

Immaculate Conception Elementary School

200 West Wayne Street
Celina, Ohio 45822
419-586-2379



Parent Handbook 2019-2020



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August 2019

Dear Immaculate Conception Students and Parents,

Another school year has begun! We are very blessed to be partners with God and the parents of our children in the formation of their faith. Witnessing the spiritual, academic, emotional, physical, and social development that will take place between now and the end of May will be exciting for us!

The teachers and I will enjoy working with you and your students this year, and we look forward to getting better acquainted. This handbook provides the guidelines regarding our school policies and procedures. Please take the time to thoroughly read it, and keep it handy for reference. Also be sure to fill out the form that acknowledges you have read the handbook and responsible use of technology policy and agree to abide by the policies.

In order for our partnership to be effective, good communication will be critical. Please check our new school app regularly, but also keep an eye out for emails or any printed materials sent home and always feel free to contact us with questions or concerns. May the upcoming year be filled with the excitement of learning and with the warmth of being part of God's loving family.

Sincerely,

Polly Muhlenkamp, Principal

IMMACULATE CONCEPTION SCHOOL MISSION STATEMENT

Immaculate Conception Catholic School prepares students to meet the challenges of the future as faith-filled disciples of Jesus.

We foster an environment for the spiritual, intellectual, physical and social growth of each student while respecting the uniqueness of each learner.

IMMACULATE CONCEPTION SCHOOL VISION

Immaculate Conception School will challenge children of all abilities to achieve academic excellence, become life-long learners, and aspire to be responsible citizens devoted to Christ.

IMMACULATE CONCEPTION SCHOOL BELIEFS

We believe that we pass to new generations the traditions of our faith and loving relationship with God.

We believe that parents, teachers, parish and community are partners in education.

We believe that students of all ages should be taught and encouraged to be good stewards.

We believe that each student is a valued individual with unique physical, social, emotional, spiritual, and intellectual needs.

We believe positive relationships and mutual respect among and between students and staff enhance the student's self-esteem.

We believe that all students can learn, and we provide instruction for the different learning styles of children.

We believe when given the appropriate opportunities, each child will develop his/her leadership potential.

We believe that to serve others is to serve God. We challenge our students to help those in need through charity, prayer, and service.

ADMINISTRATIVE STAFF

Father Ken Schnipke	Pastor		
Father Tim McFarland	Pastoral Associate		
Mrs. Polly Muhlenkamp	Principal		polly.muhlenkamp@icschool-celina.org
Mrs. Carey Luebke	Secretary		office@icschool-celina.org

INSTRUCTIONAL STAFF

Mrs. Kelli Grieshop	Preschool 1	Room 104	kelli.grieshop@icschool-celina.org
Mrs. Tara Homan	Preschool 2	Room 103	tara.homan@icschool-celina.org
Miss Ashley Wermert	Kindergarten	Room 101	ashley.wermert@icschool-celina.org
Mrs. Sue Siebert	Grade 1	Room 102	sue.siebert@icschool-celina.org
Mrs. Ashley Highley	Grade 2	Room 203	ashley.highley@icschool-celina.org
Mrs. Judy Hellwarth	Grade 3	Room 202	judy.hellwarth@icschool-celina.org
Mrs. Marcia Kaup	Grade 4	Room 201	marcia.kaup@icschool-celina.org
Mrs. Nancy Frazier	Grade 5	Room 301	nancy.frazier@icschool-celina.org
Mrs. Beverly Korte	Grade 6	Room 302	bev.korte@icschool-celina.org
Mrs. Bridget Severt	Music/Drama	Room 210	bridget.severt@icschool-celina.org
Mrs. Emilie Buening	Intervention	Room 303	emilie.buening@icschool-celina.org
Mrs. Tami Klenke	Phys. Ed./Art	Room 205	tami.klenke@icschool-celina.org
Mrs. Kay Klopfleisch	5/6 Band	Room 211	kay.klopfleisch@icschool-celina.org
Mrs. Heather Buening	Technology/Ass't to K	Room 204/Lab	heather.buening@icschool-celina.org
Mrs. Ana Kestler-Badell	Spanish	Room 204	akbadell@hotmail.com
Mrs. Carey Luebke	Library	Room 310	carey.luebke@icschool-celina.org

AUXILIARY SERVICE STAFF

Mrs. Julie Hrycko	Title I Reading	Room 300	julie.hrycko@icschool-celina.org
Mrs. Haley Thomas	Speech, Hearing, Therapist/Tutor	Room 304	haley.thomas@icschool-celina.org
Mrs. Ashley Searight	QMHS (Guidance)		ashleys@foundationsbhs.org

CAFETERIA STAFF

Mrs. Karen Brown	Manager
Mrs. Geri Homan	Assistant
Mrs. Tiffany Pierstorff	Cashier

MAINTENANCE/CUSTODIAL STAFF

Mr. Greg (Merf) Ciesinski
Mr. Chuck Staugler

ADDITIONAL STAFF

Mrs. Ann Muhlenkamp	Kindergarten Aide
Mrs. Jennifer Bruns	Preschool 2 Aide
Mrs. Jaime Hawk	Preschool 1 Aide/Office Aide

Teacher email addresses

These email addresses are provided to facilitate communication between home and school. Most communication between parents and teachers should occur through the school app, but you may also use email to contact a teacher.

HOWEVER, do not use them for communications that need immediate attention, such as reporting absences or informing us that a child is to be picked up.

Please, no bulk or chain-letter type emails!

