

**Mary Immaculate School**

**Handbook**

**2008-2009**

## TABLE OF CONTENTS

TOPIC	PAGE
Forward	4
Statement of Purpose	4
Mission Statement	4
Philosophy	4
Educational Authority in the Parish (DSP 1305)	5
Non-Discrimination (DSP 5101)	5
Admission	5
Non-Catholic Student Participation (DSP 6235)	5
Proof of Guardianship (DSP 5201)	5
Confidentiality (5260)	6
Kindergarten	6
Students with Special Needs (DSP 5701)	7
Child Abuse Protocol	7
Initial Notification/reporting Procedure	7
Harassment (DSP 5820)	8
Sexual Abuse of Minors (DSP 5825)	8
Sustaining Fees	9
Financial Support	9
Catholic Faith and Moral Standard (DSP 5305)	9
Conduct	10
Prohibition of Corporal Punishment (DSR 5310)	10
Discipline	10
Dismissal and Expulsion (DSP 5360)	10
Dismissal and Expulsion (DSR 5360)	11
Detention	11
Playground Rules	12
Transfers	13
Replacement	13
Family Leave (Sabbaticals)	13
Absences and Tardiness (DSP 5210)	13
Written Excuses (DSP 5210)	14
Requests for Family Reasons (DSP 5220)	14
Drug/Medication Administration (DSP 5520)	14
Medication	15
Exchange, Sale, or Use of Prescription Drugs	15
Immunizations	16
Communicable Diseases	16
Student Insurance (DSP 5575)	16
Curriculum	17
Daily Program	17
Homework	17
Dress Code	17
Arrivals and Dismissals	18
Release of Individual Students from School (DSP 5370)	18
Snow Days	19

Lunch	19
Milk Break	19
Property Identification	19
Parties	19
Weapons and Dangerous Instruments (DSP 5315)	19
Toys, Games, Electronics	19
Cafeteria	21
Telephone	20
Achievement Testing	20
Progress Reports	20
Parent Conferences	20
Parent/Teacher/Student Conferences (DSP 5405)	20
Promotions and Retention (DSP 5410)	21
Grievance (DSP 1901)	21
Administrative Recourse (DSR 1901)	21-23
Penalty Status During Administrative Recourse (DSP 1902)	23
Educational Outings and Field Trips (DSR 6301)	23
Chaperones and Drivers for Field Trips (DSP 6305)	24
Chaperones and Drivers for Field Trips (DSR 6305)	24
Faculty Meetings	24
Extended Care	25
Athletic Program Participation	25
Home and School Association (DSP 1430)	25
School Board of Education	25
Asbestos Management	26
Technology Vision Statement	26
Student Internet, E-Mail, and Other Technology Use (DSP 6425)	26
Electronic Device Policy	26

## **FORWARD**

This handbook has been prepared to acquaint parents and students with the general policies and procedures of Mary Immaculate School. We hope you find it helpful.

The task of educating the young is a joint responsibility which demands a sincere effort on the part of all who are involved in this endeavor.

With good will on the part of all concerned, school life can be a happy experience for your children and a rewarding challenge for parent and teacher.

While the Church, home, and school have distinct parts to play in guidance for Christian living, all must work together with a united effort toward their common goal, which is the Christian development of the whole child.

Mutual respect, understanding, cooperation, and appreciation are essential attitudes if parents and teachers are to assist and complement one another in the very important and noble work of educating children.

Problems arising between teacher and student should be discussed first with the teacher, in a spirit of confidence and trust. A teacher's authority must be upheld at all times in the presence of children.

## **STATEMENT OF PURPOSE**

The education of a student consists fundamentally in the formation of his or her total development into a mature Christian. Therefore, in accordance with the guidelines set forth by the Diocese of Jefferson City, the faculty of Mary Immaculate School, together with the priests and parents, strive to develop each student spiritually, academically, socially, emotionally, and physically.

## **MISSION STATEMENT**

The mission of Mary Immaculate School is to assist the parents and parish community in their shared responsibility of educating our children as Christians.

## **PHILOSOPHY**

The foundation of our families and parish is the teachings of Jesus; so must it be for our school. This commits us to an open atmosphere of love, faith, hope, and trust. We seek to help each member of our community to develop fully; our children are in their formative stages and especially require and deserve our loving attention.

