Immaculate Conception of Dardenne Catholic School

“A community of one Spirit in Christ Jesus”

2019-2020 Parent & Student Handbook

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Dardenne Prairie, MO 63368
636-561-4450
636-625-9020 (fax)

www.icdschool.org
2019-2020

Dear Parents,

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

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

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

This handbook has been created to assist you in raising your child in virtue. We ask that you commit your family to follow the policies and practices outlined in this handbook and partner with us.

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

In Christ,

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

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

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

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

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

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

Missouri Non Public School Accrediting Association - www.moqualityschools.org
Archdiocese of St. Louis - www.archstl.org
Immaculate Conception of Dardenne Full-Time Parish School - www.icdschool.org

HISTORY

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

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

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

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

During the summer of 2002, ground was broken to begin the current school building. The building was completed in October 2003. On August 19, 2003, the doors opened to 511 students.
On December 17th, 2006, ground was broken to begin the construction of a 16,000 square feet west wing. The construction continued through the summer. On the Feast Day of the Immaculate Conception, December 8, 2007, nearly a year to the day after construction began, the school moved to the new wing. On December 17, 2007, one year after the groundbreaking, the students ate lunch for the first time in the new cafeteria. 705 students were enrolled for the 2007-08 school year.

The 2008-09 school year began with an enrollment of 747 students. For the first time in ten years, all school expansion and construction were completed. Mrs. Eaton was supported by three assistant principals during her tenure, Mrs. Debbie Pecher, Mrs. Ann Hoffman, Mr. Jonathan Batchelor. Mrs. Eaton completed her leadership at ICD in 2011. Mr. Batchelor was appointed interim principal in 2011-2012.

In the 2012-2013 school year, Mr. Dan Mullenschlader was named principal. During his leadership, Mr. Mullenschlader has been supported by three assistant principals, Mrs. Maureen Lovette, Mrs. Michelle Knapp, and Mrs. Melissa Liszewski.

In the year 2013-2014, Immaculate Conception opened a Pre-Kindergarten program that included 3-year-old and 4-year-old classes. The pre-school has over 130 students enrolled in the program.

Currently, the full-time parish school, serves over 500 families and welcomes nearly 800 students. The school has over 100 staff members including administration, office staff, resource department, instructional aides, support staff, homeroom teachers, and special area class teachers (PE, music, technology, Spanish, art, and library). Immaculate Conception School fosters a “community of one Spirit in Christ Jesus”, dedicated to serving the mission of Catholic education in the Archdiocese of St. Louis and the needs of its families.

PURPOSE OF HANDBOOK

The purpose of the Parent-Student Handbook is to provide parents with a reference guide to the policies and practices of Immaculate Conception Catholic School and school administration. The interpretation of handbook policies is the discretion of school administration, including the pastor, principal, and assistant principals. The handbook does not cover all eventualities, circumstances, or consequences and thus school administration makes all decisions in the best interest of the mission of the school.
Changes in Handbook: The school retains the right to amend the handbook. Parents and students will be given prompt notification of changes.

PARENT WITNESS STATEMENT

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

In my capacity as primary educator, I will:

- Participate consistently and actively in the Sunday Eucharist with my family, especially at Immaculate Conception Catholic Church;
- Actively commit to the parish stewardship program in terms of time, talent, and treasure;
- Speak to my children about the things of God, and make prayer an integral and important part of the environment of our home;
- Participate and cooperate, as Immaculate Conception Catholic School requests, in the religious education and especially the sacramental preparation of my children;
- Accept my responsibility to support the moral teachings of the Catholic faith in order not to contradict in my home what is proclaimed in the school;
- Teach my children by word and example to have a love and concern for the needs of others, especially the poor;
- Do my fair share in financially supporting Immaculate Conception Catholic School and Parish;
- Cooperate with the school in the education of my child and support the school’s policies and handbook.

* If you are not of the Catholic faith, please substitute “parent of a Catholic child”.
ADMISSIONS POLICY
Approved by School Board June, 2013

A child is eligible for kindergarten at Immaculate Conception of Dardenne Catholic School when the child is five years of age before August 1. A child who is six years of age before August 1st may be admitted to grade one. Children who fulfill the age requirement for kindergarten or grade one, but after sufficient examination are found lacking in maturity or readiness, determined through readiness screening for kindergarten and primary grades, will not be admitted. (Archdiocese #4102) All student transfers are subject to review by the principal in consultation with the pastor. Students will not be considered for transfer until all records have been reviewed.

Immaculate Conception Catholic School of Dardenne admits students of any race, gender, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students of this school. Immaculate Conception Catholic School does not discriminate on the basis of race, gender, color, national or ethnic origin, in admission policies, financial programs, athletic activities or any other school-administered programs not mentioned.

The principal, in proper consultation with the pastor, will admit students to the school according to the norms set by the Archdiocesan Board of Education. Also, the principal and pastor, in collaboration with the school board, will periodically review school policies, including admission.
Families applying to Immaculate Conception School should have a desire to educate their children in a school where Catholic teaching and moral formation are an integral part of the school philosophy and environment. Consideration for admission is partially based on:

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

ADMISSION PRIORITIES AND APPLICATION:

Admission priorities are:

1. Active Immaculate Conception Dardenne parishioner families with children already attending Immaculate Conception Catholic School. Active is defined as weekly attendance at Mass on Sunday, regular financial support of the parish, involvement in one or more parish activities, and stewardship card on file.

2. Active parishioner families registered at Immaculate Conception Dardenne. Date of registration with the parish will be considered if and when necessary.

3. Non-parishioner Catholics with written permission from their pastor.

4. Non-Catholics parents must agree to their children’s religious education and participation in religious activities at school. Enrollment of Non-Catholic students is not confirmed until August 1st. Confirmation of enrollment may be subject to a yearly review.

REGISTRATION

Families pay a nonrefundable registration fee of $200 for each child at the time of registration. A Home and School Organization (HSO) fee of $275 is required of each family. Payment of the HSO fee is required by the end of the current school year. Fifty percent of the HSO fee is paid prior to registration for the following year. The remaining HSO fee is due by May 15th.

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

A child’s name is placed on the class list only after forms have been completed and fees paid. Families with two or more children may pay the registration fee for one child at the time of registration and pay the remaining registration fees in installments. All registration fees are due by May 1st.
A child’s baptismal record, birth certificate, and social security number must be presented at the time of initial registration. A health record must be completed by a doctor and submitted by August 1st.

Verification of custody arrangements in cases of separation or divorce must be on file in the school office. A parenting plan, or copy of the portion of the divorce decree which verifies custody arrangements, must be provided.

SCHOOL TUITION POLICY

Approved by School Board January, 2016

Tuition payments are an investment in a child’s education and religious formation. Therefore, the School Board of Immaculate Conception Catholic School accepts the responsibility of recommending to the pastor and principal policies governing the amount of tuition and the manner of payment. Furthermore, it is the responsibility of the pastor, principal, and school board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

TUITION PAYMENTS

1. Families who are registered members of Immaculate Conception Parish with children enrolled in the school receive the benefit of reduced rates of tuition to be determined annually by the pastor, principal, and school board.

2. Families who are not parishioners of Immaculate Conception Parish with children enrolled in the school shall make tuition payments equal to the total cost of education per child.

3. All families will be expected to make tuition payments according to one of the following payment options. Each family’s preferred payment option must be submitted each year at the time of student registration. Once the payment option is selected and submitted to the school office, any changes of selection will result in a $25.00 processing fee per change, payable at the time of the requested option change.

PAYMENT OPTIONS:
Please note, all 3 options listed below are processed through the FACTS Tuition Management Program. ICD no longer accepts direct payments for tuition. All payments are to be made through automatic withdrawal.

- **Full Payment:** Under this option, the entire amount of tuition is paid on or before July 1st through the FACTS Tuition Management Plan. Families who choose this plan receive a discount in tuition cost.
- **Semester Payment:** Under this option, the entire amount of tuition is paid in two equal payments on July 5th and December 5th through the FACTS Tuition Management Plan. Those choosing this plan will authorize an automatic bank to FACTS from a checking or savings account on or before July 5th and December 5th. Families who select this option receive a discount in tuition cost. A FACTS processing fee of $15.00 will be charged to the account by FACTS in June prior to the July 5th payment.
- **Monthly Payments:** Under this option, the amount of tuition is paid monthly over an eleven (11) month period, July through May, through the FACTS Tuition Management Plan. This option is an automatic payment plan made through a checking or savings account. Those choosing this option will authorize automatic monthly bank payments to FACTS on either the 5th or 20th of each month. A FACTS processing fee of $35.00 will be charged to the account by FACTS in June prior to the July payment.

### 2019-2020 YEARLY TUITION

1. Families registering after July 1st and before the first day of school shall be expected to fulfill their tuition obligation according to the payment options stated above.

2. Tuition for students registering on or after the first day of school shall be prorated over the number of school days of attendance according to a formula established by the pastor, principal, and school board.

### LATE PAYMENTS

It shall be the responsibility of each school family to keep the pastor or principal informed of the need to make any changes in the tuition payment preference option or adjustment to the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

1. **Full Payment:** When full payment has not been made by July 1st, the family will be contacted within five (5) days by the administrative assistant
concerning the missed payment date and an alternative tuition payment option will be offered. If funds are not received according to the new agreement, all tuition payments shall be made through FACTS Tuition Management Plan.

2. **Semester Payments and Monthly Payments**: School families who choose the semester (2), or the monthly (11) payment option and miss a monthly payment due to insufficient funds, will be automatically charged a $25.00 missed payment fee by FACTS and may incur a similar penalty from the bank. After being informed of the missed tuition payment, families are required to pay the amount due directly to the parish office within fourteen (14) calendar days or arrangements must be made with the pastor. School families who have missed two monthly payments and have not paid the amount due to the parish office or have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) may not be readmitted to school.

**TUITION ASSISTANCE**

Tuition assistance is available from the Archdiocese in the form of Alive in Christ Scholarships, Beyond Sunday Scholarships, and Catholic Family Tuition Assistance. Tuition assistance is also available through the school. Families are required to apply for scholarships through the Archdiocese before being considered for tuition assistance from the school.

After TTEF award amounts are communicated to families, there is still help available. Families can request financial support from ICD School and Parish for economic difficulties if their scholarship amounts from TTEF are not enough. ICD School and Parish prioritizes $80,000 a year for tuition assistance. Families seeking aid directly from ICD will be required to complete an online application through the FACTS Tuition Management Website - ICD Parish & School Scholarship Application.

Please note, filling out this application does not preclude a conversation with the principal or pastor. The application for tuition assistance through ICD will open on April 1, 2019. There will be a $35.00 application fee. Funds granted from ICD Parish and school will be automatically applied to your FACTS Tuition Management Account. Like TTEF scholarships, this will be an annual application and renewal process.

For the sake of your family’s security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the Pastor or the Principal as soon as possible when they are experiencing economic difficulties. If economic difficulties arise after scholarship deadlines pass, or during the middle of the school year, families
should not hesitate to inform the Principal or Pastor of their need. Circumstances will be reviewed by the Pastor and Principal, and we will make the opportunity to apply for financial aid available to you.

PARENT STUDENT TOPICS
(Arranged alphabetically)

ACADEMIC PROBATION
A student will be placed on academic probation at any time throughout the year when he/she has failed two-quarters of a main core subject. If a student ends the year with a failing yearly grade in any of the core subject areas, the child may be required to enroll in an approved summer school program to maintain enrollment at Immaculate Conception Catholic School. Core subjects include religion, literature, vocabulary, grammar, math, social studies, and science.

ACCIDENT INSURANCE
Student accident insurance is available to any interested family. Coverage is offered through K&K Insurance Group. To obtain information about the program contact the school office or access www.studentinsurance-kk.com, or email info@studentinsurance-kk.com

ATTENDANCE
DAILY SCHEDULE
7:30 a.m.– Students may enter the school building and proceed to homeroom.
7:50 a.m.– Classes officially begin
3:05 p.m. – School dismissal
3:30 p.m.– Remaining students may be sent to Continued Care Program

● At 7:30 a.m. a staff member will be on parking lot duty to assure the safety of all students
● No child should be dropped off prior to 7:30 a.m.
● Students should be in the classroom when the 7:50 a.m. bell rings.
SIGNING IN AND OUT OF SCHOOL/RELEASE FROM SCHOOL

If a student arrives after the 7:50 a.m. bell, a parent must physically sign the child in at the front office. If a student needs to be released from school before 3:05 p.m., a parent or guardian must physically come to the front office to sign a child out of school.