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ADMISSION AND REGISTRATION

ADMISSION AND REGISTRATION POLICY, GRADES K-6

1. Immaculate Conception School provides a faith-based education with an emphasis on Catholic values and high academic standards. We are a partnership with parents, the I.C. Parish, and the community in educating children spiritually, intellectually, physically, and socially to reach their individual potential.
2. All new families are encouraged to arrange a family conference and school tour to begin the admission process. Call the school at 419-586-2379 to arrange a meeting or e-mail the principal at polly.muhlenkamp@icschool-celina.org.
3. No student is excluded from Immaculate Conception School solely because of race, sex, color, religion, national origin, or ancestry.
4. Admission shall not be based solely on ability or achievement. However, since Immaculate Conception School does not have appropriate educational facilities to meet the instructional needs of students who are severely developmentally or physically handicapped or those with severe behavioral or learning disorders, they shall not be admitted unless special arrangements have been made between the parents and the school administration.
5. The following forms must also be submitted when a student registers at Immaculate Conception School:
 - Birth certificate (certified copy from the Health Department)
 - Baptismal record if Catholic (and other sacramental records, if available)
 - Most recent report card, if older than kindergarten age
 - Any court documents related to custody (in cases of divorce, adoption, foster parenting, or other court ordered custody)
 - Immunization Record
6. Parents will provide a signed release of records form, which allows Immaculate Conception School to request a child's academic and behavioral records from their previous school. Records from the previous school must be received prior to admission. These records will help to determine if Immaculate Conception School is an appropriate educational setting for the child.
7. If a child is on an Individualized Education Plan (IEP) for speech or learning disabilities, Immaculate Conception must review the IEP before admitting the child in order to assure we can meet the instructional needs of the child.
8. Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.
9. Kindergarten students must be 5 years of age by August 1 and complete kindergarten screening procedures at I.C. in the spring of the year prior to entering kindergarten. (Kindergarten screening from another school may be accepted if parents apply for admission after the screening date. If screening records indicate a potential issue, additional screening may be required.)
10. A new student entering Immaculate Conception School must present documented proof that he/she has received all immunizations prior to the first day of school.
11. Any new student to Immaculate Conception School is admitted on a probationary period for the first quarter. At the end of this probationary period, an assessment will be made by the administration, in conference with teachers and parents, to determine if the grade placement is proper or whether a different placement is appropriate in order to help the child be a successful learner.

12. Continued enrollment at Immaculate Conception School is dependent on the following factors:
 - Tuition and all other charges paid to date. Failure to keep tuition payments up to date may result in a denial of enrollment.
 - Maintenance of a satisfactory disciplinary record, as determined by the principal and faculty.
13. Registrations for students in grades K-6 that meet all requirements will be accepted on a space-available basis according to the following priorities:
 1. Students currently enrolled at I.C.
 2. Children of registered I.C. Parish members who currently have siblings enrolled at I.C.
 3. Children of non-parishioners who currently have siblings enrolled at I.C.
 4. Children of registered I.C. Parish members enrolling a first child.
 5. Children of registered cluster (St. Teresa and Our Lady of Guadalupe) parish members.
 6. Children of non-cluster families enrolling a first child.

*Admission policy for Immaculate Conception Preschool is outlined in the preschool handbook.

The process for admission and enrollment at Immaculate Conception School is as follows:

1. **Set up a family tour and conference.** Call the school office at 419-586-2379.
2. **Go to www.icschool-celina.org**, and from the INFO menu, choose "REGISTRATION." This link will connect you with the FACTS website. (FACTS is the company that manages our enrollment, financial aid, and tuition collection).
3. **Set up a FACTS account**, using your e-mail and a password you choose.
4. **Enroll your child** by logging into your FACTS account and click on "SET UP A PAYMENT PLAN." You will be charged an **annual \$50.00 REGISTRATION FEE** (per child) which includes a \$25.00 tuition deposit.
5. **Apply for financial aid** (optional) through the same link . There is a \$28.00 fee to apply for financial aid and documentation such as tax forms are required to be uploaded. (If you need help with this process, please contact Mrs. Muhlenkamp.) In order to be considered for aid from the Archdiocesan Catholic Education Foundations, applications should be completed prior to January 20.
6. **A finalized agreement will be sent out once grants and aid are determined.** (These are typically sent out in May, once need-based grants are calculated.)

(Adopted by the Immaculate Conception School Advisory Board 06.18.13)

TUITION

Immaculate Conception School strives to make its education affordable for all those who want to choose it for their children. The actual cost of educating a student at I.C. School is over \$6000, and the parish helps to subsidize this education. Families who cannot afford the tuition (\$4235.00 for active parish members of Immaculate Conception, St. Teresa, and Our Lady of Guadalupe parishes and \$4835.00 for non-parish members) can apply to FACTS financial aid. This application is done online and is **completely confidential and unbiased**. There is a charge for the FACTS company handling this paperwork. Families are strongly encouraged to do this application in January in order to be eligible for tuition assistance from the Catholic Education Foundation of the Archdiocese of Cincinnati, which may provide grants of between \$250 - \$1,000 per student, depending on student need.

Parish tuition grants of \$200 - \$3000.00 have been supplied for those who need them. (Need is determined by FACTS). In addition, families have the option of asking for extra assistance from our Adopt-A-Student Fund. These funds are privately donated by parish members who want to insure that every family can afford a Catholic education at I.C. School.

Once grants are offered, families will receive a finalized tuition agreement by email. Since the agreement is set up and monitored by FACTS, families can choose a payment plan and payment method that best suits their needs. Families may choose to make 1, 2, 10, or 12 payments. They may choose to have automatic withdrawals from a bank account or pay by credit card, or they may pay by cash or check directly to the school (you will need to contact Mrs. Muhlenkamp to set up payments this way). Late payments will be charged a \$25.00 late fee. Returned payments will be charged a fee of \$30.00. If there are extenuating circumstances, please contact Mrs. Muhlenkamp at school to work out a possible variance. Report cards may be held at the end of the year until all tuition is paid in full.

Since tuition grants are made from parish funds, all parents are urged to support Immaculate Conception, St. Teresa, and Our Lady of Guadalupe parishes in every way possible with your time, your talents, and your treasure. Sunday collections, bingo earnings, and summer festival profits all go toward the cost of maintaining our Catholic school, as well as interest from our Endowment Fund. Your help at bingo (once every eight-twelve weeks) is always greatly needed. Call the school or parish office for more information.

Immaculate Conception School is an approved educational provider for the Ed. Choice Expansion Program which provides full-tuition scholarships for families of students below a specific income. The program is open to students in kindergarten through sixth grade and who are entering those grades for the first time. It is expected to continue to add one grade per year. Contact the school or look at the Ohio Department of Education (<http://education.ohio.gov/>) website for more information and for forms. Applications and documentation for this program should be submitted by mid-April.

Immaculate Conception School is also an approved educational provider for the Jon Peterson Special Needs Scholarship program for children with learning disabilities. More information can be obtained from the school office or at the Ohio Department of Education website (<http://education.ohio.gov/>).