We also strive that our school achieve academic excellence through well-planned, contemporary programs, highly trained and dedicated teachers, and adequate equipment and facilities. We set high but reasonable goals and evaluate to make sure we are reaching them.

While the school is for the education of the parish children, we also gladly accept children seeking admission. We are an integral part of the parish and are open to its suggestions and needs. Together, we are witnesses of Christ's presence among us.

### **EDUCATIONAL AUTHORITY IN THE PARISH**

(DSP 1305)

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish school board. The parish Catholic school board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

### **NON-DISCRIMINATION**

(DSP 5101)

Every Catholic school in the Diocese of Jefferson city respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law. The Diocese of Jefferson City has the obligation to publicize its non-discrimination policies, and a nondiscrimination statement is to be part of each local school's handbook.

Mary Immaculate School does not discriminate on the basis of race, nationality, or sex in regard to enrollment except as permitted by law.

### **ADMISSION POLICY**

(Adopted in 1990)

In accordance with Missouri School Law, Section 160.051, a child must be five years of age before July 1 to be eligible for Kindergarten during the next school year.

A child entering first grade for this year must be six years of age before July 1. A copy of the official birth certificate of the child is needed for school records. All forms must be completed BEFORE the first day of school.

### **NON-CATHOLIC STUDENT PARTICIPATION**

(DSP 6235)

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

### **PROOF OF GUARDIANSHIP**

(DSP 5201)

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation which there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

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

### **CONFIDENTIALITY (DSP 5260)**

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

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

### **KINDERGARTEN POLICY (REVISED IN 1994)**

- 1 Kindergarten class size: 17 is recommended  
18 is the absolute maximum
- 2 A non-refundable application fee of \$50 is required at registration.
- 3 Registration dates and a formalized waiting list will be established for Kindergarten. Children of Mary Immaculate parish members\* will be given first priority.

4 Priority for children entering 1<sup>st</sup> grade:

1<sup>st</sup> - children who attended Mary Immaculate kindergarten and whose parents are Mary Immaculate parishioners\*

2<sup>nd</sup> - children who did not attend Mary Immaculate kindergarten and whose parents are Mary Immaculate parishioners\*

3<sup>rd</sup> - children from neighboring parishes

4<sup>th</sup> - children who attended Mary Immaculate kindergarten and whose parents are not parishioners

5<sup>th</sup> - children who did not attend Mary Immaculate kindergarten and whose parents are not parishioners

\* A Mary Immaculate parishioner is defined as a Catholic parent(s) who has actively and financially supported Mary Immaculate Church for at least one year prior to the child(ren) enrolling at Mary Immaculate School and the child(ren) having been baptized, or in the case of a family recently moving to Kirksville, evidence of financial support of the previous parish and the child(ren) having been baptized.

### **STUDENTS WITH SPECIAL NEEDS (DSP 5701)**

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

### **CHILD ABUSE PROTOCOL**

In conjunction with Mary Immaculate School's family-centered mission, the following protocol for reporting of "reasonable suspicion of child abuse" is presented. Child abuse includes physical, sexual, and emotional abuse and neglect. Though protection of the child and compliance with state regulations is of primary concern, maintenance of the family unit and assistance to the potentially troubled family is also of utmost importance. Because of the dual nature of the school's responsibility, the Child Abuse Committee recommends the following interdisciplinary approach:

#### **INITIAL NOTIFICATION/REPORTING PROCEDURE**

If a teacher or other school employee suspects or is informed of actual or potential abuse by non-school/parish personnel, Division of Family Services (DFS) is notified via the hotline number as is legally mandated by the state of Missouri.

The Child Abuse Protocol is available for public inspection during regular school hours in the Principal's office.

## **HARASSMENT (DSP 5820)**

### **Policy:**

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or review administrator and shall be thoroughly investigated by the school principal. Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

## **SEXUAL ABUSE OF MINORS (DSP 5825)**

### **PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY**

#### **INTRODUCTION**

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a police and procedures to give

guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as “church personnel”) is accused of sexual abuse of a minor. For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

## BRINGING AN ALLEGATION

1. A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Address: Chancery Office  
Diocese of Jefferson City  
2207 West Main  
P.O. Box 104900  
Jefferson City, MO 65110-4900  
Telephone: (573) 635-9127

A copy of the entire policy is available in the school office. Any questions should be directed to the principal’s office.