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

If a child needs to leave school during the day, the parent/guardian must send a note to the school office and the teacher at the start of school. The note must identify the time of departure and who will be picking up the child. Parents and guardians must come to the school office to check the child out and will be required to sign the child out of the school. The office will call the classroom to release the student from his/her studies. Under no circumstances are parents to take their child from school without signing the child out in the office.

TARDY/TRUANCY

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

Chronic tardiness handicaps a child, causing him/her to miss announcements and affects the organization of the start of the school day. Excessive unexcused morning tardiness will result in the following disciplinary actions:

- After five unexcused tardies in a quarter of the school year, a letter will be sent to the parents.
- The recording of tardiness will start over each quarter.
- Accumulating a total of 15 unexcused tardies during the year will make continued enrollment and/or re-enrollment for the following school year probationary and will be determined by the school administration.

Tardiness due to orthodontist, dentist, and doctors’ appointments is considered excused. A written note from the parent and/or physician is required for the tardy mark to be considered excused.
Students in grades 5-8 will be tardy from one class to the next if they arrive late during classroom passing periods. A tardy between classes will be recorded on the student’s virtue card.

**PERFECT ATTENDANCE**

Perfect Attendance is defined as the physical presence of a student at all school or school sponsored daytime activities. Tardies and/or partial absences for any reason are counted against perfect attendance.

**ABSENCE AND MAKE-UP WORK**

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

When a child is sick, a parent must email the school at attendance@icdschool.org or call the school by 9:00 a.m. (636-561-4450 x100). A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Students are expected to make up all work missed during the absence. Parents may contact the teacher via email or phone to request work missed. Student work may be picked up outside the office by 2:30 p.m. Student work will not be sent to other classrooms to be given to siblings/neighbors. Once a student returns, the student will have the same number of days of school missed to complete the work. (i.e. four days missed of school, four days to complete work.) For an extended absence, arrangements will be made with the school administration for completion of missed work.

Report cards will be withheld until the make-up work has been completed. A student will receive an “I” for grades that are incomplete.

Seventh graders are granted one day in the first semester and eighth grade students are granted one day in the second semester to conduct high school shadowing. The shadowing day is not counted as an absence if the high school provides a written statement regarding the student’s attendance at the shadowing. If a student desires additional shadowing days, it is recommended that the student
shadow on days that ICD is not in session. This policy applies to 7th and 8th graders only. Younger students who shadow at high schools are considered absent.

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

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

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

**BAND PROGRAM**

Band is available for students in grades 5 through 8. Students receive lessons from an experienced instructor and participate in concerts and performances as chosen by the instructor. Regular attendance is required at any practices outside of class time and at all extracurricular performances.

**BIRTHDAYS**

Children’s birthdays may be celebrated with a free dress day pass. If a child’s birthday occurs during the summer, he/she may choose a half birthday day. If a child’s birthday or half-birthday occurs on a weekend or an all school Mass day, the child may dress down on the day preceding or the day after the weekend or Mass day.

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

**CATHOLIC SOCIAL TEACHING (formerly titled Social Justice)**

Catholic social teaching is a key component to the faith experience at Immaculate Conception which must include both performing charitable works and working toward social justice.
The 7 themes of Catholic social teaching are:
- Life and Dignity of the Human Person
- Call to Family, Community, and Participation
- Rights and Responsibilities
- Option for the Poor and Vulnerable
- Dignity of Work and the Rights of Workers
- Solidarity
- Care for God’s Creation

As a school we will promote Catholic social teaching through educational opportunities, project based learning, and community involvement.

**CHEWING GUM**

Chewing gum is not permitted at any time in the school building, on field trips or school sponsored activities without permission.

**CHILD ABUSE REPORTING**

Immaculate Conception Catholic School abides by the state Child Protection and Reformation Act (RSMO 210) which requires that 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 the abuse or neglect to the Missouri Department of Family Services.

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

**CLASS PLACEMENT**

With more than one section of students per grade level, placement of students in the classrooms will vary each year with an emphasis on balanced classrooms. Considerations will include male-female ratio, name similarities, mixing different students each year, sibling order, and balance of abilities and personalities. The administration of the school, with input from the teachers, reserves the right to set the class lists. Parent requests by email, phone, or appointment, are not guaranteed by the administration. The titles of the classrooms will be “A”, “B”, and “C”, such as KA, KB, and KC or 1A, 1B, and 1C. The assignment of letters to the names of the classrooms has absolutely no connection to letter grades or performance. The listing of assigned classrooms will be posted digitally prior to the start of the school year.
CLASS SIZE LIMIT AND EXCEPTION
Approved by School Board February, 2014

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

COMMUNICATION

PARENT TO SCHOOL COMMUNICATION

ICD utilizes the Sangha Parent Communication smartphone app. Parents are encouraged to use Sangha to contact teachers. Sangha is also used for:

- Field trip permission
- Volunteering as a field trip chaperone
- Volunteering to send needed items into classrooms for special projects
- The school calendar of events
- Signing up for Parent/Teacher Conferences
- Direct communications & 2-way messaging with teachers
- Reporting absences

Parents are also invited to communicate with teachers by handwritten notes, messages left in the office, or set appointments. Under normal circumstances, parents who email or leave voicemails should anticipate a reply to come within twenty-four hours. Parents are asked not to contact teachers at home. If a parent or teacher concern cannot be resolved between the two parties, the principal should be involved. Under normal circumstances, a parent should not bypass a teacher and go directly to the principal.

The complete communication chain is as follows:
Parent > Teacher > Principal > Pastor > Catholic Education Office
SCHOOL TO PARENT COMMUNICATION

Teachers use many ways to communicate with parents. These methods include email, handwritten notes, phone calls/voicemails, progress reports, corrected papers, conferences, and student-transmitted messages,

Sangha and the school website will be the main avenues used by school staff to communicate with parents. Sangha is mainly driven by calendar events, either school-wide events, or grade-level, student specific events.

- You can immediately view events in the mobile app. Sangha has built-in smart reminders and push notification alerts for upcoming events, so you do not have to worry about getting reminded.
- Within the calendar tab you can see the events that are posted onto your child’s calendar. These include school-wide events, and events posted by your child’s teachers.
- Within the Message tab you can view any communication sent via the district, school, or individual teachers.

The school website, www.icdschool.org, will be parents greatest resource. It will contain needed documents, news, and announcements, as well as pertinent staff information. Each teacher will have a class page. We ask that all parents subscribe to their students’ teacher’s class pages in order to have the most current information being provided by the teachers.

Google Classroom will be utilized in grades 5-8. Parents will be designated as guardians in order to access information related to tests and assignments. This will replace the weekly newsletter in grades 5-8.

Weekly newsletters will be utilized by teachers in grades K-5 and will be delivered into parents email inboxes.

Teacher Ease is continuously being updated by teachers to provide parents with relevant grade and attendance information.

The Window is a weekly publication of important school matters. It is sent out each Thursday via email.
CONDUCT AND DISCIPLINE
(STUDENT WITNESS STATEMENT - SEE APPENDIX A)

STUDENT CONDUCT AND DISCIPLINE
At Immaculate Conception, our students and staff commit ourselves to work together to provide a school climate that promotes respect, responsibility, honesty, and compassion to ensure a positive learning environment. These four attributes are the cornerstone to our school-wide expectation matrix. The purpose of this matrix is to create a school climate of mutual respect and instill an internal desire for students to display appropriate behavior while at school. In addition to the expectations, classroom teachers will also have a classroom management plan that identifies expectations for their classroom.

When these expectations are not met, Immaculate Conception of Dardenne School utilizes a multi-tiered approach when addressing student conduct. ICD uses a restorative approach to discipline, where misbehavior is seen as an opportunity to rebuild and maintain relationships among our community. Our virtue-based restorative practices are grounded in our continuous practice to live a virtuous life. The guiding principles of VBRD are:

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

Restorative practices are not the absence of consequences. Consequences for misbehavior will vary depending on how the behavior harms the health, safety, property, and learning environment of other students. Restorative practices challenge the student to identify injustice and restore equity. The result of this approach is a community of learners who are committed to self-responsibility, self-discipline, and self-awareness of how their words and actions affect others around them.

Teachers and Staff will use a continuum of responses to address inappropriate student behavior. Again, these consequences will vary depending on the harm inflicted. Responses may include, but are not limited to:
Affective Language/Statements These statements make the student aware of the positive or negative impact of their behavior. They are respectful in tone and also direct the student to the desired behavior.

Stop, Think, Pray Reflection (Grades K-5) Stop, Think, Pray is a behavior map that connects individual student behavior to their responsibility as a member of their classroom. It maps the expected behavior as well as their behavior. This requires a parent signature prior to its return to school.

Signature (Grades 6-8) Students receive a virtue card that identifies growth needed and growth achieved. A signature is received when the student is not following the expectations of the classroom. This serves as a reminder to the student which expectation was not being met. Accumulation of several signatures will incur further disciplinary action.

Small Impromptu Conference This meeting between student and teacher/principal will focus on expectations and how those can be met. The student and teacher/principal will discuss a plan to help the student be successful. These conferences may be during lunch or recess time.

Circle A group meeting that offers a platform for virtue education, discussing classroom behavior, building community, and strengthening interpersonal skills as a way to prevent, reduce, and repair harmful interactions.

Restorative Reformation (Detention) Restorative reformation is most often served on a preset day of the week from 3:15-4:15. They are restorative in nature. Students will be required to complete the necessary reflections or work to meet the consequence requirement. Parents are expected to arrange transportation home for their child.
Students in grades 6-8 will serve a restorative formation after accumulating four (4) or eight (8) signatures within a quarter or by being assigned this consequence by a member of administration.

Formal Conference A formal conference will include parents, student, teacher, and principals. Working as a team, expectations for behavior will be discussed as well as creating a plan for the student to ensure appropriate behavior in the future.

In-School Suspension This placement is defined as an alternative learning environment within the school for support in the areas of discipline and social or emotional learning. Students will complete work for credit during this time. Students in grades 6-8 will be assigned to ISS after accumulating twelve (12) signatures within a quarter or by being assigned this consequence by a member of administration.
**Out of School Suspension** This type of suspension is defined as the removal of the student from the school premises for disciplinary purposes. Students may make up work for credit during this time. Students in grades 6-8 will be assigned OSS after accumulating sixteen (16) signatures within a quarter or by being assigned this consequence by a member of administration.

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

Violation of school expectations is damaging to the spiritual health and academic environment of the school. Students who are not meeting the expectations and impeding the learning in the classroom with minor behaviors, the behavior will be addressed by a staff member. Some instances may require the intervention of other school support personnel. These behaviors may include, but are not limited to:

- Classroom disruptions such as excessive talking, inappropriate sounds, out of their seat without permission, distracting others, etc.
- Dishonesty
- Failure to follow or carry out directions after redirection.
- Other minor misbehaviors as stipulated in the approved classroom management plan

Violation of cafeteria/playground expectations may result in volunteers taking the student’s name tag and turning it into the teacher or assistant principal.

Immaculate Conception recognizes that more severe behaviors or continuation of minor misbehaviors require an escalation in consequences and will be handled by the Assistant Principals or Principal. These may include, but are not limited to the following:

- Persistent or habitual misconduct
- Bullying
- Cyberbullying
- Disrespect/insubordination
- Theft / Possession of stolen items
- Vandalism or destruction of property
- Academic Dishonesty
- Fighting
- Failure to abide by corrective measures for misconduct or other misbehaviors as stipulated in the approved classroom management plan.
- Racial Harassment
- Sexual Harassment- including physical contact, indecent exposure, social media offenses, teasing with sexual innuendos or demeaning notes or actions
- Threats of Violence
- Possession of a Weapon or Dangerous Weapon
- Habitual late arrival to school
- Breach of Technology Use and Internet Safety Policy
- Possession / Use of any drugs or drug paraphernalia. This includes cigarettes, E-Cigs, or any other Nicotine Delivery Devices / Materials
- Acts of Arson

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

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

**Bullying**

Bullying is not tolerated at ICD. Although we promote virtue and seek to repair harm, we recognize that teasing, isolation, ostracism, and mean behavior exist and are real. Every child should be made to feel as they are a part of our community and that they are loved. If bullying occurs, ICD faculty will utilize the Ensuring Safe Environment Policies for negative peer interactions, harassment, and bullying.
**Cell Phone/Smart Watch**
Immaculate Conception strongly discourages students from bringing cell phones/smartwatches to school as they may impede the education process. It is recommended that if your child has a smartwatch that you disable the notifications to that device. Students who use a cell phone or smartwatch without permission from a staff member will have their device turned into the assistant principal and will serve an automatic restorative formation.