FINANCIAL/FEE REFUND POLICY

The \$50.00 registration fee per child is non-refundable, even if a family should move after enrolling. However, any tuition paid beyond the \$25.00 deposit, which is part of the registration fee, can be reimbursed if a family moves or unenrolls, based on a per day basis. Families who have paid ahead will be reimbursed and families who have an outstanding balance will be expected to pay the remainder of it.

Tuition and all other obligations are expected to be paid on time. If a variance is needed due to some hardship, the family should contact the principal to work out a suitable plan. If any obligations are not met by the end of the school year, the principal may hold students' report cards until things are worked out.

ATTENDANCE

ATTENDANCE, ILLNESS, AND ABSENCE

Regular attendance and punctuality are important to our students' growth and success in school. Each child has valuable contributions to make, and time spent in the classroom with the teacher and with fellow students cannot be replaced. School begins at **8:20 am** each morning for K-6 students. (See "Student Attendance Accounting" on page 11 in regard to notifying the school of absence.)

The following absences are allowed as EXCUSED absences from school:

Illness or Injury
Illness in the family necessitating the presence of the child

Quarantine of the home
Death of a relative
Medical or Dental appointment
Family Emergencies
Family travel (if only 1 day or with prior approval)

When absences are extended (more than 3 days) or repeated, appropriate documentation will need to be provided. Bringing documentation from a doctor, dentist, or other health professional is always recommended, but is required upon request or in the case of an extended absence or repeated absences. Prior approval by the principal is required if a student will miss more than 1 day of school for family travel. Please request a form in the school office.

Students on the Ed Choice scholarship program must follow the attendance guidelines provided by the Ohio Department of Education which will be provided to each family receiving the scholarship.

The following may be considered UNEXCUSED absences:

Family travel that is not given prior approval
Student absence due to suspension
No excuse given

Any reason not stated in the list of excused absences (*A child who is not cooperative or a parent who wants to sleep in are not adequate excuses for missing school.*)

Being on time for school is important. When students arrive late, it creates additional disruption to the classroom, and learning is missed. Students who arrive after 8:20 but before 9:50 am will be counted as tardy. The tardy will be unexcused unless there has been an appointment or other necessary reason (emergency, bus arriving late, etc.)

Students who arrive later than 9:50, leave before 1:45, or miss more than one and a half hours of instructional time during the school day will be considered absent for a half day. A student who is not in attendance for at least 1 1/2 instructional hours will be considered absent the whole day.

If a child is tardy (unexcused) more than 5 times in one quarter, a conference will be requested with the parents and student by the principal to help set up an intervention plan. Students may be required to make up for class time missed at recess time or after school. At 10 or more unexcused tardies in a quarter or 20 or more within the year, the principal may call upon law enforcement to assist in intervention and help insure the child gets to school on time.

If a student is absent 5 or more days in one quarter (even if excused), the principal may contact the parents for a conference to set up an intervention plan. Students may be required to make up class time missed at recess time or after school. Failure to cooperate with an intervention plan may initiate the assistance of law enforcement to reduce the number of student absences. Any student missing more than twenty (20) school days (excused and unexcused) may be required to attend summer school or may be recommended for retention in his/her grade level. If an illness or injury will require an extended absence for a student, parents are asked to provide documentation from a medical professional as to the amount of time and reasons for any lengthy absence. Parents are asked to work closely with school personnel to insure the student is able to make up for missed instructional time.

If a child contracts a communicable disease, he/she should not return until a physician gives permission to do so. If a child displays symptoms of illness at home, these symptoms must be checked before sending the child to school. *A child should be free of fever (without medication) for 24 hours before returning to school.*

When a student becomes ill at school, he or she may not leave school without the permission of both the principal and a parent or designate. When notified, the parents must make arrangements for transporting the child home.

In the event that head lice are discovered, the school takes action to prevent the spread but in a low-key manner so as not to create a stigma for any children involved. If a child is known to have head lice, the parent is contacted. The school staff checks the classmates of the affected child, as well as any of his/her siblings in the school. If this check finds other cases, those parents are also contacted, and the children are sent home for treatment to clear up the situation. The children are checked upon their return to school and must be free of any evidence of live lice to return to the classroom.

At the discretion of the principal, the Absentee Policy can be altered according to the individual student's needs, because the philosophy of Immaculate Conception Catholic School deals with the uniqueness of the individual student.

STUDENT ATTENDANCE ACCOUNTING

Immaculate Conception School acts in accordance with the Ohio Revised Code in our effort to prevent missing children. We attempt to know the whereabouts of each child; this requires cooperation and good communication between school and parent when a child is absent. Therefore, we use the following procedures:

1. The parent will notify the **school office** before 8:20 am on the day the student is absent stating the reason the child will not be in school. The school office opens at 7:55 am. If you call before that time, a message may be left on the answering machine. **Parents also have the option of filling out a student absence form in the school app.** *In order that we can assist the health department in noting the types of illnesses students are experiencing, please include the symptoms your child is experiencing when reporting their absence.* Please also note what to do about homework.
2. A written note can be sent to the office with a brother or sister of the absent child stating the reason for the absence. This note will serve the same purpose as a telephone call. A verbal notification by a sibling will **not** be acceptable. *Notification must come from a parent.*
3. Notice may be given in advance for absences such as funerals, appointments, etc.
4. If the school has not heard from the parent on the morning the child is absent, the school will attempt to contact the absent child's parents or guardian by phone.

These procedures are to ensure the safety of your children. If parents do not contact the school by 8:20 when a child is absent, it will be necessary for us to call them in order to account for every child. If a parent cannot be reached, we will attempt to call the listed emergency contacts, and if none can be reached, the school may call the truant officer or law enforcement. With these procedures, there will be more immediate follow-up for any missing child.

HOMEWORK FOR ABSENT STUDENTS

Parents should call the office to make arrangements for homework assignments. This work can be sent home with a brother or sister, or with another student who lives in the vicinity of the absent student, if you have checked with the other student and/or family first.

When the absence is due to illness, the student is not expected to have the work done the next day if he/she does not feel well enough. Allowances are made, when necessary, and homework can be submitted when the child has recovered.