## SUSTAINING FEES

Sustaining fees are paid once a year for each for each child. The fee pays for some of the following items: book rental, new books, consumable workbooks, testing program, supplies, etc. Fees are expected to be paid at registration in August. Arrangements can be made with the principal if a payment schedule is needed.

## FINANCIAL SUPPORT

Parents who are members of Mary Immaculate/St. Rose are expected to use their Sunday envelopes to support the parish school. A minimal support level is established by School Board. Financial arrangements will be made for students from neighboring parishes prior to enrollment. Parents unable to meet the minimal support level are to meet with the pastor to make alternate arrangements.

## CATHOLIC FAITH AND MORAL STANDARD (DSP 5305)

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

## **CONDUCT**

Any insubordination, disobedience, or misconduct in the classroom or on the school premises at any time will not be tolerated.

Children attending Mary Immaculate School are expected to show respect toward everyone with whom they come in contact. The teacher, in consultation with the principal, will decide what is to be done in the case of an infraction. Guidelines and procedures are distributed to students and parents at the beginning of the school year.

### **PROHIBITION OF CORPORAL PUNISHMENT** (DSR 5310)

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

### **DISCIPLINE POLICY** (adopted in 1989)

In keeping with the philosophy that discipline is an important facet of the educational process, the teachers and administration of Mary Immaculate school have developed the following guidelines for expected behavior and discipline steps:

- Students are expected to maintain a quiet atmosphere conducive to learning at all times
- Students are expected to follow the established classroom rules
- Students are expected to treat each other with respect both verbally and physically
- Students are expected to be respectful to all adults
- Students are expected to follow all classroom and playground rules

Day-to-day classroom management will be handled by the classroom teacher. Serious misconduct will result in the following steps:

- Teacher will talk privately with the student concerning the unacceptable behavior
- If the behavior continues, the student will phone parents, with teacher follow-up
- If the behavior continues beyond the 2<sup>nd</sup> step, a conference will be called with student, parent, teacher and principal
- If this behavior continues after all previous steps have been taken, a conference will be held with student, teacher, principal, and pastor resulting in possible suspension or expulsion.

### **DISMISSAL AND EXPULSION** (DSP 5360)

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

expulsion or dismissal.

The term “expulsion” is:

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

The term “dismissal” is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

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

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

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

### **DISMISSAL AND EXPULSION** (DSR 5360)

If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The superintendent of Catholic Schools will then approve or deny the dismissal or expulsion.

### **DETENTION POLICY** (adopted in 2003)

Teachers and administrators have the authority to detain students after school hours for infractions of classroom or school rules. All students detained for disciplinary purposes will be under the direct supervision of a member of the professional staff. Students in detention are expected to use the time constructively to read or silently reflect on their behavior. Students may not talk, use the restroom, or exit the room except in an emergency.

A TEACHER MAY ASSIGN A DETENTION TO ANY STUDENT FOR THE VIOLATION OF ANY SCHOOL POLICY OR PROCEDURE. The student will notify parents via the telephone of the offense and the time when detention will be served.

With the accumulation of three “demerits” (name on the board and two check marks) parents will be notified of

the detention. In addition, the student may be restricted from participating in any non-instructional (extra-curricular) school activity for the period until detention is served.

The Mary Immaculate Detention Policy is presented with these basic premises:

- Every parent and child clearly understands the expected standards of Christian behavior.
- The consequences for failure to follow the standards will be applied.
- Children will be held responsible for their behavior by consequences and discipline.

**IT IS IMPERATIVE THAT STUDENTS AND PARENTS UNDERSTAND AND SUPPORT THIS POLICY.** These standards create a safe and effective learning environment, and promote students' spiritual, academic, social and emotional development. All students are expected to adhere to the standards and accept the consequences for each action they choose to make.

If a student accumulates three (3) detentions in a given quarter, a meeting of parents, teachers, and principal will be called to address the behavior problems.

This detention policy will be in effect during all after school events such as Extended Care, Hands on Science, Missouri Arts Council Programs, Basketball games and practices, and school parties and dances. Inappropriate behavior could result in detention.

## **PLAYGROUND RULES**

The following guidelines and rules are for safety and well-being of all students. Although some activities are not specifically prohibited, any activity that endangers another student or is destructive to the building or grounds will not be tolerated. Also, Christian standards encourage others who wish to join the fun.