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

**Internet and Electronic Communications**
This policy applies to communication or depictions through email, text messages, or website postings whether they occur through the school’s equipment or connectivity resources or private communications which: 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community or 3) at the principal’s discretion, cause harm to the school, or the school community (collectively referred to as “inappropriate electronic conduct”). Inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

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

-Safe Environment Policy (VIolence and the Threat of Violence (Archdiocese#4303.3)
Our Catholic school shall provide a safe learning environment for all members of the school community. The climate shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for
respect, the interdependence of all persons that are the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school parish premises is not permitted.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practices. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

This code of conduct can not be expected to cover all events that impede or distract from the educational process. It will be the responsibility of the Principal or Assistant Principals to assign consequences for any type of inappropriate behavior not specifically covered in this Code of Conduct. It should also be understood that based on the circumstances about an offense, a student’s disciplinary record, education concerns, medical facts and other information that may only be known to the Principal, special education teachers, etc., the Principal and Assistant Principals have the authority to modify the discipline administered to a student as required.

Ensuring a Safe Environment Policies

Immaculate Conception Dardenne School is committed to providing a safe learning environment for its students, faculty, and staff. Negative peer interactions, harassment, or bullying of or by any student on ICD property or via social media is prohibited by the school. All students have a right to a safe learning environment
and all students will be treated equally according to this policy. This safe learning environment starts with building-wide expectations and procedures that support positive, respectful, and consistent interactions between staff, students, and parents. By teaching students appropriate and expected responses, enhancing building wide expectations and procedures, and by increasing communications between students, staff, and parents, we hope to empower students to interact confidently and virtuously with their peers, handling difficult situations and problem solving situations that don’t fit in a box when needed.

Positive Peer Interactions are those that build confidence, encourage growth, and increase the feeling of being part of something bigger. These may include compliments, asking others to join, or supporting someone’s decision to not participate.

**Negative peer interactions** are those that tear down the confidence of others, sometimes in very subtle ways. These may include exclusion, teasing, group peer pressure, or name calling. When these interactions are periodic, they can create an environment where students feel unsafe, intimidated, embarrassed, or unsure of how to handle these situations.

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

As defined by the state of Missouri, **bullying** is intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may include repeated acts of exclusion, teasing, and making fun of a particular peer by one or multiple other students.

**ICD Negative Peer Interaction Policy**
It is important to differentiate periodic negative peer interactions from bullying. As defined by the state of Missouri, bullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated. Intermittent negative peer interactions are those that happen every now and then; they do not involve the same students repeatedly; they may cause a student to become upset but not to fear or dread being around the other student in the future. Intermittent negative peer interactions can typically be resolved through a structured positive peer interaction and immediate supports from other friends. If you believe your student is being bullied, please see the ICD Anti-Bullying policy.

Building Wide Expectations/Supports For Maintaining a Safe Environment
- **Hallway/Bathroom Expectations**
- **Locker Area Expectations**
- **Lunchroom Expectations**
- **VBRD Virtue description**

Classroom/Grade Level Expectations/Supports for Ensuring a Safe Environment
- Will specify the different grade appropriate systems from the school (Clip Charts, Virtue Cards, VBRD stop and pray forms)
- **VBRD Circle Time in Classroom**
- **VBRD Intervention Descriptions**
- **Classroom Specific Systems** - have teachers provide written format at the beginning of the year or discuss during open house

Parent Expectations for Managing Peer Interactions
1. Parents are asked to communicate any reported behaviors that are concerning to them by emailing the homeroom teacher and the assistant principal.
   a. Staff will respond to the email stating that they have received it and that they will keep a closer eye on interactions between these 2 students.
   i. Staff will inform other teachers as appropriate that have specific interactions with these students.
   ii. Staff will follow room or grade level expectations/supports for encouraging positive interactions.
   iii. Staff will follow building wide expectations for encouraging positive interactions.
   iv. Staff will review the STOP-WALK-TALK procedures with the whole classroom
   b. Assistant principal will follow up with teacher and parent later that week and again the following week to check on status.
2. Parents are asked to **complete a Negative Peer Interactions Form** (located in the digital locker, on the website, or from the front office) for any behaviors your son or daughter reports being part of or witnessing that you feel were not handled completely or appropriately by the school.

   a. **Negative Peer Interactions Follow-up Procedures**
      i. **Resolving Hurts between Students**
         1. Once referral form is completed, teacher and Assistant Principal discuss the issue with the students involved following the VBRD format, either in a small group setting or in the classroom setting.
         2. Specific Behavioral Responses from the student who did the hurting will be suggested.
         3. Student will select 1-2 of the responses and implement within the following 3 days.
         4. Assistant Principal will follow up with the students involved to determine if resolution was helpful and get a status update on the relationship between the students.
         5. If resolution using this manner appears undoable, additional consequences may be administered.

3. Parents are asked to not gossip about the issue to other parents or on social media.

4. Parents are asked to role model appropriate interactions and verbalizations in front of their kids, particularly when you are around other school families.

5. Parents are asked to emphasize the importance of following the school wide supports by verbalizing to their kids the need to follow those expectations. It is difficult for a school to enforce these school wide supports if parents sometimes encourage their kids to violate them.

*Please keep in mind that just because you are aware that something has been happening “for months” does not mean that the teachers are aware of it. Please communicate the issues to them.*

**Student Expectations for Managing Peer Interactions**

All students will be trained in the following interventions to deal with negative peer interactions.

1. For Recipients of Negative Interactions
   a. **STOP** - tell the other person to stop what they are doing
   b. **WALK** - move to a different location or join a different activity
   c. **TALK** - tell a teacher or a trusted adult if the behavior continues after moving away from them.
2. For Witnesses of Negative Interactions
   a. STOP - tell the person who is doing the action to stop
   b. WALK - walk with the recipient of the behavior to some other activity
   c. TALK - tell a teacher or trusted adult if you see the behavior continue

**Staff Procedures For Managing Peer Interactions**

1. Follow the current guidelines, supports, and expectations within the building, and or your grades' homeroom behavior management plan.
2. If the current plan does not appear to be working with a particular child or a particular group of children, complete an office referral form (digital locker or located at the front desk).
   a. **Office Referral Form Procedures**
      i. **Communication to Parents**
         1. A copy of any office referral form completed on your student will be sent home with him/her
         2. Signature by parents to confirm receipt will be expected
      ii. **Response Development**
         1. Assistant principal or designee along with other appropriate staff (ie. homeroom teacher or school counselor) will meet with student and determine appropriate school response based on student age and needs.
         2. Assistant principal will communicate this response to the instigator's parents
         3. Assistant Principal will contact students involved later that week and then again the following week to determine if issue has been resolved.
   b. **Repeated Office Referrals Procedures**
      *If multiple Office Referrals (3-7) have been made regarding 1 student in a short amount of time (2 months), Care Team procedures may be initiated to develop appropriate supports to help the student succeed in the learning environment while keeping it safe for others.*
      i. **Data Gathering**
         1. Once referral form is completed, resource department will assign a case manager.
         2. Case manager will provide referring teacher with 5 daily observation forms to be sent with the student throughout the day and completed by each teacher he/she sees.
         3. Case manager will also complete 5 varied observations, documenting noted behaviors from referral.
         4. Once documentation has been completed, summary will be written by case manager. This summary will be
shared with the referring teacher, the principal, and the vice principal.

ii. **Support Development**
   1. Assistant principal or designee will contact the parents of the student who was referred via phone; will briefly summarize the behaviors seen; will invite the parent in for a meeting with assistant principal, referring teacher, and case manager to get feedback and brainstorm ideas for interventions. Student will not be present at this meeting.
   2. Following the parent meeting, student will be care teamed with all appropriate staff involved. Case manager will be present.
   3. Case manager will write up the *positive behavioral supports.*
   4. Case manager will contact parents via phone or personal meeting to discuss the decided support plan.

iii. **Monitoring**
   1. Teacher will complete student tracking form daily; these forms will be turned into case manager weekly.
   2. Student will have a follow up care team meeting every three months; case manager will be present; Continuation of supports will be reviewed at each care team meeting.
   3. Case Manager will contact parent via phone to update parent from the meeting. If no new supports are added or if student supports are reduced no further physical meeting with parent is required.
   4. If student supports are increased, please see the following section for further information. A meeting will be scheduled with parent, vice principal, principal, primary teacher, and case manager to determine an action plan.

**Individualized Supports**
If student supports are increased, a meeting between the parents, administrators, homeroom teacher, case manager, and any other staff deemed appropriate will be conducted. The student will not be involved in this meeting.
   a. Each Action Plan will include at least the following:
      i. 1-3 Behaviorally specific goals.
      ii. Specific school supports; specific home supports; specific student behavior plan.
      iii. How progress will be monitored.
iv. Date for action plan review.

*** A Written Action Plan will be completed by the designated team member within 5 days of the Action Plan Meeting. Copies will be distribute to all parties who attended the Action Plan Meeting. An additional copy will be kept on file with the principal for at least 3 years.

ICD Harassment Policy

Immaculate Conception Dardenne School is committed to providing a safe environment for its students, faculty, and staff. Harassment of or by any student on ICD property or via social media is prohibited by the school. All students have a right to a safe learning environment and all students will be treated equally according to this policy.

All employees of ICD school are **required** to report any instances of harassment where they have **1st hand knowledge** within 2 school days of witnessing the incident to the vice-principal of ICD, this includes all staff working in the building (cafeteria staff, front office staff, custodians and playground employees). Any volunteer at the school, who is witness to a harassment incident is also encouraged to use these forms.

**Staff Procedure for Reporting An Act of Harassment**

1. Complete a Harassment Reporting Form (online at icdschool.org) or located at the front desk.
2. Turn completed form into assistant principal’s mailbox.
3. Assistant-Principal or designee will send confirmation of receipt to reporting employee via email or phone message.

**Parent Procedure for Reporting An Act of Harassment**

1. Complete a Parent Harassment Report Form online at icdschool.org
2. Assistant-Principal or designee will send confirmation of receipt to reporting parent via email or phone message.
3. If the form was completed by a parent who had 1st hand knowledge of the incident, the investigation phase will begin.
4. If the form was completed by a parent who is reporting something they heard, the assistant-principal or designee will inform appropriate staff/volunteers of the situation, note the incident on the students’ log sheets, and speak to the students separately and determine what, if any, actions are appropriate at that time.
**Student Procedure for Reporting an Act of Harassment**

1. Student can report in 3 locations - Assistant Principal’s office (3rd floor), Counselor’s office (2nd floor) or the Nurse’s office (1st floor). Please note students of any grade level can report in any location depending on who they feel most comfortable talking to.

2. Students will be informed that they may complete a Student Reporting Form or write on a piece of paper a short description of negative peer-to-peer interactions that they do not feel capable of handling themselves.

3. Students may submit these forms anonymously.

4. Student reports will allow staff to be more aware of patterns between students; implement proactive strategies in problem areas; and assist students in developing skills for dealing with the perceived negative interactions.

5. The assistant-principal or designee will inform appropriate staff/volunteers of the reported situation, note the incident on the students’ log sheets, and speak to the students separately and determine what, if any, actions are appropriate at that time.

**Investigation Phase**

1. Within a reasonable period of receiving the report, Assistant-principal or designee shall initiate an investigation of the incident.

2. The Assistant-Principal may appoint other school staff to assist with the investigation.

3. Investigation may include interviews of students, teachers, parents.

4. The investigation will be completed within 10 days of the written report unless good cause exists to extend the investigation.

5. A written summary of the investigation will be presented to the principal after investigation is complete. Principal will file report for a minimum of 3 years.

**Resolution Steps**

1. Resolution steps may begin concurrently with any of the above steps. At the latest, it must begin as soon as principal receives the written summary of investigation.

2. Phone calls to the parents of any student involved in the incident - instigator(s), recipient(s), and witnesses.
   a. Phone calls will describe briefly
      i. What occurred in the incident without using names
      ii. Their student’s role in the incident
      iii. For recipient and witness parents, they will be directed to contact the assistant principal or designee with any further information or concerning behaviors.
iv. Verbal reassurance that the school policy will be followed and reminding parents that legally, the names nor repercussions of other participants may not be shared by school staff with the other parents.