We try to get assigned work ready so that the student can keep up with the assignments if he/she feels well enough to study in the evening. If work is to be sent with another student, we will send only what can be comfortably carried, which, in many cases, will be all of it. When there are more books than we can send, the student, upon returning, will have to make arrangements with the teacher to catch up the other work in a reasonable time.

If you want to be sure that your child gets all missed work on the day he/she is out, please make arrangements to pick it up at the school office. Request this when calling in the morning to report the absence. If so requested, the work can

be picked up between 3:00 pm and 3:30 pm on the day of the absence. Please be sure to specify if you need to pick up the work at an earlier time.

RELEASING STUDENTS DURING SCHOOL TIME

A student will be released from school ONLY to a parent or legal guardian, or to a person designated in writing by the parent or legal guardian. The office staff reserves the right to ask for identification if a person is unfamiliar to them. Students may not leave the school grounds on their own during the school day.

If it is necessary for a child to leave school during the school day (e.g., dental, eye, doctor appointments), a phone call to the office, or a written note must be sent with the child and given to his/her teacher, who will send the note to the office. A dismissal slip for the child will be issued from the office. *Please do not inform us via email, since this may not reach us in a timely manner.*

WHEN PICKING UP A CHILD, PARENTS OR GUARDIANS MUST REPORT TO THE SCHOOL OFFICE, where the child will meet them. If the child returns to the school after the appointment, he/she should also report to the office.

VACATIONS

While we recognize the value of family vacations, such vacations are ***strongly discouraged*** during the school year. Instructional time lost in the classroom is difficult, if not impossible, to make up with assignments done independently outside the class. If circumstances make it necessary for a family to take a student out of school for an extended vacation (longer than one school day), the parents must obtain a form from the school office to complete and return, *at least one week before the absence.*

Parents should also recognize that it is difficult, if not impossible, to determine exactly what work might be missed during an extended absence. Teachers may not be able to give exact assignments ahead of time (sometimes plans change due to student needs and scheduling issues), so students should always plan to check in with teachers upon return to be sure they have all assignments they need to do. Work that is given prior to vacation should be completed upon the student's return.

CURRICULUM

CURRICULUM TO CHALLENGE STUDENTS

The curriculum at Immaculate Conception School is designed to provide needed assistance for students who have difficulties with their work, while at the same time challenging those students who are able to go beyond the normal curriculum. The achievement of our students shows that we succeed with both parts of that goal. Often, students with lower abilities achieve standardized test scores well above what their ability tests predict for them, and the challenges within IC's curriculum prepare the students very well for their experiences at the middle school and high school.

INTERVENTION FOR STUDENTS

Title I reading is an intervention available to students struggling with reading at grade level or sometimes for enrichment. Mrs. Julie Hrycko is the teacher who will test students to determine if this is a need and will work in a small group setting with these students. She also sets up students who need a Reading Improvement Monitoring Plan (RIMP) and monitors their success and works with third graders who will need to pass the Third Grade Reading Guarantee for test practice.

Speech services are available to our students. Mrs. Haley Thomas will deliver speech and language services to students who have difficulty in these areas. Mrs. Thomas will place students in need of these services on an ISP (Individual Service Plan) which will be reviewed annually by parents.

An intervention specialist, Mrs. Emilie Buening, works with students who have an identified learning disability and are currently on an IEP (Individualized Education Plan). Students who may qualify for these services are identified by teachers and then tested by Celina City Schools. The IEP is reviewed annually with parents, I.C. Staff, and Celina City Schools Staff.

Mrs. Haley Thomas also provides tutoring services to any students who need some extra support in academic areas. This is scheduled with individual teachers for individuals or small groups of students. It will be our school policy that any student may receive tutoring services during the school day, if their teacher feels it will be helpful to them. Any parent who does not want their child to receive tutoring during the school day needs to make that request to Mrs. Muhlenkamp, in writing.

Students who have an identified need may also qualify for physical therapy or occupational therapy provided through Celina City Schools. Typically, these services are related services on an IEP or an ISP.

ACADEMIC EXPECTATIONS

Academics are a high priority at Immaculate Conception School. Students are expected to make good effort to complete all work in a timely manner, both in class and out of class. Students should always do the best they can on all work.

ACADEMIC SUBJECTS

Students in all grades receive instruction in the following subjects according to the graded courses of study of the Archdiocese of Cincinnati:

- Religion - Students will learn about Jesus and how to live according to the Gospel. We use the *We Believe* series in grades 2-6 and use the Gospel Weeklies from Pflaum in K and 1. Students will learn specific prayers of the church, attend weekly Mass and other prayer services and 6th graders will plan and put on monthly faith assemblies for younger students. We are also currently using a program called *Virtues in Practice* from the Dominican Sisters of Nashville as the basis of our overall school faith theme and to supplement the curriculum. Students in 2nd grade who are Catholic prepare for and receive the sacraments of reconciliation and Eucharist. Special care is taken to communicate with parents of non-Catholic students in this year and to let them participate as they are able. We are also incorporating the Theology of the Body curriculum produced by Riah Woods, which will help students build an understanding of people as gifts from God, which greatly affects how we treat one another.
- Language Arts - Students will learn reading and writing skills with a strong emphasis on phonics in grades K-2, using the Saxon program. We use the Journeys series from Houghton Mifflin in grades 1-4 as a basal reader and are using Simple Solutions in grades 3 and 4 this year. In addition, grades 4-6 use Vocabulary Workshop and grades 3-6 use Grammar Workshop. Grades 5 and 6 base reading instruction upon novels. New this year will be the use of Newsela in grades 5 and 6 with some possible use in grades 3 and 4.
- Math - Students will learn math in a scaffolded way through the Saxon Math program, which provides constant review of previously learned skills and teaches new skills in small steps. Grades K-3 will have daily sheets while 4-6 have textbooks. Grades 1 and 2 this year are trying out a Simple Solutions Math book as a supplement to the Saxon program.
- Science and Health - Students will study science using many materials. Grades 3-6 are using the Science Fusion program, while K-2 typically use Scholastic magazine and other written materials to learn about concepts. Health is typically taught for one quarter of science but topics may also be covered at various times in ways that are not graded. 6th graders do a science fair project each year, which is due in late February.