- No one allowed on long ramp or handrails leading the 3<sup>rd</sup> grade room.
- No one allowed out of schoolyard or between ramp and church without explicit permission from monitoring teacher/adult to retrieve balls or other objects. Ball over fence - only 1 child retrieves, if over 3 times, ball is taken.
- No hanging or climbing on fence.
- No one allowed across alley in neighbor's yard.
- Keep hands and feet to oneself - no hitting, tripping, kicking, spitting, or foul languages (any intent to harm another child will not be tolerated.)
- No rough game (i.e. bombardment, karate-type games.)
- Only appropriate use of basketball hoop, and other playground equipment is allowed.
- If a student brings equipment from home, he/she assumes full responsibility. However, if misused, the equipment will be taken away, placed in office, and picked up after school to be taken home.
- Everyone will be expected to go outside for recess, weather permitting.
- No one will be allowed to stay inside without written permission from parent.
- During cold weather, all students will wear coats at recess. If student fails to complete any assignments, he/she may be asked to use recess time to complete work.

## **TRANSFERS**

If for some reason it becomes necessary during the school year to withdraw a child from Mary Immaculate school, please give us a week's notice so that the records may be brought up to date. Transcripts will be mailed directly to the receiving school on request. The records cannot be released without the written consent of a parent.

## **REPLACEMENT POLICY**

(adopted in 1993)

Students will not be replaced in grades 5-8 to allow the natural attrition to reduce the number of students in those classes. All other grades are limited to 20 students (excluding Kindergarten).

## **FAMILY LEAVE (SABBATICALS)**

(adopted in 1996)

Family leave shall be considered for temporary leave of family from the MI parish school area. Permanent leave such as transfers or job changes that result in permanent relocations shall not be considered under this policy.

Any family, which is considered to be on temporary leave, desiring to maintain a student's grade position in the Mary Immaculate parish school shall be required to do the following:

- Temporary leave shall be considered to be an absence of 24 consecutive months or less from the Mary Immaculate school area;
- The family shall notify the Mary Immaculate school principal of the temporary leave as soon as the leave becomes known. The principal will then notify the president of the School Board of the Mary Immaculate Parish School;
- For the family to maintain a student's grade position in the Mary Immaculate School, the family, regardless of being tuition-paying or tithing-paying, shall continue to make payments to Mary Immaculate school or to Mary Immaculate Parish, whichever is appropriate. (The payment policy is necessary as the student seat shall remain open during the leave and could have been filled by another tuition-paying or tithing-paying family);
- Compliancy of the above shall guarantee a student's seat in Mary Immaculate School upon arrival of the family back to Kirksville.

## **ABSENCES AND TARDINESS**

(DSP 5210)

### **A. Absence**

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.)

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

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.)

**WRITTEN EXCUSES**

(DSP 5211)

When a child has been absent, the school requires a written excuse form his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

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

**REQUESTS FOR FAMILY REASONS**

(DSP 5220)

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

A written excuse is required each time a student is absent or tardy. Parents are requested to send a note to the teacher whenever a student must be excused from school before dismissal. The parent must come to the office and SIGN OUT the child and pick him/her up in the office. A student who is tardy is required to stop in the office before attending class.

School assignments missed because of absence are to be made up within 3 days, additional time may be given by teacher. Parents requesting make-up assignments must call the office by 10:00 AM.

**DRUG/MEDICATION ADMINISTRATION**

(DSP 5520)

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regarding to oral medication administration. The policy shall include

procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools should require that the medication be kept in a locked cabinet.)

### **MEDICATION** (adopted in 1993)

Medication, whether prescription or non-prescription, cannot be dispensed at school without written permission from parent or legal guardian. This includes all over-the-counter drugs: aspirin, cough drops, Tylenol, cold medication, and prescribed drugs. To insure the safe administration of the proper medication to your child, the following guidelines are required at Mary Immaculate School:

- Parents must send a dated, signed request with specific information
  - Date:
  - Child's Name:
  - Name and Dosage of Medication:
  - Time to be given:
  - Days to be given:
- Medication must be sent to school in a ziplock bag and left in the school office
- Non-prescription medication must be sent in original container
- Specific directions for administering non-prescription drugs must be written indicating whether medication is to be refrigerated
- Medication will be kept in principal's or school office, and will be dispensed by the principal or consenting staff personnel
- Medication will be dispensed from the office ONLY! Students are not to keep or carry medication on their person
- Students requiring long-term medication are required to fill out a special form which should be signed by parents or guardian and the attending physician. Forms are obtainable from the office and will be kept in child's records.

