing events and suggesting programs to meet the emerging needs of all students. The Diocesan Advisory Student Council shall include, among its functions to: serve as a resource to the bishop and his delegates in regard to the needs and issues related to students and youth; suggest policies which provide direction for all ministries to students and youth; provide planning and determine the execution of all diocesan-wide activities held for diocesan Catholic school students; and participate in any other activities as determined by the bishop and/or his designee. July 1, 2023

DSR 9501 DIOCESAN ADVISORY STUDENT COUNCIL

The Diocesan Advisory Student Council shall be comprised of 10 students from fifth through eighth grade, and nine students from the three high schools. Students will serve one-year terms and meet at least four times during the year, with one in-person meeting at the Chancery office. Diocesan Catholic school administrators/principals, using a process determined at the school level, shall nominate members to the Diocesan Advisory Student Council. Nominees must be in good standing academically and behaviorally. Each year, 10 diocesan elementary schools representing each deanery, will be asked to provide nominees, as well as three students from each of the three high schools. A student from each elementary school will serve every 3-4 years.