3. Action Plan Meeting between instigator parents, administrators, homeroom teacher, and any other staff deemed appropriate, will be conducted. The student(s) will not be involved in this meeting.
   a. Each Action Plan will include at least the following:
      i. 1-3 Behaviorally specific goals.
      ii. Specific school intervention(s); specific home intervention(s); specific student behavior plan.
      iii. How progress will be monitored.
      iv. Date for action plan review.
      v. Monetary reimbursement by instigating student(s) for any property damaged.

*** A Written Action Plan will be completed by the designated team member within 5 days of the Action Plan Meeting. Copies will be distribute to all parties who attended the Action Plan Meeting. An additional copy will be kept on file with the principal for at least 3 years.

Other Anti-Harassment Information

1. Policy Legalities
   a. The Anti-Harassment policy will be reviewed yearly by the staff ESE committee. The policy will be published in the parent/student handbook; any changes to the policy will be highlighted for that year.
   b. Retaliation against anyone who reports harassment, is also prohibited by ICD.
      i. Anyone engaging in such retaliation will receive an in school suspension, during which they will be required to complete 4 hours of service as assigned by the vice principal; the required number of service hours will increase by 4 hours with each incident; when 12 hours has been achieved, a separate action plan will be put in motion to address the issue.

ICD Anti-Bullying Policy

Immaculate Conception Dardenne School is committed to providing a safe environment for its students, faculty, and staff. Bullying of or by any student on ICD property or via social media is prohibited by the school. All students have a right to a safe learning environment and all students will be treated equally according to this policy.
As defined by the state of Missouri, bullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may include repeated acts of exclusion, teasing, and making fun of a particular peer by one or multiple other students.

Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying is defined by the state of Missouri as bullying through the transmission of a communication including but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

All employees of ICD school are required to report any instances of bullying where they have 1st hand knowledge within 2 school days of witnessing the incident to the assistant principal of ICD, this includes all staff working in the building (cafeteria staff, front office staff, custodians and playground employees). Any volunteer at the school, who is witness to a bullying incident is also encouraged to use these forms.

Staff Procedure for Reporting An Act of Bullying
1. Complete a Staff Reporting Form (online at icdschool.org) or located at the front desk.
2. Turn completed form into the assistant principal’s mailbox.
3. Assistant-Principal or designee will send confirmation of receipt to reporting employee via email or phone message.

Parent Procedure for Reporting An Act of Bullying
1. Complete a Parent Bullying Report Form online at icdschool.org
2. Assistant-Principal or designee will send confirmation of receipt to reporting parent via email or phone message.
3. If the form was completed by a parent who had 1st hand knowledge of the incident, the investigation phase will begin.
4. If the form was completed by a parent who is reporting something they heard, the assistant-principal or designee will inform appropriate staff/volunteers of the situation, note the incident on the students’ log sheets, and speak to the students separately and determine what, if any, actions are appropriate at that time.
Student Procedure for Reporting an Act of Bullying
1. Student reporting can be done in 3 locations: Assistant Principal’s office (3rd floor), Counselor’s office (2nd floor), or the Nurse’s office (1st floor). Students of any grade level can report in any location depending on who they feel most comfortable with.
2. Students will be informed that they may complete a Student Reporting Form or write on a piece of paper a short description of negative peer-to-peer interactions that they do not feel capable of handling themselves.
3. Students may submit these forms anonymously by filing out form online.
4. Student reports will allow staff to be more aware of patterns between students; implement proactive strategies in problem areas; and assist students in developing skills for dealing with the perceived negative interactions.
5. The assistant-principal or designee will inform appropriate staff/volunteers of the reported situation, note the incident on the students’ log sheets, and speak to the students separately and determine what, if any, actions are appropriate at that time.

Investigation Phase
1. Within a reasonable period of receiving the report, Assistant-principal or designee shall initiate an investigation of the incident.
2. The Assistant-Principal may appoint other school staff to assist with the investigation.
3. The investigation may include interviews of students, teachers, parents.
4. A written summary of the investigation will be presented to the principal after the investigation is complete. The principal will file the report for a minimum of 3 years.

Resolution Steps
1. Resolution steps may begin concurrently with any of the above steps. At the latest, it must begin as soon as the principal receives the written summary of the investigation.
2. Phone calls to the parents of any student involved in the incident - instigator(s), the recipient(s), and witnesses.
   a. Phone calls will describe briefly
      i. What occurred in the incident without using names
      ii. Their student’s role in the incident
      iii. For recipient and witness parents, they will be directed to contact the assistant principal or designee with any further information or concerning behaviors.
iv. Verbal reassurance that the school policy will be followed (ie. care team may be conducted to develop an appropriate response and monitor effectiveness) and reminding parents that legally, the names nor repercussions of other participants may not be shared by school staff with the other parents.

3. Action Plan Meeting between instigator parents, administrators, homeroom teacher, and any other staff deemed appropriate will be conducted. The student(s) will not be involved in this meeting.
   a. Each Action Plan will include at least the following:
      i. 1-3 Behaviorally specific goals.
      ii. Specific school intervention(s); specific home intervention(s); specific student behavior plan.
      iii. How progress will be monitored.
      iv. The date for the action plan review.
      v. Monetary reimbursement by instigating student(s) for any property damaged.

*** A Written Action Plan will be completed by the designated team member. Copies will be distributed to all parties who attended the Action Plan Meeting. An additional copy will be kept on file with the principal for at least 3 years.

Other Anti-bullying Information
1. Policy Legalities
   a. The Anti-bullying policy will be reviewed yearly by the staff ESE committee. The policy will be published in the parent/student handbook; any changes to the policy will be highlighted for that year.
   b. Retaliation against anyone who reports bullying is also prohibited by ICD.
      i. Anyone engaging in such retaliation will receive an in-school suspension, during which they will be required to complete 4 hours of service as assigned by the vice principal; the required number of service hours will increase by 4 hours with each incident; when 12 hours have been achieved, a separate action plan will be put in motion to address the issue.
   c. In order to allow tracking of behaviors for pattern recognition, while also maintaining the privacy of our students and preventing teacher bias, behaviors reported to the assistant principal will be tracked in a separate student file that may or may not become part of a student’s permanent record (please see policies on specific student behaviors to determine if these behaviors will be noted in a student’s permanent record). These files will remain in the assistant principal’s office. General information from these files can be shared with appropriate staff members at the principal and assistant principals discretion to
assist in maintaining a safe environment for all students. Since bullying is defined as repetitive behavior, tracking of the negative peer interactions is necessary to identify that pattern.

Cyber Bullying
1. ICD prohibits cyberbullying activity where the electronic communication was made using the school’s technological resources, there is sufficient nexus to the educational environment, or the electronic communication was made on school’s campus or at a school-sponsored activity using the student’s own personal technological resources.

CONTINUED CHILD CARE
Immaculate Conception of Dardenne provides a continued child care program for those students who need to arrive early and/or stay later than the normal school day. Continued Care is held before school from 6:30 a.m. to 7:30 a.m., and after school until 6:00 p.m. Parents interested in using this service should visit the school website for rates and more information.

Pending inclement weather, a late school start of 10:00 a.m. may be announced. In the event of a late start, there will be NO morning care service offered, and school doors will open at 9:30 a.m. for drop off. Parents will be notified of late school start via the Sangha app.

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

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

CURRICULUM
The core subject area curriculum for all grade levels is available for parents to view through the school’s website or in person at the school office.
DRESS CODE
The school requires a standard uniform for both boys and girls. A student’s appearance at school reflects an attitude of pride in self, school, and the community. Uniforms are an important part of the school setting. Uniforms allow students to focus on their education and not be distracted by dress fads or accessories. Uniforms allow the teachers to focus on teaching.

It is not the responsibility of the school or school staff to see that children are in proper uniform each day. It is the responsibility of the parents and the child. Immaculate Conception Dardenne requests assistance, in accordance with the school’s mission, to cooperate and support the school dress code. It is the parent’s responsibility to ensure children are dressed in accordance with the dress code. All clothing should be neat, cleaned, pressed and mended when necessary.

PURCHASING UNIFORMS AND SPIRIT WEAR
- Uniforms may be purchased through Fischer’s School Uniforms/Just Me Apparel or Tommy Hilfiger School Uniforms. Parents may also purchase from other outlets that carry appropriate uniform attire.
- Spiritwear may be purchased through Tommy Hilfiger School Uniforms and the ICD Spiritwear Store at Company Casuals.
- All uniform suppliers may be found on the ICD School website under uniform links.

LOGOS AND CRESTS
There are no requirements for logos or crests on ICD uniforms. Parents may choose to have the logo embroidered on the uniform through Tommy Hilfiger or Fischer’s School Uniforms/Just Me Apparel for an additional fee.

SHIRTS
The standard ICD uniform shirt is a button-up, collared shirt that may be short or long sleeved. Specific brand logos and pleats are not permitted.

Girls and Boys will have a choice of wearing a knit polo style shirt in white, light blue, or navy or a cotton oxford style shirt, in white or light blue. Performance (dri-fit) polos may also be worn if brand-logo free or purchased through Tommy Hilfiger.

8th grade students are permitted to wear a polo style shirt in cardinal red, with or without an ICD crest.
If an undershirt is worn beneath the uniform shirt, it must be logo free and white. Undershirt sleeve length should match the shirt sleeve length. Shirts must be tucked in completely at all times. Shirts must be long enough to be tucked in and long enough to stay tucked in.

**PANTS AND SHORTS**

Pants must be uniform style in navy blue twill or corduroy, with a plain or pleated front. Uniform style is defined as straight leg pants with inside pockets on front and back (no outside stitched pockets or rivets) with a zipper closure.

Stirrup pants, knit, yoga style, leggings, or stretch pants are not acceptable. Pants must be worn at the waistline. Jeans, oversized or sloppy pants, or pants worn sagging, will not be permitted.

Shorts must be navy blue uniform style walking shorts with zipper and inside pockets, (no outside stitched pockets or rivets). Performance golf shorts may also be worn if logo free or purchased through Tommy Hilfiger.

Shorts must be of appropriate fit and length. PE shorts are not considered walking shorts and are not allowed except for PE.

**BELTS**

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

**GIRLS’ JUMPERS AND SKIRTS**

Dark blue plaid jumpers for grades K through 4 can be purchased through Fischer’s School Uniform/Just Me Apparel or Tommy Hilfiger. These outlets have ICD official plaid, which is the designated fabric chosen to represent Immaculate Conception Catholic School.

Dark blue plaid skirts for grades 5 through 8 may be purchased through Fischer’s/Just Me Apparel or Tommy Hilfiger. Skirts and jumpers must be no shorter than 2 inches above the top of the kneecap. Skirts may not be rolled up at the waist.

**GIRLS’ MODESTY SHORTS**

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

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

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

8th grade students will have the option of purchasing and wearing a red, hooded ICD sweatshirt, ¼ zip sweatshirt, or standard sweatshirt with the ICD left chest logo; or an administration approved sweatshirt, e.g. pro-life, 8th grade class sweatshirt. A uniform shirt must be worn under the sweatshirt, hooded sweatshirt, or fleece.

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

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

**SOCKS**
White, gray, navy blue or black are the only acceptable colors for socks. Socks with a manufactured logo or colored trim are permitted. Solid white, gray, navy blue or black colored knee socks may be worn with girls’ uniforms.

**SHOES**
Shoes must be oxford style or standard athletic style shoes.
Athletic shoes must be predominantly one color. The shoe may have other accent colors on it. Standard hi/mid/low top shoes are acceptable as long as they fit properly.

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

**GUIDELINES FOR SHOES**

- No lighted shoes, roller shoes, oversize shoes
- No sandals, heels, platform/wedges, open toe, or open back shoes of any kind
- Shoes designed to be tied must have shoestrings and must be tied tightly
- Shoelaces must be a solid color
- Standard athletic shoes must be worn for PE classes.

**MAKEUP AND JEWELRY**

No make-up of any kind is allowed for grades K through 6. Girls in grades 7 and 8 may wear a small amount of concealer. Full-coverage makeup is not allowed. Nail polish, artificial nails, French manicures, and mascara are not allowed for any grade.

Girls may wear small post earrings, only one stud earring per earlobe. Earrings hanging below the earlobe or multiple earrings in one ear are not permitted. Girls may not have any other piercing. Boys may not wear earrings or have any other piercing.

Bracelets, necklaces or rings are not allowed. Religious chained or leather strapped plain medals, or crosses are allowed, but must be worn underneath the uniform.