- Social Studies - Students learn about history, geography, and economics in social studies. They use various materials and textbooks to cover the standards.
- Physical Education - Students participate in 2 gym classes each week. They learn skills, good sportsmanship, and teamwork. P. E. classes are held on Monday and Thursday and students need to have tennis shoes for this class.
- Art - Students have 1 art class each week. They will learn about and apply different art techniques and elements, as well as have an opportunity for free expression. They are exposed to art history along the way. There is usually an art show in the spring of the year featuring samples of many projects.
- Music - Students have 2 music classes each week. They will sing, play instruments, and move. They will also learn about different kinds of music, how to read music, and some famous composers. Students have an opportunity to perform at least twice a year at programs. 3rd and 4th graders learn to play recorders.
- Band - Band is offered as an optional class for 5th and 6th graders. Students will learn about reading music and to play an instrument. The band performs at two programs a year.
- Spanish - Students have 1 class per week of Spanish. They are learning basic vocabulary and participate in simple conversations. Only grades 3-6 receive a grade for Spanish, and the grade is based on participation as well as some quizzes and classwork.
- Technology - Students will receive some direct instruction in the use of technology once per week. They will learn about internet safety, various websites, and to be able to use Google docs, sheets, and slides. They will also spend some time learning keyboarding skills. This subject is not graded.

HOMEWORK

Assigned homework, whether it is a short-range or a long-range assignment, is expected to be completed as directed by the teacher. Parents should assist in the homework process by providing proper study space and conditions and by encouraging good use of time by their child. They should allow the child to do the work. It is important that parents express interest in their children's work and that they encourage them to do their best.

Homework should not place a huge burden on students and their parents. However, it should be treated with importance and purpose. If parents have questions or concerns about a student's homework and the time they are spending on it, they are encouraged to discuss these concerns with the teacher.

Teachers will make their best effort to return graded homework in a timely and meaningful manner, so that the feedback is helpful to students as they continue to learn.

HOMEWORK CONSEQUENCE POLICY (Applies to Grades 3-6)

Doing homework in a timely manner is a very important skill in building responsibility and providing appropriate practice for skills learned at school. Due to this importance, a specific progression of consequences will be applied to students who miss homework assignments.

1. The first missed assignment in a quarter may be completed and turned in the next day with no other consequence.
2. A second missed assignment in a quarter will require the student to serve a lunch recess detention to complete the assignment. (5th and 6th grade students in a lunch club may attend a lunch club they are in, but will serve the lunch recess detention the next day, unless the teachers determines differently based on circumstances.) The parents and principal will be notified via email or app message.
3. A third missed assignment in the quarter will require an after-school detention (30 minutes), served on that day or the next day, as arranged with parents.
4. A fourth missed assignment will require another after-school detention and also a conference with the principal, teacher, parent, and student to set up an intervention plan for the student. This plan will help to set up any further consequences.
5. All students begin with a clean slate at a new quarter.

6. We will have a "homework honor roll" listing all students who have missed 0 or 1 assignment for the quarter, and those students will receive a special privilege after the quarter, such as an extra recess time. Students who are on the homework honor roll all year will receive special recognition at the end of the year.

PROGRESS REPORTS (K-6)

Progress reports of improvement, outstanding work or unsatisfactory progress will be sent home to parents midway through each of the report periods. Progress reports are to be signed by the parents and returned to school.

REPORT CARDS (K-6)

Report cards will be issued within a week following the end of each quarter of the school year. Parents are asked to discuss with their child the progress or lack of progress signified by the marks on their child's report card.

In 2019-20, grades K-2 will be using the new Archdiocesan Student Progress Update for the report card. These progress reports focus on areas of standards in each subject. Teachers will provide specific information concerning what is covered under each of the standards. Not every standard area will be assessed each quarter. Students may receive the following marks:

- 1 - demonstrates limited progress toward proficiency
- 2 - progressing toward proficiency
- 3 - frequently demonstrates proficiency
- 4 - consistently demonstrates or exceeds proficiency

Grades 3-6 will continue to use the Archdiocesan report card at this time. Students may receive the following marks:

- A+ = 99-100% A = 95 - 98% A- = 93 - 94% (Excellent)
- B+ = 91 - 92% B = 87 - 90% B- = 85 - 86% (Good)
- C+ = 83 - 84% C = 79 - 82% C- = 77 - 78% (Average)
- D+ = 75 - 76% D = 72 - 74% D- = 70 - 71% (Below Average)
- F = 0 - 69% (Failing)

If parents have any questions about the child's mark, they should make an appointment to see the child's teacher.

STANDARDIZED TESTING

Immaculate Conception School follows the guidelines of the Archdiocesan Schools in administering standardized tests, and we use the Iowa Tests of Basic Skills and the Iowa Cognitive Ability Test. These tests will be given in the spring to grades 3, 4, 5, and 6. Students in grade 2 will take only the Cognitive Ability Test and the Reading sections of the Iowa test.

The Iowa tests contain enhanced multiple choice questions and indicate the level at which the student is presently achieving. Cognitive Ability Tests measure the student's general abilities. Taken together, these two tests allow us to see how each student is achieving in relation to his/her ability.

Immaculate Conception School and the other schools in the Archdiocese of Cincinnati use standardized tests as an outside measure of our programs and to diagnose strengths and weaknesses of individual students. The Iowa tests were chosen because it is felt these tests will give clear and well-detailed information about our students.

Immaculate Conception School will administer the state tests to **all ODE Scholarship students in grades 3 - 6**. Students who are receiving scholarships from the Ohio Department of Education are required to take the state tests as a condition of their scholarship if they are in grades 3-6. Third grade students who are on the Ed Choice Scholarship must achieve the promotion score in order to go on to 4th grade, as the Third Grade Reading Guarantee applies to these

students. We may test all students this year. If students are not on state scholarships, parents may currently opt out of the state testing by submitting a written letter to the principal. We feel our students may benefit from taking these tests by being more prepared to take them as they move on from I.C. School, and the tests will help provide valuable data about our students and whether they are well-prepared to succeed as they move on, unless the state begins to allow the Iowa tests to satisfy the testing requirement for scholarships, as we do not want to single out those students who are on state scholarships, either. More information will be sent to parents prior to scheduled testing.

Immaculate Conception will be using STAR tests for all students in reading and math about 3 times during the school year. The results of these tests will help teachers determine more specifically when intervention is necessary and what skills may need more practice. These results will only be for use within our school.