### **EXCHANGE, SALE, OR USE OF PRESCRIPTION/NONPRESCRIPTION DRUGS**

In accordance with Mary Immaculate policy that all medication must be kept and dispensed in the school office, students are not to keep or carry medication on their person. Students are prohibited from exchanging, selling, using, or giving prescription or nonprescription drugs to themselves or others. Any student who is found to have violated the above regulations is subject to the following:

- Written documentation of the incident shall be made
- Parent/guardians will be contacted
- Student will be penalized in accordance with school office discipline policy - the result could be suspension or dismissal from school.

## **IMMUNIZATIONS**

In accordance with the authority granted the State Board of Health by legislation of the 76<sup>th</sup> and 77<sup>th</sup> General Assemblies, the following immunizations are required when enrolling in school:

- Diphtheria, whooping cough, and tetanus series and booster (CPT) after 4<sup>th</sup> birthday
- Poliomyelitis - at least 4 oral doses of trivalent with last after 4<sup>th</sup> birthday
- MMR - measles, mumps, rubella -2 required by start of Kindergarten
- Hib - Haemophilus b Conjugate - required for all Preschoolers (2<sup>nd</sup> required if 1<sup>st</sup> received before 15 months of age)
- Hep B - required for all students (series of 3 shots)

## **COMMUNICABLE DISEASES**

Communicable disease is an illness due to an infectious agent or its toxic products and transmitted, directly or indirectly, to a susceptible host from an infected person, animal, or through the agency of an intermediate host or a vector, or through the inanimate environment (Dept. of Health Rules, 19 CSR 20) 20.010 Definitions Relating to Communicable Disease 4, Revised Statutes of Missouri, 1986).

A student shall not be permitted to attend class if the student is known to be afflicted with or liable to transmit any contagious, or infectious disease unless the pastor and Principal, in consultation with the physician, have determined that:

- The student is no longer infected or liable to transmit the disease
- The student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Persons involved in the care and education of children with contagious and communicable infections should respect the child's right to privacy, including maintaining confidential records. At the discretion of the principal, those persons who have a need to know (in order to assure proper care and to detect potential for disease transmission) should be advised. As new information becomes available, these guidelines will be updated.

## **STUDENT INSURANCE**

(DSP 5575)

Parents/guardians may take out a student accident insurance policy. Schools can arrange for a school insurance provider to provide forms for student accident insurance, covering children during school hours and when traveling between home and school.

Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are covered under the student's/parent's insurance, not the parish's or diocese's insurance.

# **STUDENT LIFE**

## **CURRICULUM**

Mary Immaculate School follows the Diocesan Curriculum Guide. Our program of studies covers the regular subjects and, in accordance with our reason for existence, religion receives special attention. The students begin and end each day with prayer. Our religious education program is central to the atmosphere of the school. Students attend the Eucharistic liturgy at least once a week.

Students in Grade 2 are prepared to receive their First Eucharist, and students in Grade 3 are prepared to receive the sacrament of Reconciliation if they are members of the Catholic church.

In addition to the regular program of studies, various opportunities for physical and cultural development are offered to students. Among these are: Diocesan Bellarmine Speech League, Basketball, Sketch Day, Quiz Bowl, Essay contests, Diocesan Music Festival, Science Olympiad, Hands-On-Science, and Missouri Arts Council.

## **DAILY PROGRAM**

Classes begin PROMPTLY at 8 AM and end at 3 PM. We request that all students be here no later than 7:55 AM.

The school is not responsible for any student who arrives before 7:45 AM or who remain on the premises after 3:15 PM except those involved in the Extended Care Program or other extra curricular activities.

The building opens at 7:45 AM and students are to go immediately and quietly to classroom and prepare for the day.

## **HOMEWORK**

Homework assignments provide for a purposeful application of learned materials. Home conditions should be carefully monitored by parents to see that there is a minimum of distraction during homework time. Set aside a specific time and area for homework.