Boys or girls may wear wristwatches without beepers or alarms. For safety reasons, watches and religious medals should be removed during PE classes. Students wearing an Apple watch, must put it in airplane mode and refrain from using any features other than checking the time.

**HAIR**

Hair must be neat and clean. A hairstyle must be in keeping with the total image the uniform represents – that is, no extreme hairstyles such as coloring, faux hawks, shaving of patterns or lines, hair extensions, wraps, feathers or beading.
For girls, hair should be kept out of the eyes and not hanging over the eyes. Hair ornaments must be in keeping with the total image the uniform represents. Excessive, large or distracting hair accessories are not allowed. Hair bows, for example, should be small.

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

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

**PE UNIFORMS**

PE uniforms are required for boys and girls in grades 6 through 8, and are not required for students in grades K through 5. The PE uniform includes a plain or ICD-logoed gray t-shirt and plain or ICD-logoed navy blue shorts. Shorts, at the shortest point of fabric, must measure below the longest finger tips when arms are at rest. Navy blue sweats may be worn on colder days. Students in grades 6 through 8 who are not wearing the designated uniform for class will be given a check on the virtue card. Accumulation of three checks will result in a growth signature.

All students (K-8) must wear standard tennis shoes with non-scuffing soles during PE class. Laces must be tied or fastened tightly.

**NAME TAGS**

Name tags are an important safety feature and are required as part of the uniform. Name tags must be worn on the collar at all times including lunch and recess. If a child’s name tag is lost, the charge is $3.00 per new name tag, and will be invoiced at the end of the year through My School Bucks. Name tags should remain neat without stickers, markings, or other obstructions. Name tags include important information regarding student’s name, class, teacher, lunch number, and medical school codes. Students in grade 6 through 8 not wearing name tags will be given a check on the virtue card. Accumulation of three checks will result in a growth signature.

**OTHER GROUP UNIFORMS**

Scouts, Heritage Girls, and other groups approved through administration may wear their uniforms to school on school days when group, troop, den, pack meetings or special events may occur. These uniforms must include identifiable markings and must be in keeping with the overall uniform of
the represented group. All pieces must be official group or school uniform (NO jeans).

SPIRIT DAY - DRESS CODE
At the beginning of the school year, students will be given the opportunity to purchase a spirit shirt for the year. One Friday of each month is “Spirit Day”. On these days, students may wear the official ICD T-shirt, ICD sweatshirt, the yearly spirit shirt, the “Cure for Carson” shirt, or any other ICD logoed shirt with uniform bottoms or the official ICD School sweatpants. On spirit days, students are allowed to wear a nice white long sleeve shirt under the t-shirts.

On spirit days, all other policies for dress regarding shoes, socks, jewelry and makeup remain part of the dress code. At the discretion of the teacher and school administration, the spirit shirts will also be worn on field trips and other special occasions.

8th GRADE SPIRIT SHIRT/SWEATSHIRT
At the beginning of the school year, a special 8th grade spirit day t-shirt or sweatshirt will be designed and may be ordered as an optional purchase to be worn by the 8th graders on spirit days. Shirts will be available through our online store and will only be available for purchase by eighth graders.

DRESS CODE FOR FREE DRESS AND PICTURE DAYS
Occasionally a free dress day will be given to students as a reward or for recognition. Free dress days refer to clothing only. Jewelry, nail polish, and makeup are not permitted on free dress days or picture days.

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

Clothing worn on free dress days must be in good taste and must be able to be worn for all normal school activities. Any items of clothing displaying insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. Clothing that supports political candidates is not permitted to be worn at school.

SHIRTS
Sleeveless, tank tops, thin strap tops, or bare midriffs are not permitted.
PANTS AND SKIRTS
On free dress days, students are allowed to wear nice jeans/pants, including appropriate fitted athletic pants. Girls may also choose to wear a skirt no shorter than two inches above the kneecap with modesty shorts underneath. Jeggings, yoga pants, leggings, pajamas are not allowed to be worn. Pants may not have holes, cuts, frays or any other type of tearing.

SHORTS
Shorts, at the shortest point of fabric, must measure below the longest finger tips when arms are at rest. Low-riding hip-hugger shorts are not acceptable.

SOCKS
On free dress days, students may wear socks of their choice.

SHOES
On free dress days, girls may wear boots. Boots must be well-fitted and should not impede a child's ability to walk properly. No high-heeled boots are allowed, including cowboy boots.

If children come to school on free dress days, dress down days, or picture days dressed inappropriately, parents will be called to bring other clothing. Students in grades 6 through 8 will receive a check on the virtue card and parents will be called to bring a full change of uniform for the student.

A general rule of thumb to use is “when in doubt of the appropriateness of some piece of clothing, don’t wear it”.

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

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

DROP OFF AND PICK UP TIMES

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

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

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

DUAL ENROLLMENT

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools to participate in specialized programs or to receive special education or remedial reading and mathematics services.

ELECTRONIC DEVICES

Immaculate Conception of Dardenne seeks to promote best practices in the classroom including appropriate use of technology to meet curriculum needs. Students may be called upon throughout the year to utilize electronic devices as an educational tool. Parents will be notified of this opportunity through an email from the classroom teacher. Electronic devices include tablets, cell phones, mp3 players, iPods, and e-readers such as Kindles and Nooks. Electronic devices may not be used for texting, browsing the internet on unapproved sites, social media, playing games, or unapproved activities.

If students are not utilizing electronic devices in a classroom for learning purposes, the electronic device must be in the off mode and placed in their locker or backpack. A student violating this policy may have his/her electronic device
confiscated. A confiscated electronic device will be returned to the student’s parent by school administration and the student will serve a restorative formation. A continuous breach of this policy will result in more serious consequences.

Immaculate Conception of Dardenne is not responsible for any electronic devices, including lost devices or damaged devices. Students bring devices at their own risk.

**EMERGENCIES / NATURAL DISASTERS**

ICD has planned procedures for evacuating the buildings in case of fire and bomb threats, as well as special procedures to follow in case of earthquakes, severe weather or other situations. Drills in these procedures are held several times a year. The school office has a severe weather warning radio and a pager that can be activated by the St. Charles Co. Emergency Management Agency. In the case of an emergency or natural disaster, school personnel will continue to care for the children until they can be safely released to parents or authorized adults. Children will only be released to the people designated on the emergency contact form. It is imperative that ICD has a current Emergency Contact Form on hand for all students.

ICD has a crisis plan to lock-down the building when deemed necessary. The crisis plan is reviewed several times each year by the faculty and staff.

Through SANGHA, the parent communications hub, parents can be instantly and simultaneously contacted by phone, text, and email in the event of an emergency.

**ENHANCED CURRICULUM/GIFTED EDUCATION**

Immaculate Conception of Dardenne offers qualifying students the opportunity to take part in gifted education through the Academic Curriculum Enhancement program, or A.C.E. Qualifications for the program include a composite score of the 93rd percentile or above on Iowa Assessment, a score of 116 or higher on the Kauffman Brief Intelligence Test (KBIT), and approved teacher referral.

**ELEVATOR**

The elevator is available to assist those with medical needs. Students needing to use the elevator should request approval from their teacher or the school office.
EXTRACURRICULAR ACTIVITIES

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

FAITH FAMILIES

Students in Kindergarten through 8th grade are grouped together into Faith Families. Each year 2-3 new students will be added to the family and will “grow up” with this spiritual group. These small groups meet throughout the year to grow in faith together and foster a community of one spirit.

These relationships will extend beyond the Faith Family time into the overall school experience. They give students additional people to reach out to and look up to within the school community.

Our middle school students will have the opportunity to teach/lead younger children and to model the habits and faith they have learned for the younger children and prepare for their later roles as spiritual leaders in their own families.

The mission of Immaculate Conception School is empowering students, through love and virtue, to develop their Catholic faith, their intellect, and a community of one Spirit in Christ Jesus. It is our hope that within a Faith Family, students can grow in their knowledge of God, serve others, and enjoy the community of other believers.

FIELD TRIPS

Each class will have at least one field trip to complement courses of study. While the Home and School Organization does provide some funding for all grade level trips, parents will be asked to pay additional money if needed to cover transportation and entrance fees. These fees may be paid online through the school store on My School Bucks. If the extra expense becomes a burden for any parent, contact the principal. No child will be denied a field trip because of a family’s inability to pay.
PERMISSION AND PAYMENT
A permission form and My School Bucks payment link for each trip will be a part of the interactive calendar on the parent communications hub, SANGHA. Please keep in mind, giving permission through Sangha and paying through My School Bucks are TWO SEPARATE STEPS.

Parents must submit a completed permission form, either electronically, or directly to the school by the designated deadline. Students who fail to return a permission form will not be permitted to attend the field trip. Students not attending the field trip will be expected to be at school and will be expected to complete assignments related to the educational objectives of the field trip.

Parents are encouraged to pay for field trip fees through My School Bucks. If parents choose to remit field trip fees directly to the school, they should print the permission form from the digital locker, complete it, and return it to school with payment. Payment envelopes sent directly to school should clearly designate the student’s name and the name of the field trip.

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

CHAPERONES
Chaperones are kept to a minimum and are chosen by the school at random. Parents should utilize the volunteer tab on the Sangha app to volunteer to chaperone. Younger siblings may not accompany the chaperones. School policy requires that all chaperones must have completed the St. Louis Archdiocese sanctioned Protecting God’s Children Program. Parents not chosen as chaperones, who come to school on the day of the field trip to accompany children, will not be allowed to attend.

TRANSPORTATION
Bus transportation will be utilized for every full grade level field trip. If private passenger vehicles are used, the following criteria must be followed:

1. Drivers must have a valid, non-probationary driver’s license and no physical disability that may impair the ability to drive safely. A copy of the driver’s license should be on file with the school.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of $100,000 per person, $300,000 for the occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must have a seat belt and wear it. Students under the age of 13 are not permitted to ride in the front seat. Students under the age of 8 or 80 pounds or 4’9” tall must be seated and buckled in booster seats.
6. Vehicles must proceed directly to the site of the trip and return directly to the school. No side trips or stops at fast food restaurants or convenience stores are permitted.
7. Adults are not permitted to smoke in the vehicle.

FISH FRY ICD
Parish fish fries are a wonderful opportunity for fellowship and serve as a major fundraiser for the school. In order to encourage participation and ensure the future of the fish fries, the following policy was created:
   1. Each family will be required to work one shift.
   2. For each shift worked, the family name will be entered into a drawing for one year of free tuition for one child. The number of family entries is unlimited so the more shifts worked, the more entries earned. The tuition incentive will be funded by proceeds from the school board trivia night. The tuition drawing will be held at the HSO meeting at the end of the year.

FORGOTTEN ITEMS
Since students are learning responsibility for having materials for class, parents are asked not to bring forgotten items such as homework, band instruments, gym clothes, library books, etc. to school. It is more important for 5th through 8th graders to learn to be self sufficient as they prepare for high school.

GRADING SCALE
The grading scale used in grades 2 through 8 at ICD is as follows:

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<tr>
<th>Grade</th>
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<tr>
<td>A+</td>
<td>99-100</td>
<td>B+</td>
<td>91-92</td>
<td>C+</td>
<td>83-84</td>
<td>D+</td>
<td>76-77</td>
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<tr>
<td>A</td>
<td>94-98</td>
<td>B</td>
<td>86-90</td>
<td>C</td>
<td>79-82</td>
<td>D</td>
<td>71-75</td>
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<tr>
<td>A-</td>
<td>93</td>
<td>B-</td>
<td>85</td>
<td>C-</td>
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<td>D-</td>
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<td>F = 69 and below</td>
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If a student has outstanding assignments that have not been turned in at the conclusion of the quarter, those assignments will be marked with an I for incomplete. This will result in an I (incomplete) for the quarter. The I will remain in the gradebook until the student has completed the assignment. Students with an I (incomplete) will not be eligible for academic honors that quarter. Exceptions may be made for students with extended absences due to illness.

**GRADUATION**

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

**HEALTH POLICIES**

**COMMUNICABLE DISEASES**

The following are guidelines for school attendance regarding communicable diseases:

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

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

- **Fever:** A child with a fever greater than 100.4, or 1-2 degrees above child’s normal temperature will be sent home. Students must be completely fever free for 24 hours - WITHOUT THE AID OF FEVER REDUCING MEDICATIONS - before returning to school.

- **Lice:** (see “Pediculosis” below).