Immaculate Conception School and all other schools and parish religious education programs with the Archdiocese of Cincinnati participate in the ACRE test which measures students' knowledge of the Catholic faith and also provides information about their attitudes and beliefs. This test is given annually to the 5th grade at I.C. School.

SCHOOL RECORDS

Cumulative records are kept on each student in K-6 in the school office. The records include student grades, attendance, standardized test results, and copies of other important documents such as birth certificates and custody information. If a parent wishes to view his/her child's records at any time, the request must be made to the principal of the school, and the principal must have time to double check that student's file to be sure nothing has been placed in it that should not be in it. If a student transfers to another school (or after completing 6th grade), the records and a copy of the cumulative records are transferred directly to that school.

If and when there may be changes in legal documents relating to a child, such as a change of last name due to adoption, or changes in custody arrangements, **it is the parent's responsibility to inform the school of this as soon as possible and to bring any legal documents to the school in a timely manner.** The school will make copies and return the originals to the parent.

If it is necessary to create two copies of documents such as report cards and communications, it is the parent's responsibility to make sure the school is made aware of this need each school year.

TEXTBOOK CARE

Textbooks are on loan to the students, and these books constitute a major expense for the school. It is important that students use proper care when handling their books and that they return them at the end of the year in good, usable condition. Textbooks should be covered at all times, with covers that will provide protection. Covers should not be the sticky type that adheres to the book.

SCHOOL MASS

All students in grades one through six celebrate Mass together each Friday at 9:00 a.m. We welcome our parents and all parishioners to join us for these liturgies. Occasionally, due to holy days or to conflicts in the school calendar, the school Mass may be changed to a different day of the week. These changes will be noted in the Sunday parish bulletin, and in parent communications. Kindergarten generally attends Mass once per month during the year and every week during May. The kindergarten teacher will provide notice to the parents when students will attend Mass.

RECESS

Opportunities for fresh air and exercise during the school day are important, and short recess periods are built into the school schedule. Students are expected to go outside during recesses, unless some health reason prevents it. In such

cases, a note must be written to the teacher. Parents should see that students come to school adequately dressed for the weather, with coats, hats, gloves, etc., as the conditions warrant. When it is raining or very cold (below 20 degrees windchill), students may have recess indoors.

COMPUTERS / TECHNOLOGY

I.C. School's computer lab of PC's allows the students to gain experience with technology through the use of a variety of educationally appropriate software and the internet. Students have regular availability in the lab as a class. In addition, 5th and 6th grade students will have daily access to individual chrome books and younger students will share carts of chromebooks for various classroom activities.

In addition to the lab, each classroom has one or two computers which are networked to the lab and internet. Most classrooms are outfitted with "Smart Boards," interactive screens which allow students and the teacher to use the computer screen in large group lessons and activities.

Before students are given access to websites on the internet, each must agree to follow the "Responsible Use of Technology Policy" agreeing to follow the school's policy for using technology (This policy is found in Appendix A to this handbook). Students who are caught using technology in an inappropriate way may lose internet privileges for a period of time, up to the remainder of the school year, and may also receive other disciplinary consequences, as deemed appropriate by teacher(s) and principal.

LIBRARY

The I.C. School library provides the students with books for general reading, informative reading, and assistance with research for school projects. These books are loaned for one week for grades K through 3 and two weeks for grades 4 through 6. (Kindergarten students may borrow only 1 book.) A book can be renewed if no one else has requested it. At the end of the school year, all books must be returned or lost books paid for. If books are not returned or paid for, report cards will not be released.

During library class time, students will review parts of a book and types of books, learn about authors, illustrations, and reference materials, and put into practice library skills.

BEYOND THE BOOKS

I.C. School has instituted a program called Beyond the Books which is open to students in grades 3-4 who wish to participate and pursue an independent project of their choosing. Students will plan a project, and when it is finished, they will create a display and share it with their class. These projects do not receive a grade. It is a way for students to enrich or extend their learning to areas which are interesting to them. In order to participate, a student must be completing all class work and getting all passing grades.

LUNCH CLUBS

Students in grades 5 and 6 have an opportunity to participate in lunch clubs as an opportunity for enrichment. The clubs are varied each quarter and have included such options as science, art, book club, walking club, physical fitness, cooking, sign language, stock market, mock trial, and others, depending on the availability of volunteers and staff to conduct the clubs. The clubs are intended to introduce students to potential career choices and build their life skills. No grades are given, but participation is a privilege, and students may be denied participation if there are serious academic or behavioral concerns.

The clubs meet for 1 quarter during the first 1/2 hour of the lunch period. Typically 4 clubs are offered per quarter and a student may choose to participate in up to two. Some clubs have limited numbers due to the nature of the club. Every effort will be made to give students an ample opportunity to participate in clubs of their choice when possible.

Parents or other volunteers who may have an appropriate expertise are invited to reach out to the school to offer to lead a lunch club.

MUSIC PROGRAMS

All students have the opportunity for performance at the Christmas Program and the Spring Program. Fifth and Sixth grade band students perform at both. It is part of the students' music curriculum to prepare for these performances, and **it is expected they will attend and participate**. Any variance needs to be cleared by the music teacher and the principal, or the student may receive consequences such as an extra assignment in place of the performance or a missed recess, etc.. The fifth and sixth grade students also have an opportunity to participate in a musical in the spring.

SPRING MUSICAL

Each year, the 5th and 6th graders have an opportunity to participate in the spring musical. Mrs. Bridget Severt is in charge of this musical which will take place this year on March 19 and 20 at 1:00 pm and 7:00 pm. Students will be selected for parts in December or early January and rehearsals will take place after school on assigned days from January through March. All students who wish to participate may do so, if their parents give them permission to do so.

BAND

Fifth and sixth grade students at Immaculate Conception have the opportunity to learn to play a musical instrument and perform as part of our band. The band classes generally meet twice each week, and the fee for the year is \$100.00 (\$50.00 per semester.) The band performs at the Christmas program and the spring program. Students may use their own instruments or make arrangements through the band instructor to rent them.