Homework is not assigned on weekends, holidays, or on nights of Home and School meetings. Older students are sometimes assigned long-range projects. We also encourage spending time as a family reading for enjoyment. Set a certain time aside when the whole family will read.

Diocesan guidelines suggest that the following time should be spent for homework:

Grade 1-2	20-30 minutes/night
Grades 3-5	40-60 minutes/night
Grades 6-8	60-90 minutes/night

This is an approximate guideline. It should be recognized, however, that student abilities vary. Therefore, more or less time may be required to complete assignments.

## **DRESS CODE** (revised in 2007)

Students are to dress and groom themselves in a manner that is modest, clean, and appropriate to a Catholic school academic environment. While parents and students have the primary responsibility for personal appearance, the administration is responsible for interpreting dress regulations.

Unacceptable dress and appearance:

- Hats and caps may not be worn in the building during school hours
- Garments intended for wear as undergarments
- Excessively loose clothing/pants
- Sleeveless shirts and muscle shirts
- Tank tops, sheer blouses, and strapless attire
- Display of cleavage
- Low cut blouses, tops, sweater with plunging necklines
- Dirty or torn clothing (this includes clothing purchased torn)
- Extremes in make-up, jewelry, and clothing
- Clothing that contains suggestive comments, racial remarks, profanity, advertisement of alcohol, cigarettes, music/bands/individual, other inappropriate designs.

Acceptable dress and appearance:

- Shorts or skorts should be no shorter than three inches above the knee
- No skin or underwear is to be showing at the waist when sitting or standing
- Pants must be clean, hemmed, fitted, and worn on the hips.
- Skirts must be worn with the bottom of the hem no higher than one inch above the top of the knee (this includes the top slit on skirts)
- Shoes and sock must worn at all times

Students who are at school and wearing clothing that does not adhere to the dress code will be removed from class until they are properly attired. Students who have continued problems will receive detention.

The final decision regarding the appropriateness of clothing, hairstyles, and other dress code items will be at the discretion of the administration.

### **ARRIVALS and DISMISSALS**

All parents must drop off the students in the morning and pick them up in the afternoon on the SCHOOL SIDE OF THE STREET. No parking is permitted on the NORTH side of the street during school hours. Leave the area by the crosswalk free for pedestrians. Faculty and staff park on Washington Street facing east. Students cross the street ONLY at the crosswalk.

Parents and other visitor to Mary Immaculate School are required to check with the office if they wish to give a message to a student or teacher. Any forgotten articles are to be delivered to the office, and picked up by the student at lunch break.

### **RELEASE OF INDIVIDUAL STUDENTS FROM SCHOOL (DSP 5370)**

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one person has custody of the child, the school must be apprized of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

### **SNOW DAYS**

In case of inclement weather, listen to your radio (any local station) or to KTVO. Decisions regarding our school will be announced on all stations. Please **do not** call the principal or pastor at home regarding school closure.

If weather appears threatening while school is in session, please DO NOT call the school for information. Please tune into your radio or television for dismissal time. (KTVO, KLTE, KTUF, KIRX, KRXL)

### **LUNCH**

The school provides a delicious hot lunch for students each day. The menu will be posted in the school office window each week or can be found in the school newsletter.

### **MILK BREAK**

Milk will be available to all students at about 9:00 AM each morning. White milk, chocolate milk, and orange juice are available. Tickets can be purchased on a semester or yearly basis if your child chooses to have snack drink.

### **PROPERTY IDENTIFICATION**

All students should have their articles such as books, sweaters, jackets, backpacks, etc. marked with their name. Any money sent to school (fees, lunches, milk, book orders, etc.) should be in an ENVELOPE MARKED WITH NAME, AMOUNT, and PURPOSE. Money for lunches/milk is collected on Mondays. The school is not responsible for clothing, books, paper, etc. which are lost at school. Items of value should NOT be brought to school for any reason.

### **PARTIES**

Each classroom will have the following parties: Christmas, Valentines Day, and a year-end picnic (weather permitting).

The class parties start at 2 PM and are over at 2:45 PM. Room parents take care of the refreshments/games with the help of other class parents. Room parents will contact you for any help they need and should consult teachers to plan the party.

### **WEAPONS AND DANGEROUS INSTRUMENTS (DSP 5315)**

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

### **TOYS, GAMES, ELECTRONICS**

Children ARE NOT to bring toys such as electronic games, tape players, radios, walkman, and small pocket articles unless it contributes to the child's class in some way.