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

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

- **Scarlet fever/strep throat:** Student is excluded from school until all discharge has ceased and child has been fever free for 24 hours - without the aid of fever reducing medications.
● Whooping cough: Student is excluded from school three weeks from the onset of paroxysmal cough.

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

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

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

**ILLNESS AND INJURY**

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

**IMMUNIZATION AND HEALTH RECORDS**

All students’ immunizations must be current and the school must have a current record of immunizations on file in the nurse’s office. All K, 3rd, and 6th grade students are required to have a current physical. Record of the physical is due to the school office by the first day of school. All 3rd and 6th grade students must also have received the hepatitis B immunization, or be in the process of receiving it, prior to the start of the school year. All 8th grade students must have the dTAP immunization prior to the start of school.

**MEDICATION AT SCHOOL**

ICD follows the St. Louis Archdiocese medication policy. For the safety of all students, a current list of all allergies and any daily medication for each child should be on file with the school nurse. This includes medication administered by the parents outside of the school day. This information will be kept in confidence by the nurse and will only be accessed by the nurse if the need arises.
Most medications that children require do not need to be given at school. Any medication that is given three times a day should be given at home (morning, after school, & bedtime). The school will not administer the first dose of any medication.

If a medication, prescription or over-the-counter, must be given at school, the parents must follow the following requirements:

1. An emergency authorization form must be on file in the school office listing the name of the child’s physician and phone numbers.
2. There must be a written physician’s order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered “as needed” a plan must be provided), and diagnosis or reason for the medication. A current prescription label on the container may serve as the physician’s order.
3. Written permission must be provided by the parent/guardian requesting that the school personnel comply with the physician’s order.
4. Prescription medication should be brought to school in a container appropriately labeled by the pharmacy. Nonprescription medication should be in the original container. Ideally, the parent will have two containers, one for home, and one for school. Upon request, pharmacies will usually provide the two containers. For medications that will be given for the entire school year, the child needs a new prescription container each school year.
5. If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. The change may be faxed or mailed to the school. A parent may not give permission to administer medication differently than the physician’s order.
6. Students may not carry medications with them at school.
7. The school has the right to call the physician to clarify a medication order.
8. If the child requires nonprescription medication (Tylenol, cough syrup, Advil, etc.), the parents must get a physician’s order. Contact your physician and have him/her mail or fax the order to the school. Having the order in place will allow students access to needed medications. The medications must be supplied by the parent in the original container.
9. The school is authorized to use nonprescription topical dressings such as hydrogen peroxide or antibiotic cream on minor cuts, scrapes or bruises.
10. If a student has asthma, the school must have the appropriate medication on hand because asthma can be life-threatening.
11. Medicines are kept in a locked cabinet and dispensed by the nurse, secretary or other authorized school personnel who have taken necessary courses through the St. Louis Archdiocese.

HOME AND SCHOOL ORGANIZATION

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

The Organization has three primary purposes:

1. Provide an avenue for parent education.
2. Provide support for the educational programs of the school. Support comes from members in the form of time, talent, and treasure. Members serve as event volunteers, playground and cafeteria supervisors, aides in the classrooms, and library volunteers as needed throughout the year.
3. Provide the school with financial support for needed expenses not included in the school’s budget, including new textbooks, educational resources for teachers, and cross-curricular activities for students.

As a member of Immaculate Conception Home and School Organization, each family will be required to generate $275 in profit to support the organization.

HOMEWORK AND ASSIGNMENTS

Homework assignments are given to reinforce the material taught during the day. Homework is an integral part of the students’ learning experience. Some reading or reinforcement studying should be done each night, even if written work has not been assigned. Students should spend 15 to 20 minutes reading in addition to the written homework assignments. Common guidelines for time spent on homework are:
Grades 7-8 -- 30 to 90 minutes  
Grades 5-6 -- 30 to 60 minutes  
Grades 4 -- 20 to 45 minutes  
Primary grades—approximately 10-30 minutes  

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

An assignment notebook will be used by students to keep track of assigned homework as a form of communication between home and school. Procedures for the collection and acceptance of homework vary with each grade level and are adapted to the age and level of the children.

HUMAN SEXUALITY PROGRAM

As a requirement for human sexuality education, all Archdiocesan school students in grades 4 through 7 complete “Family Life” from RCL Benzinger. In 8th grade, students receive education through “Theology of the Body for Teens”. The human sexuality program is designed to help students develop healthy attitudes and values. The program is approached holistically, considering the whole child, and not just one particular aspect. Parent permission slips are required. The 8th grade also participate in the Right Start Program.

INVITATIONS / GIFTS

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

LIBRARY

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

1. If a book is overdue (2 weeks after checkout date), the student has until the next library class to return the book or the student may lose all library privileges until the book is returned or replacement fees are received.
2. If a book is lost or damaged, parents will be notified of an appropriate replacement fee determined by the school librarian so the book may be replaced. The fee may be paid online through My School Bucks. Another book is not acceptable as a replacement. The payment must be made in a timely manner so that the student can continue to checkout books from the library.

3. Grades 6 through 8 may be subject to a signature on the virtue card if an overdue or lost book is not taken care of in a timely and efficient manner.

LOCKERS AND CUBBIES

The exterior of lockers and cubbies is to be kept completely free of displayed items unless a teacher grants exceptions. Students with lockers may bring a shelf to put in the locker. All lockers and cubbies are to be kept neat and orderly. Any picture, schedule, or item posted on the inside of the locker should be in keeping with the overall expectations of students. Nothing negative, sexual in content, or degrading should ever be posted in a locker. Locks are available to students upon request. Personal locks should not be used.

LOST AND FOUND

Parents should label all of the child’s belongings with his/her name and grade. Check the lost and found box regularly. Unclaimed items will be disposed of or donated regularly.

LUNCH AND BREAKFAST

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

Lunch menus will be posted monthly to the Digital Locker in Teacher Ease and on the school website.

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

Parents are welcome to eat lunch with students. Parents may bring a sack lunch or enjoy lunch from the cafeteria. Parents and guests are not permitted to bring fast food or soft drinks.
At the conclusion of the year, all family account money will be transferred to the following year. Families leaving the school with an account balance of $5.00 or more will be reimbursed.

**Food Allergy Prevention Response Policy**

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

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

1. **Identification:** Immaculate Conception Catholic School Cafeteria will attempt to identify students with life-threatening food allergies. At enrollment, the person enrolling the student will be asked to provide physician confirmed information on any allergies the student may have. The school nurse will notify the food service director of all reported life-threatening food allergies.
   a) Food allergy data will be entered in the cashier computer database for allergy alert notifications, with parent permission.
   b) The food service director will provide the food service personnel with a list of students with food allergies, with parent permission.
   c) The allergy list will be posted at both serving lines and in the food service director's office, with parent permission.
   d) The school nurse will arrange for a food allergy alert symbol to be affixed to student name tags.

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

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

Prevention
a) The food service director will provide training to food service personnel on food label reading and safe handling.
b) The food service director will create an ingredient list for all foods provided by the school as part of the school’s lunch program. This list will be available upon request.
c) The food service director will enter student’s allergy into a computerized database, with parent permission.
d) The food service director will provide the food service personnel with a list of students with food allergies, with parent permission.
e) Food service personnel will not act on individual requests for dietary accommodations. If a student is not listed on the allergy alert list, then the student will be referred to the school nurse for assistance.
f) Teachers, teacher aides or substitutes will place students with food allergies at the front of the class serving line.
g) Food service personnel will change gloves between classes, to avoid cross-contamination.
h) Food service personnel will serve lunches on disposable plates and/or allergy specific colored tray to students with food allergies, to avoid cross-contamination.
i) Food service personnel will maintain a monthly menu that highlights food products that may contain peanuts and nuts. The menu can be accessed at the school’s website.
j) Food service personnel will provide appropriate dessert substitutions.
k) If there is any change to the menu after the menu has been posted, the food service director will notify the school nurse.
l) The principal may designate one or more tables in the dining area as peanut and nut-free areas. No student will be required to sit at the designated table. Peanut and nut-free tables may be occupied by any
student. Separate cleaning and disinfecting supplies will be provided for the designated tables.
m) Volunteers serving in the cafeteria will discourage students from sharing or trading food/snack items, drinks, straws, or utensils.

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

MASCOT
The official mascot of the school is the prairie dog. The prairie dog represents the communal support that ICD strives for.

MANDATED REPORTING
Employees of ICD School are mandated reporters. This means if they have reasonable cause to believe a child known to them may be abused or neglected, they are legally required to report to the Department of Social Services-Children’s Division. Children’s Division works with families ensuring the safety and well-being of children.

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

MONEY SENT TO SCHOOL
It is no longer necessary to send money for fees to school with students. Examples of these fees are field trip fees, choir and band fees, and fees for HSO events. ICD offers the ability to pay for most school fees online (using credit cards, debit cards, or online checks) through the school store on My School Bucks. My School Bucks is the same website used to manage student lunch accounts. It should be noted that there is no per transaction fee for parents when purchasing items in the school store. However, there is a per transaction fee when using My School Bucks to add funds to a student’s lunch account.
If parents choose to make a cash payment for fees directly to the school, money should be sent with each student individually and not as a family. Cash must be sent in the exact amount. All cash should be sent in a sealed envelope clearly marked with the money’s purpose, the child’s name, grade, and teacher.

As with any business, ICD School utilizes several deposit bank accounts. This requires a need for parents to sometimes write separate checks for fees owed to HSO, registration fees, etc.

**NAME TAGS**

Name tags are considered part of the dress code and are to be worn on the collar throughout the day. Name tags for K through 6 will be left at school nightly. If a child’s name tag in grades K through 6 is lost, the charge is $3.00 for a new name tag. These fees will be invoiced at the end of the year through My School Bucks. 7th and 8th graders are responsible for their name tag nightly. If a child’s name tag is lost in grades 6 through 8, the child will be charged a $3.00 replacement fee and will be given a check on the virtue card for no name tag.

**OUTDOOR EDUCATION**

**OUTDOOR CLASSROOM**
Approximately 1 acre of land on the northwest corner of the campus has been designated as an outdoor classroom. The area is available for use by all grades.

**SIXTH GRADE CAMP**
As part of the science curriculum, 6th graders have the opportunity to participate in a week of outdoor study each spring. Through several fundraisers, the class raises money to help offset the costs for this venture. The 6th grade teachers will send home information regarding camp.

**PAPER HEADINGS**
The school has adopted a paper heading format for all work that is turned in by students, grades 2-8.

- **Name**
- **Date**
- **Subject, grade/homeroom**
- **Page**
PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled at least once per year, typically at the end of the first quarter. These conferences will be scheduled through Sangha. During this time, parents meet with the student’s teacher(s) to discuss the academic progress of the child.

Parents are encouraged and welcome to contact a teacher at any point in the year if they feel an additional conference is necessary. Please contact the teacher to schedule a mutually agreeable time to meet. Notifying teachers about items to be discussed will allow the teacher to prepare appropriately for the meeting. Teachers can be contacted to set up an appointment to be held in the classroom before or after school via email, phone, voicemail, or sending a note to school with the student.

PARKING LOT PROCEDURES

Parking lot procedures have been established to promote student safety. All parents are requested to adhere to the Immaculate Conception School parking lot procedures. Please read through the drop off and arrival procedures. Be mindful and patient allowing for all parents to learn the procedures at the beginning of the school year.

Doors open at 7:30 a.m. Families needing an earlier drop-off time should contact the morning Continued Care program.

Morning Drop-Off

There are two ways to enter the campus for morning drop off.

1. Enter the north parking lot from White Birch Lane at the west entrance closest to the soccer fields and exit to Hanley Road on the east side of the gymnasium.
   - The student drop off zone is on the south side of the gymnasium.

2. Enter the south parking lot from Highway N at the west entrance closest to the church and exit to Highway N through the driveway that goes through the chapel parking lot
   - The student drop off zone is from the front of the church to the end of the sidewalk in front of the school building.
Parents using the drop-off procedures must remain in their vehicle at all times. Parents wishing to escort children to the door may park in the north parking lot and walk students to the door. The parking lot next to the rectory is reserved for chapel use only and should not be utilized for student drop-off.

Afternoon Dismissal
There are two ways to enter the campus for afternoon student pick-up

1. Parents may use the south parking lot by entering from the west entrance on Highway N south of the main church. The exit is also through the west entrance to Highway N.
   - Parents must back cars into the parking spaces and remain in their cars to facilitate dismissal
   - Teachers and student members of the Safety Patrol will dismiss each car in order once the parking lot is cleared for dismissal
   - Cars will exit in order onto Highway N. There are two lanes to allow exit to both the east and west on Highway N.