FIELD TRIPS

A number of field trips are planned by the teachers each year to supplement what students are learning in the classroom. Parents are required to sign a permission slip for each field trip that requires transportation. **The permission slip will be a form in the school app.** Walking field trip permission is provided through enrollment on FACTS. *Students who do not have a signed permission slip will not be permitted to go on the trip and will stay behind with another class for the day.*

Parents may be asked to volunteer as chaperones, depending upon the nature of the trip. Class trips are meant to be an experience for the students as a class, and for that reason, younger brothers and sisters may not accompany parents who chaperone. *Parents who wish to be chaperones on school field trips must attend a VIRTUS orientation program, have a background check, and be current on their VIRTUS bulletins.* Chaperones should give their undivided attention to ensuring the safety and well-being of their assigned group to the best of their ability.

While buses are the preferred transportation for field trips, if any parent agrees to drive on a field trip, the following conditions MUST be met:

1. The parent must fill out the field trip driver form and bring a copy of his/her driver's license and proof of insurance to the school office **PRIOR TO** the field trip. Copies of this documentation will be kept in the school office until after the field trip (and will then be shredded). This must be done prior to EACH field trip.
2. The drivers must travel directly to the field trip site in a caravan and return directly to school. If a vehicle emergency occurs, the parent should notify another car in the caravan to stop as well.

Field trips are *privileges* for students. Students may be denied participation if they fail to meet academic or behavioral requirements. If a student is denied participation in a field trip for these reasons, he or she must attend school and do required school work or the absence will be unexcused.

RETENTION POLICY (K-6)

A wide range of factors must be seriously weighed and analyzed as they relate to the overall functioning of the child prior to considering retention. These factors would, of course, include the child's emotional and attitudinal characteristics, attendance, chronological age, grade level, and past performance and placement. These factors should be considered both separately and as a whole, and as to their development, or lack of, for the duration of the school year.

Retention is deemed appropriate if, after relevant factors relating to the child's academic performance, his/her emotional and attitudinal characteristics, and his/her future cognitive, personal, and social development have been fully weighed and considered, the benefits to be expected from repeating a grade outweigh the negative aspects of retention, and the difficulties expected as a result of moving to the succeeding grade level outweigh the positive aspects which could be expected as a result of that move. Each retention consideration shall be approached on an individual basis.

It shall be the teacher's responsibility to inform the student's parents, on an ongoing basis, of the student's difficulties as the school year progresses. The retention itself shall be proposed before the end of the third quarter of the school year.

If the parents disapprove of the proposal, the principal of the school in consultation with the teacher(s) will make the determination as to whether retention is to be carried out. This determination will follow the considering of information pertinent to the issue. The decision will be indicated by the principal in writing. This decision will occur within twenty (20) days of the initial proposal to retain. This decision is final.

Students who receive an Ed Choice Expansion Scholarship are required to achieve a promotion score on the 3rd grade state Reading and Language Arts test or a permissible alternative test in order to be promoted to 4th grade. Students are required to take the state ELA test in the fall and in the spring and may take an alternative test in the fall and again in the spring. Parents will receive ongoing communication whether their student is on track to get this score and what interventions are being offered to their child, if needed.

SIXTH GRADE AWARDS

At the end of each school year, an awards ceremony is held, recognizing and honoring the sixth grade students. Awards given that day include:

- Certificates for completion of sixth grade
- Recognition for high academic achievement
- Service Awards for sixth grade safety patrol members and altar servers
- President's Award for Academic Excellence – to sixth grade students whose grades qualify them for this national award
- Mitch Richards Memorial Award – to one sixth grade student who best displays the qualities of honesty and trustworthiness, hard work and leadership, and respect for fellow students and for teachers. These criteria were established by Mrs. Patty Richards in 1994 when she began giving this award as a memorial for her late husband Mitch, and the award includes a prize of \$400 in savings bonds.

STUDENT CONDUCT

DISCIPLINE

We strive to help our students develop the self-discipline and responsibility that are important for them as they grow into mature Christian people. All of our rules and consequences are made and enforced to help students develop the following attitudes:

1. Students will respect others as God's holy people, including school staff, other students, and visitors to our school.
2. Students will demonstrate respect for authority.
3. Each student is responsible for his or her own choices and the effects of their behavior on others.
4. Honesty and truthfulness are important elements in any Christian community.
5. Doing your best work is always important and highly valued.
6. Good attendance and timely arrival are important to success in school and in life.

CONDUCT CODE

The Conduct Code is a set of rules designed to maintain a Christian atmosphere in Immaculate Conception School and to assist students in developing the attitudes and behaviors to help them live as a disciple of Jesus. This code is in effect at those times when a student is scheduled to be in attendance during regular school sessions, traveling to and from school, in attendance at extra-curricular activities at school or other places, and whenever a student may be engaged in serious misconduct related to the school or its staff, which may include activities involving social media and other communications.

Parents are expected to help students understand the Conduct Code and to assist teachers in reinforcing appropriate behaviors. Teachers and staff members will be responsible to maintain order throughout the school by enforcing the conduct code in a fair and consistent manner, and they will keep parents informed on behavioral issues that arise as needed. The principal will support teachers and parents in their efforts and will take an active role in dealing with chronic or severe behaviors.

1. Students will attend school and be on time for classes unless they are ill, have a doctor's appointment, or have a request for absence that has been approved. (Please see "Attendance" on p. 8 for directions on reporting absences, etc.)
2. Students will be in their assigned rooms and under the direction of the assigned teacher at any time during the school day. They may only leave the designated area with the permission of the teacher. They are expected to follow appropriate rules and routines for the area they are in (playground, cafeteria, etc.).
3. Students will participate in the classroom and do the assigned work according to the direction of the teacher. Students are expected to work cooperatively with the teacher and with other students.
4. Students will show respect for a teacher by being attentive in class and by following directions the first time they are given.
5. Students will treat others with respect (teachers, staff, students, etc.)
6. Students will respect the property of the school and of others and treat it with care.
7. Students will walk, not run, in the school hallways.
8. Students will remain quiet in the school hallways at all times including going to or coming from recess.
9. Students will adhere to the school dress code. (Please see "Dress Code" on p.19.)
10. Students will help to keep the school neat and clean by cleaning up after themselves.
11. Students may not bring any items to school that are unsafe to themselves or others (including but not limited to: weapons, look-alike weapons, drugs, alcohol, tobacco, etc.).