## **CAFETERIA**

All food served in the cafeteria or brought to school for lunch must be eaten in the cafeteria. Food is not to be taken outside or to the classrooms. Students are expected to demonstrate good table manners; respect for the school and for fellow students.

## **TELEPHONE**

Students are **NOT PERMITTED** to use the office phone except in emergencies or upon permission from their teacher. Students will not be allowed to use the office phone for trivial reasons: forgotten homework, lunches, books, etc. Arrangements for after-school meetings, classes, etc. should be made **BEFORE CHILDREN COME TO SCHOOL**.

Teachers **WILL NOT** be called from the classroom to take a phone call outside of an emergency. Messages will be relayed to the teacher to return the call if necessary.

Students **WILL NOT** be called to the phone under any circumstances. Should an emergency arise, please call the office and the message will be given to the child. Parents will always be contacted by the school in case of emergency.

## **ACHIEVEMENT TESTING**

Achievement tests and cognitive abilities tests are given each year in October. The results are shared at the Parent/Teacher conference at the end of the 1<sup>st</sup> quarter. The philosophy of fall testing is to determine at what level the child is performing and to use the results as a diagnostic tool.

## **PROGRESS REPORTS**

The purpose of progress reports and report cards is to give the students and parents an indication of the progress being made by the student. Report cards are issued four times per year. Progress reports are sent home with all students at mid-term of the 1<sup>st</sup> quarter of the school year. Whether progress reports are sent home during the 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> quarters is up to the discretion of the individual teachers.

In grades 4-8, progress reports will be sent home in quarters 2, 3, and 4 with students whose grade is below that of a C- (77%). Some teachers, however, may choose to send progress reports with every student, regardless of grade point average. Report cards and progress reports need to be signed and returned promptly, unless indicated otherwise.

## **PARENT CONFERENCES**

If a parent wishes to speak with a teacher, please arrange for an appointment. The principal will also be happy to meet with a parent by appointment.

Teachers are in their classrooms before school begins preparing work for the day; parents are asked not to seek casual appointments at this time. Likewise, neither the teacher or the class should be interrupted during class time. The same rule holds for dismissal time when the teacher has dismissal duties.

Appointments can be made with the teacher after 3:15 PM, unless it is a Faculty Meeting day.

**PARENT/TEACHER/STUDENT CONFERENCES**  
(DSP 5405)

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

**PROMOTIONS AND RETENTION**  
(DSP 5410)

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

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

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

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

**GRIEVANCE**  
(DSP 1901)

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

**ADMINISTRATIVE RECOURSE**  
(DAR 1901)

A. Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level,

equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next stop. *(By mutual written agreement, however, the time limits may be extended.)*
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.
7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

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

**LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL**

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal shall provide the grievant with a written decision.

**LEVEL TWO: PASTOR**

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

of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

#### **LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS**

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

#### **LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting with shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding.

#### **PENALTY STATUS DURING ADMINISTRATIVE RECOURSE**

(DSP 1902)

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

#### **EDUCATIONAL OUTINGS AND FIELD TRIPS**

(DSR 6301)

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

## **CHAPERONES AND DRIVERS FOR FIELD TRIPS** (DSP 6305)

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

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial drivers license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

All regular chaperones and drivers must complete the Protecting God's Children program.

## **FACULTY MEETINGS**

The faculty will meet each month on the second Friday of the month. All classes will be dismissed at 1:30 pm on these days. Extended Care will be available on these days to those pre-registered.

## **EXTENDED CARE**

In order to promote a healthy and safe after-school environment for all those involved, we want to be friendly but firm with the children. We realize that the children have been in a structured environment all day; but we also know that some structure is necessary to play in a group, so that our program has meaning.

FOR NO REASON should a student be allowed upstairs without the presence of a teacher in the classroom. Absolutely no running up and down the stairs or through the hallway is permitted.

All students attending this program will follow the rules:

- All students must go directly to the cafeteria and report in to supervisor as soon as they are dismissed from their regular class
- Equipment will be shared according to the directions of supervisor
- Anyone leaving the group for any reason must seek permission from the supervisor
- Abuse of any equipment will result in loss of privilege to use equipment
- Objects to hurt another will not be tolerated
- Verbal abuse (foul language, name-calling, or abusive talk) will not be tolerated.