2. Parents may use the north parking lot by entering from White Birch Lane at the west entrance closest to the soccer field.
   - Two lines will form:
     - One line will form on the north side of the gymnasium for parents who want to exit left onto Hanley Road. This line will exit through the east exit to White Birch Lane and will turn left (north) onto Hanley Road.
     - One line will form on the south side of the gymnasium for parents who want to exit right (south) onto Hanley Road. This line will exit the parking lot directly onto Hanley Road on the east side of the gymnasium and must turn right onto Hanley Road.
   - Both lines will park in single file and cones will be placed in parking lots designating where the lines will begin.

3. The chapel parking lot is reserved for preschool families. Families without preschool children and families with students in multiple grades including preschool should not park in the chapel parking lot.

4. For the safety of students, both the NORTH and SOUTH parking lots will close to vehicles entering the lots at 3:05 p.m.

5. Vehicles in both parking lots will not be allowed to leave until all students are in cars. When notice is given that all students are accounted for, teachers and members of the Safety Patrol will begin to dismiss vehicles.
6. If students are not picked up by 3:10 p.m., students will remain with a staff member until 3:30 p.m. After 3:30 p.m., they will be sent to the Continued Care Program and a fee will be assessed. Please contact the office in advance (if possible) if a student will not be picked up or will be picked up late so a plan can be made.

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

8. After parking, parents are to stand next to the driver’s side door and wait for the children to come to the car. After students arrive, please return to the car as quickly as possible so dismissal can begin.

9. If children require more guidance, it is permissible to meet children at the playground or in front of the school. Then, please return to the car as quickly as possible so dismissal can begin.

10. The safety patrol students will do a final check of the parking lot to make sure that all students are in cars prior to starting dismissal.

Daytime Parking:

1. If parents need to visit the school during the day to pick up students or for any short-term stay, please park in the chapel parking lot off of Highway N near the rectory.

2. If parents are in the building volunteering or for any long-term stay, please park in the chapel or the south lot.

3. For parents who are volunteering at an after school activity, please remember that both the north and south lots close at 3:05 p.m. If you are not parked in the lot by 3:05 p.m., please park in the chapel lot or along Hanley Road.

Walkers:

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

North Lot

South Lot

Gymnasium

ICD School
PARTIES

Classroom parties are held during the year and are organized under the direction of the teacher and the Home and School Organization class-assigned room parents. Specific information will be communicated to parents by the room parents. The K through 4 students enjoy a Christmas and Valentine’s Day party. The 5 through 8 students enjoy a Christmas party.

PETS ON CAMPUS

For the safety of the children and pets, no pets are allowed on campus without the principal’s permission. Pets are not allowed in or out of vehicles at arrival and dismissal time. The school will have a blessing of pets in October to celebrate the Feast of St. Francis of Assisi.

PHYSICAL EDUCATION

All students will participate in physical education classes. Students in grades 6 through 8 are required to wear the official PE uniform. Please refer to the dress code section of the handbook for PE uniform information. Students unable to participate in physical education class are required to have a doctor’s note. Notes are to be given to the homeroom teacher who will share the note with the PE teacher.

PLAYGROUND SUPERVISION

The children are supervised at all play periods. Morning and afternoon activity time for the primary grades is supervised by the teachers and aides. The noon activity time is supervised by a staff recess coordinator and a group of parent volunteers. The children are expected to respect and obey the supervisors. Toys and equipment are provided for the children’s use during activity time. Students are encouraged not to bring items from home for use at activity time due to risk of damage to the items. Students bringing toys from home do so completely at their own risk. Hard balls or violent toys (guns, swords, etc.) are never allowed on the playground.

Please consider helping with playground supervision if at all possible. Volunteers are always needed.
PHONE USAGE FOR STUDENTS

Students will not be called to the phone to receive a phone call during school hours except in the case of extreme emergency. If a message needs to be delivered to a student, the school office will see that the message is relayed.

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

Please see Cell Phone/Smart Watch Policy under Conduct and Discipline.

POSTING MEDIA ON PUBLIC WEBSITES OR APPLICATIONS

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

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

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

QUALIFIED STAFFING

Hiring Qualified Staffing

ICD ensures that all faculty and administration are hired according to the policies and regulations of the Archdiocese of St. Louis Office of Catholic Education and
Formation. ICD follows the Manual for Elementary School Administration and the standards for the Missouri Nonpublic School Accrediting Association.

According to the Archdiocese Manual for Elementary School Administration:

“To be eligible for employment as a teacher, a person must meet, or arrange to meet, within a reasonable time, all qualifications required by the State and Missouri Nonpublic Accrediting Association for certification.”

“reasonable time” will be determined by the school administration.

Guidelines for the Missouri Nonpublic Accrediting Association:

“All full-time teachers have either: a state teacher certificate or are working toward this certification or a written plan that leads to completion of a degree/certification.”

Evaluation

Staff members are evaluated regularly according to the Evaluation Manual from the Office of Catholic Education and Formation of the Archdiocese of St. Louis.

QUESTIONING OF STUDENTS

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

RECORDS

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

RELEASE OF STUDENT ACADEMIC INFORMATION

There is no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian and unless all financial obligations are up-to-date. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.
RELEASE OF STUDENT DISCIPLINE INFORMATION
Student discipline information is not part of a student’s cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution can only be done with the specific written consent of the student’s parent or guardian. This applies to both written and/or oral information.

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

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

Students in grades 5 through 8 receive conduct and work ethic ratings from each teacher. Grades are updated on the online grade book program approximately every two weeks.

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

Hard copies of final report cards will not be provided, rather, once all year end fines and fees have been paid, final report cards for the fourth quarter will be made available to parents via the online grade book program, Teacherease.

SCHOOL BOARD
The Immaculate Conception School Board consists of members, elected by the parents or chosen by the pastor, who serve as an advisory council to the pastor and principal. The board meets regularly once a month, with a portion of each meeting open for parents to observe. The time and day of the meetings is published in the school calendar.
Parents wishing to attend should contact the board president. If a person wishes to address the board, the person should contact the president at least one week in advance to be placed on the agenda.

SCHOOL BUDDIES

Fourth grade and kindergarten buddies sit together at K-4 Masses and fourth graders set examples of proper behavior and participation.

Second and eighth grade buddies support each other throughout the year as they prepare to receive the sacraments of First Reconciliation, First Communion, and Confirmation.

SCHOOL CLOSINGS AND LATE START

In the case of emergency or inclement weather, school closings will be first communicated through the Sangha app, and listed on the website at www.icdschool.org. School closings will also be broadcast on radio station KMOX 1120 AM and NBC TV channel 5.

Due to weather or emergency, school start time could be delayed until 10:00 a.m. depending on the circumstances. If delayed start time is utilized, the time will be announced through all forms of media. If school starts at 10:00 a.m., there will be NO morning Continued care and doors will open at 9:30 a.m. If inclement weather causes the school to close, notice will be communicated through the Sangha parent communication application and the school website.

If parents are concerned about the weather and/or road conditions, they are encouraged to make a decision about arrival time and/or pick up for their children that suits their family’s needs. In the case of a school day time emergency, phone numbers to be used for parents to call the campus are 636-561-4450 and 636-561-4459.

SEARCHING OF STUDENT LOCKERS/PROPERTY

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

SECURITY

All teachers, staff, and administration must wear identification throughout the day. All visitors, volunteers, and vendors must check in at the school office before proceeding to any other location on campus. Upon arrival, individuals must sign in through the Keepin’ Track Kiosk. The program prints name tags that are to be worn while in the school building. Individuals must also check-out through the Keepin’ Track Kiosk when leaving the building.

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

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

No student is allowed to walk between buildings without a partner. The intercom system allows teachers to call the office without leaving their classrooms. The school requests the help of parents to stay alert, be aware of dangers, and be ready to help any child in distress.

SEPARATED OR DIVORCED PARENTS

In all cases in which parents of an ICD student separate or divorce, parents must file a court-certified copy of the custody section of the divorce or separation decree, as well as the educational decision making section and sections pertaining to financial decisions in regards to education, with the Principal's office. The school will follow the parenting plan for all issues concerning custody and communication. The school will not be held responsible for failing to honor arrangements that have not been made known. It is the responsibility of the divorced or separated parents to update the school of any changes in guardianship and provide necessary documentation.
Guidelines for specific situations are as follows:

1. In a case in which parents retain joint custody, both parents shall be afforded equal access to the student and student records. They will both be held responsible for the child, and the school will release the child to either parent.

2. In a case in which the parents separate or divorce, and one parent retains primary custody:
   - Both parents are entitled to access to information.
   - Both parents shall be afforded access to the child normally afforded parents of all children.
   - The student will not be released to a non-custodial parent unless arrangements agreeable to both parents have been made in advance or, in the case of emergency, if the non-custodial parent is listed on the emergency form.
   - If the custodial parent has provided the school with a copy of a restraining order against access to the child by the non-custodial parent, the non-custodial parent will be denied access to both the child and information about the child.

SIBLINGS DURING AFTER-SCHOOL ACTIVITIES

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

SNACKS

All students may bring a snack to be eaten during the day at a time designated by the teacher. Snacks should be nutritious and not messy to eat. No candy or soda of any kind is allowed. Appropriate snacks include pretzels, grapes, trail mix, or granola bars. Please make every effort to be aware and respectful of food allergies in your child’s classroom.
SPECIAL AREA CLASSES
Students have the opportunity to learn music in grades K through 8, band in grades 5 through 8, art in grades K through 8, physical education in grades K through 8, technology in grades K through 8, and Spanish in grades K through 8.

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

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

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

SPIRITUAL DEVELOPMENT
MASS
Mass is held every day in the Parish Chapel or the Parish Church. The school attends Mass most every day, alternating grades and groups. Every child will attend one Mass per week.

As participants of Immaculate Conception Catholic School, you agree by signing the Parent Witness Statement that you will foster and nourish your child’s Catholic faith. A major part of fostering and nourishing your child’s faith is attending Mass
regularly on Sundays and Holy Days of Obligation. It is expected that all families will be active members of Immaculate Conception of Dardenne through regular Sunday Mass attendance and attendance on Holy Days of Obligation.

We invite parents and guests to attend Mass with us each day. Come and worship with your child. They will love it!

SACRAMENTS
The school helps parents prepare their children to receive the sacraments of 1st Reconciliation and 1st Eucharist in the second grade and Confirmation in the 8th grade. The actual reception of the sacraments is a parish event and is arranged with the pastor and the director of religious education.

PRAYER
One of the goals of Immaculate Conception School of Dardenne is to foster the prayer life of the children in our school. We demonstrate our desire to pray through regular morning prayer and reflection. We have discussions and meditations on specific virtues we seek to achieve and the saints who exemplified them. Teachers also pray with their students, which promotes a spiritual community of faith in the classroom.

Other ways that a life of prayer is fostered include the following:
1. Adoration of the Blessed Sacrament is available in the Parish Chapel.
2. Our namesake, Mother Mary, is honored during the month of the Rosary in October, as well as Mary’s month of May, when students participate in the recitation of the Rosary and the Memorare, and May Crowning.
3. The holy seasons of Advent and Lent are also times of special prayer. All students pray the Stations of the Cross during Lent. 8th grade students prayerfully practice the Living Stations of the Cross.
4. Students promote pro-life through a prayer service in October and monthly reflections of life through Spiritual Adoption after Mass.
5. Two Days of Faith are set aside each year in which the school community dedicates the whole day celebrating the Catholic faith through Mass, prayer, and faith based activities.

RECONCILIATION
We trust that parents will encourage their children to be regular participants and receptors of the Sacrament of Reconciliation. Students are given the opportunity for Reconciliation 2 times a year, 1 per semester.
STUDENT RECOGNITION

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

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

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

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

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

TECHNOLOGY

As part of Immaculate Conception’s commitment to academic excellence and technological enhancement, students will be provided access to classroom computers, the school computer lab, resourcing equipment and limited, supervised Internet access. Students will use the internet solely for education purposes as directed by a teacher/staff.
Use of the Internet will be provided to students who agree to act in a responsible and ethical manner. Access is a privilege, not a right: access entails responsibility. This privilege may be revoked for inappropriate conduct. Additionally, certain activity is punishable by Restorative Formation, suspension and/or expulsion. Inappropriate activities include purposely downloading or installing software for the purpose of malicious acts, purposely changing or deleting other’s documents, or for purposely bypassing any security or content filtering mechanisms.