If behavior is not appropriate, these steps will be taken:

- Supervisor talks to child privately
- If step #1 does not work, parents will be consulted
- If step #2 does not work, supervisor will talk with parents and child
- If step #3 does not work and behavior continues, the student will be removed from the program

## **ATHLETIC PROGRAM PARTICIPATION POLICY**

(revised in 1994)

The athletic program at Mary Immaculate school is a part of the students' total development-spiritual, physical, emotional, mental, and social. The goal of the sports program is to teach our children to win graciously and to lose with dignity. We demand good sportsmanship while building on the strengths and abilities of students. Within the parameters of this philosophy, we must all realize that the primary focus of any school program is the academic class work.

Participation in the Mary Immaculate athletic programs is a privilege students EARN and MAINTAIN. Since participants serve as examples and role models, good citizenship and a minimal level of academic performance is required in order to play on a team or squad. The following guidelines shall pertain to ALL students who wish to participate in the athletic programs:

- grades of at least C- (77%) must be maintained in all classes
- no "unsatisfactory" grades in conduct must be on a student's evaluation report
- student must attend school on the day of a game in order to be eligible to play in that day's game.

Eligibility will be determined at the beginning of the season and every week thereafter. Any student who does not meet the above requirements will receive a Friday Report signed by the teacher, to be signed by the parent, and returned to school. A copy will also be sent to the coach. Team members receiving an unsatisfactory report will be ineligible to participate in games until the next Friday Report is issued. If academic or behavioral progress has been brought up to minimal requirements, the student will again be allowed to fully participate as a member of the team/squad.

In addition to the above guidelines, coaches may establish additional rules of behavior to be followed for games and practices with the approval of the principal.

Basketball teams are organized for grades 5 and 6 and for grades 7 and 8. Students from lower grades may not participate in basketball without approval from the principal and the need for additional team members. All students in the class will be invited to play.

## **HOME AND SCHOOL ASSOCIATION**

(DSP 1430)

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in *Canon Law, Canon 796.*) The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

The Home and School Association is a support group for Mary Immaculate School. All parents are expected to actively participate in this association. The Home and School is supportive of the school in parent education, student activities, fund raising, and parent volunteers.

## **SCHOOL ADVISORY BOARD OF EDUCATION**

Mary Immaculate has an active school advisory board. The advisory board meets monthly during the school year. There are seven elected members, an ex-officio member (president of Home and School), the pastor and principal. The advisory board's duty is to support the school administration, promulgate Diocesan policies, and review the financial budget for the school. The advisory board determines the general policies, plans, and programs for the school.

## **ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act of 1986 requires schools to notify parents and guardians of the location and availability of the Asbestos Management Plan. Mary Immaculate's Asbestos Management Plan is located in the principal's office at 712 E. Washington St., Kirksville, MO 63501.

The Management Plan is available for public inspection during regular school hours. Mary Immaculate School has designated the principal as the person responsible for the Management Plan. Any questions should be directed to the principal's office.

## **TECHNOLOGY VISION STATEMENT**

Mary Immaculate believes that technology is an instrument of the curriculum that can accelerate student learning, enhance lifelong learning, develop problem solving skills, logic, perseverance, research skills and creativity.

The staff at Mary Immaculate will create an atmosphere that encourages staff and students to use technology effectively as responsible Catholic citizens in an ever-expanding global environment.

## **STUDENT INTERNET, E-MAIL AND OTHER TECHNOLOGY USE (DSP 6425)**

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

## **ELECTRONIC DEVICE POLICY (Adopted September 2007)**

Students may not use cell phones, Ipods, or other electronic devices between the hours of 7:55 AM and 3:00 PM. During

the instructional day (from the time the first bell rings until the dismissal bell rings in the afternoon) cell phones, Ipods, electronic signaling devices (pagers) must be stored in a backpack, hidden from view, and turned off.

- Any cell phone or other electronic device that is visible is considered in use and will be subject to confiscation by the school administration.
- Any cell phone or other electronic device that goes off while it is in a pocket, purse, or backpack is considered in use and will be subject to confiscation by the school administration.

Any device that is confiscated by the administration will not be released to the student but shall only be released to the parent/guardian of the student.

Any second offense for having a device that is in use during the school day shall result in the student being prohibited from possession of any such device on school property.