It is the policy of Immaculate Conception Catholic School to:
1. Prevent user access over its computer network, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or other dissemination of personal identification information of minors

DEFINITIONS

Key terms are defined in the Children’s Internet Protection Act.

Access to Inappropriate Material
To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of Immaculate Conception Catholic School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking,” and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

**Supervision and Monitoring**
It shall be the responsibility of all members of Immaculate Conception Catholic School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology coordinator or designated representatives.

**Adoption**
The board of Immaculate Conception Catholic School adopted this Computer/Internet Policy at a public meeting, following normal public notice, on 7/01/2008.

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

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent has the express written permission from the school to do so. This includes but is not limited to online photo-sharing and posting videos to You-Tube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher’s permission.

Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent has the express written permission from the school staff member. This includes, but is not
limited to, online photo-sharing and posting videos to You-Tube or similar applications.

Technology Protection Measure
The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors
The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Conduct
The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

RULES OF TECHNOLOGY USE
1. Users must always obtain permission from faculty/staff before using computers or technology equipment.
2. Users must always have a supervising adult in the room when accessing the Internet.
3. Users shall respect the privacy of others. There will be no access to other users’ documents or files or system files.
4. Users will not tamper with equipment, alter programs, or install programs without authorization.
5. Use of vulgar, obscene, threatening, harassing or other inappropriate language, pictures, or graphics is forbidden.
6. Users shall respect copyright laws and not use written materials as their own without giving proper credit. The download and/or distribution of material such as music, movies and other copyrighted materials is prohibited.
7. Users should never give out personal information such as address, phone number or personal photographs.
8. Users will report any messages, illustrations, or communications that are inappropriate.
9. The computers and technology equipment are expensive learning tools. Any damage caused by misuse of this equipment will be paid for by the student/parents.
10. Users are forbidden to load any software or utilities onto computers by any means including but not limited to, cd/dvd drive, portable memory device, the local network, or via the Internet, without permission from the technology director.
11. The use of un-approved Instant messaging services is forbidden.
12. Users are forbidden to use computers to access Internet weblogs (blogs), personal web pages, or personal email accounts as these services can be used to expose personal information and to potentially bypass other security mechanisms. The technology director may allow the use of these services for special circumstances.
13. No users may purposely attempt to bypass any security or content filtering mechanism by any means.
14. The use of ICD’s computers, networks, and /or Internet access is solely for the benefit of the school educational and parish administrative services. Any other use is explicitly forbidden.
15. Only pre-approved and sanctioned devices may be connected to ICD computers and networks. All other devices are explicitly prohibited from ICD computers and networks.

TESTING

Students in grades 3 through 8 take the Iowa Assessments achievement test each year in September. We ask that parents not schedule routine medical appointments at the times of these tests. The test results are given to parents during the fall semester.

Students in grades 5 and 8 take the Assessment of Catholic Religious Education (ACRE) test at the beginning of the second semester. This assessment assists the teachers to better understand students’ levels in terms of knowledge, perception, attitude, and practices of our Catholic faith.

Kindergarteners are given a developmental screening before entering school.
TEXTBOOKS, LIBRARY BOOKS, PROPERTY

Students are responsible for all books and supplies issued to them. Books will be covered at the discretion of the teachers. If school materials or school property becomes lost or damaged, the student is required to pay for the repair or replacement of the item(s). These fees may be invoiced through My School Bucks. Students are not allowed to deface the covers of their assignment book, notebooks, workbooks or covered or non-covered textbooks.

VOLUNTEERS AND VISITORS

There are many ways to volunteer and there are many needs. The Home and School Organization and Parents Helping Teachers program schedules many volunteers. Throughout the year ICD will advertise “Help Needed” in the weekly newsletter.

The Archdiocese of St. Louis has developed strict guidelines to ensure the safety of all Catholic school children while under the care and supervision of their respective schools. The safe environment program, which includes a criminal background check, a signature on the Ethical Code of Conduct Agreement, and the attendance at a Protecting God’s Children Workshop, is required of everyone who works with or near minors. Parent volunteers MUST HAVE A RECORD OF HAVING COMPLETED the three safe environment program requirements, also known as Protecting God’s Children Program.

Parents are most welcome to visit the classrooms. Prior notification of the visit should be made to the respective teacher to lessen disruption to classroom activities.

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

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

APPENDIXES

APPENDIX 1: STUDENT WITNESS STATEMENTS CALLED TO BE CATHOLIC

For students who attend Catholic Schools and Parish Schools of Religion

PRE-KINDERGARTEN AND KINDERGARTEN
Graced and blessed by God, I am called to respond to God’s gifts by living the life of a Catholic Christian. Catholic school/parish school of religion will help me grow in the Catholic faith. I believe that:

- GOD LOVES ME.
- I LOVE GOD.
- GOD MADE EVERYTHING GOOD.
- I WILL PRAISE AND THANK GOD.
- GOD MADE ME SPECIAL.
- I WILL ACT AS A CHILD OF GOD.
- GOD MADE ME PART OF HIS FAMILY.
- I WILL BE KIND TO ALL OF GOD’S FAMILY.

WITNESS STATEMENT: CALLED TO BE CATHOLIC

GRADES 1-2
Graced and blessed by God, I am called to respond to God’s gifts by living the life of a Catholic Christian. Catholic school/parish school of religion will help me grow in the Catholic faith. I believe that:
GOD LOVES ME.
I PROMISE TO LOVE GOD BY:
· LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
· PRAYING EVERY DAY.
· SPEAKING GOD'S NAME WITH RESPECT.
GOD CREATED ME.
I PROMISE TO LIVE AS A CHILD OF GOD BY:
· OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
    · BEING HONEST AND TRUTHFUL.
    · DOING WHAT IS RIGHT.
GOD MADE ME PART OF HIS FAMILY.
I PROMISE TO LOVE OTHERS BY:
· BEING RESPECTFUL OF OTHERS.
· HELPING OTHERS IN NEED.
· BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

GRADES 3-4-5
Graced and blessed by God, I am called to respond to God’s gifts by living the life of a Catholic Christian. Catholic school/parish school of religion will help me grow in the Catholic faith. I believe that:

GOD LOVES ME.
I PROMISE TO LOVE GOD BY:
· PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
· SPENDING TIME PRAYING EACH DAY.
· LEARNING MORE ABOUT GOD’S LOVE FOR ME AND THE TEACHINGS OF JESUS.
    · RESPECTING GOD’S NAME AND HIS CHURCH.
GOD CREATED ME.
I PROMISE TO LIVE AS A CHILD OF GOD BY:
· LEARNING WHAT JESUS EXPECTS OF ME.
· RESPECTING MY BODY AS A GIFT FROM GOD.
· BEING A PERSON WHO IS TRUTHFUL AND FAIR.
· BECOMING THE BEST PERSON THAT I CAN BE.
GOD MADE ME PART OF HIS FAMILY.
I PROMISE TO LOVE OTHERS BY:
· HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
    · GIVING GOOD EXAMPLE AS JESUS DID.
    · PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
    · BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.
Graded and blessed by God, I am called to respond to God’s gifts by living the life of a Catholic Christian. Catholic school/parish school of religion will help me grow in the Catholic faith. I believe that

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

GOD CREATED ME.
I PROMISE TO LIVE AS A CHILD OF GOD BY:
· TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
· BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
· TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
· VALUING MYSELF AND DEVELOPING MY GIFTS.
· LIVING THE GIFTS OF THE HOLY SPIRIT.

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

APPENDIX 2: STUDENT CLUBS AND GROUPS

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

CANTORS
Cantors assist with the solo music ministry functions of the school. Most rehearsals are during school hours, but cantors must also commit to before or after school rehearsals pending scheduling needs. Cantors are chosen by auditions of choir students.

CHESS CLUB
All students are invited to participate in chess club. The club meets mornings at 7:00 a.m. on a day to be determined. Students will have the opportunity to compete in several contests during the year.

CHOIR
Upper grade students are invited to join the choir. Practices are held weekly before school on a day to be determined.

DONUTS, MILK, & JESUS
Eighth grade students are invited to meet in the cafeteria on Fridays from 7:20-7:45am to eat, talk, and pray.

MASS LECTORS
Students in grades 7 and 8 have the opportunity to be in the circle of lectors. This group of students is responsible for proclaiming the Word of God at school liturgies.

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

MASS SERVERS
Students in grades 6-8 have the opportunity to serve Mass during the school day.

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

READ, RIGHT and RUN
In coordination with the St. Louis Marathon, the Read, Right and Run team is comprised of K-8 students who meet weekly (24 weeks) to run one mile each week. These students also read 24 books and do 24 good deeds.
SAFETY PATROL
The safety patrol is open to students in grades 7 and 8. Students who serve morning patrol help students safely cross the parking lot. Students who serve afternoon patrol dismiss cars in the north and south lots.

REACH OUT CLUB
The focus of the club for 5-8th grades is bringing awareness and understanding of the need for charitable works and social justice in our community and beyond.

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

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

APPENDIX 3: Immaculate Conception of Dardenne Prayer Listing
(The grade level at which students are expected to know the prayer is designated in parentheses (K), (1), etc.)

1. **The Sign of the Cross** (K) - In the name of the Father, and of the Son, and of the Holy Spirit. Amen.
2. **Grace Before Meals** (K) - Bless us O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.
3. **Grace After Meals** (K) - We give you thanks, Almighty God for these and all your gifts, which we have received through Christ our Lord. Amen.
4. **Guardian Angel Prayer** (K) - Angel of God, my guardian dear, to whom God’s love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.
5. **Our Father** (1) - Our Father, who art in Heaven, hallowed be Thy name. Thy Kingdom come; Thy will be done on earth as it is in Heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.
6. **Hail Mary** (1) - Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

7. **Glory Be** (1) - Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

8. **Act of Contrition** (2) - Oh my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who are all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen.

9. **Mass Responses** (2) - Greeting, Mystery of Faith, Lord Have Mercy, Lamb of God, Response to the Readings, Invitation to Communion, Prayer over the Offerings, Communion Responses, Preface, Dismissal, Holy, Holy, Holy

10. **Apostles Creed** (3) - I believe in God, the Father almighty, Creator of Heaven and earth, and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; on the third day He rose again from the dead; He ascended into Heaven, and is seated at the right hand of God the Father Almighty; from there He will come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

11. **Hail Holy Queen** (3) - Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope; to you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show to us the blessed fruit of your womb, Jesus. O Clement, O loving, O sweet Virgin Mary! Pray for us O holy Mother of God, that we may be made worthy of the promises of Christ. Amen.

12. **Memorare** (4) - Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, my Mother. To you I come; before you I stand sinful and sorrowful. O Mother of the Word Incarnate! Despise not my petitions, but in your mercy hear and answer me. Amen.

13. **Act of Faith** (4) - O my God, I firmly believe that You are one God in three divine Persons; Father, Son, and Holy Spirit. I believe that your divine Son became man and died for our sins, and that He shall come to judge the living and the dead. I believe these and all the truths that the holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived. Amen.
14. **Nicene Creed** (5) - I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord, Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

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

16. **Prayer of the Holy Spirit** (7) - Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love. Send forth your Spirit and they shall be created and You shall renew the face of the earth. Amen.

17. **Act of Hope** (8) - O my God, relying on your almighty power and infinite mercy and promises, I hope to obtain pardon for my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

18. **Prayer for Life** (5-8) - Jesus, Mary, and Joseph, I love you very much. I beg you to protect the life of the unborn child that I have spiritually adopted. Amen.

**WHOLE SCHOOL PRAYERS**

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

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

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

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

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

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

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

Mysteries of the Rosary

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

Luminous Mysteries
1. The Baptism in the Jordan
2. The Wedding at Cana
3. Proclamation of the Kingdom
4. The Transfiguration
5. Institution of the Eucharist
<table>
<thead>
<tr>
<th>Sorrowful Mysteries</th>
<th>Glorious Mysteries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Agony of Jesus in the Garden</td>
<td>1. The Resurrection</td>
</tr>
<tr>
<td>2. The Scourging at the Pillar</td>
<td>2. The Ascension</td>
</tr>
<tr>
<td>3. The Crowning with Thorns</td>
<td>3. The Descent of the Holy Spirit</td>
</tr>
<tr>
<td>4. The Carrying of the Cross</td>
<td>4. The Assumption</td>
</tr>
<tr>
<td>5. The Crucifixion and Death of Our Lord</td>
<td>5. The Coronation</td>
</tr>
</tbody>
</table>