Teachers will follow a classroom plan for behaviors within the classroom and throughout the school. Consequences may include any of the following and may vary depending on the grade level and situation:

1. Oral warning or reminder.
2. A name on board or moving of a clip as a warning.
3. A verbal apology.
4. Missing recess or walking the fence during recess time.
5. Withdrawal from classroom privileges.
6. Written assignment such as a note of apology or reflection on behavior.
7. Note or phone call to parents.
8. Conference with the teacher, parents, and/or principal .
9. Detention after school hours.

Parents will not necessarily be notified in each case of a minor offense. They will, however, be notified when an offense is considered more concerning or becomes more habitual. They will always be notified when a student is to serve a detention after school.

Certain serious offenses cannot be tolerated at school and will be directly referred to the principal. These include:

1. Deliberate disrespect or disobedience to a teacher or staff member.
2. Fighting.
3. Any activity that harms the safety of another or threatens to do so.
4. Bullying or harassment, including sexual harassment. (See Harassment, Intimidation, and Bullying Policy, p. 23)
5. Theft.
6. Damage to school property or the property of others.
7. Cheating.
8. Lying.
9. Possession or use of alcohol, drugs, tobacco or any substance that is harmful or appears as a harmful substance.
10. The possession of any weapons or look-alike weapons.
11. Repeated or chronic misconduct or conduct that severely disrupts a school activity.

The principal (in conjunction with the teachers, as needed) may use one or more of the following consequences when these offenses occur:

1. Conference with student, teacher, principal, and/or parents.
2. Detention after school hours (Any grade).
3. Missed recess time.
4. Isolation during lunch period.
5. Required assessments by a specialized agency.
6. In school suspension of ½ - 3 days.
7. Out of school suspension of 1-3 days.
8. Expulsion.

Parents will be notified whenever a student receives consequences for a serious offense.

Detention Procedures

1. A teacher or the principal may give a detention.
2. The detention will be for thirty minutes after school (3:15-3:45) or longer, at the discretion of the teacher or principal.
3. The parent will be notified at least one school day before the detention is to be served.

4. The detention will be served regardless of extra-curricular activities.
5. The date for the detention may be moved if the first date chosen provides a particular hardship for the family, due to transportation or work schedules.
6. The student will spend the time in one of the following ways, depending on the reasons he/she has received the detention: working on missed assignments or other class work, reflecting upon the student's choices (usually with a written assignment), or doing an appropriate "chore."
7. Parents are responsible to arrange transportation home for the student.

Required Assessment by Specialized Agency Procedures

1. The principal may require that a student be assessed by a specialized agency when behaviors are very concerning (i.e. seriously threatening actions, drug/alcohol issues, etc.).
2. The parents will be notified in writing if such an assessment is required for continued enrollment at I.C.
3. The parents will be provided a list of agencies who can perform such assessments. Parents may choose another agency that has the appropriate professionals on staff.
4. Parents are responsible for setting up the assessment and any fees incurred as part of the assessment.
5. The assessment must be signed by a professional at the agency and must be returned to school before the student may return to the school.
6. If a treatment plan is prescribed by the agency, the parents must agree to follow it.

Suspension Procedures

1. The principal may suspend a student.
2. Suspensions can be for one half (1/2) to three (3) days.
3. The principal will give notice of intended suspension to the student stating the reasons and the length of time for the suspension.
4. The student will then have an opportunity to appear at an informal hearing before the principal and to explain his/her actions. The hearing will immediately follow the presentation of the notice.
5. Following the informal hearing, the principal will notify the parents or guardian giving them an opportunity for a conference to discuss the reasons for the suspension.
6. Suspensions may be in-school or out of school. In-school suspension means the student will be at school and expected to do class work but will be isolated from his/her classmates throughout the day. An out of school suspension means the student will not be permitted to attend school and will receive an unexcused absence. However, the student will be provided class work and is expected to have it completed upon returning to school. There will not be an academic penalty as part of student discipline. If the student does not complete the work while on suspension, he/she may have an after school detention in order to get it completed.
7. Students will not be allowed to attend or participate in any extra-curricular activities during suspension.

Expulsion Procedures

1. The principal may expel a student.
2. The principal will give the student and his/her parents or guardian written notice, stating the reasons for the student's removal and proposed expulsion. Parents or guardian will be given the option to withdraw the student from school.
3. A hearing will be held between the school representatives and the parents:
 - a. The hearing will be heard within one week after the written notice of expulsion is received.
 - b. The principal shall set the date, time, and place of the hearing and notify the parents or guardian by phone or in writing.
 - c. The principal, the pastor, and the teacher involved (if any) will be present at the hearing and will confer before the principal makes the final decision.
4. Within one week after the hearing, the principal will transmit in writing the final decision to the student and the parents or guardian.

Parents have the right to appeal, in writing, to the superintendent of schools for the Archdiocese. The decision of the superintendent to uphold the school or to order the reinstatement of the student is final.

DRESS CODE

Immaculate Conception is proud of our students, and we want them to also take pride in their appearance. Students' dress reflects their attitude toward themselves and their school, and it also affects their conduct and their work. Parents are asked to help their children develop this sense of pride by seeing that they dress and groom themselves neatly and properly for school.

The following are expectations for dress at Immaculate Conception:

1. Students will have their hair properly groomed and in a style that is not a distraction to others.
2. Students will wear shirts/tops that are appropriate for school purposes. Printed messages or pictures must not conflict with our message and purpose as a Catholic school. Tops must cover both shoulders with at least 1 inch wide straps and should cover the midriff. Under clothing should always be covered.
3. Students may wear jeans, athletic pants, or other pants. Girls may also wear skirts, dresses, jumpers or skorts. **Clothing should be clean and free from rips or tears.** All skirts, dresses, jumpers, or skorts should be a modest length (finger-tip length is a good guide).
4. Excessively tight clothing is not permitted.
5. Students must wear shoes. (Socks or hosiery are recommended with most shoes). All sandals must have heel straps to help insure the safety of students. High-heeled shoes are not appropriate for normal school wear. For gym class, students **must** wear gym shoes.
6. Students are not to wear hats in the school building, nor coats or jackets that are intended for outdoor wear.
7. Makeup is not permitted for normal school days. Moderate makeup may be used for special occasions on older students (May Crowning, 6th grade recognition, etc.).

WARM WEATHER ATTIRE

During the first and fourth quarters of the school years, on days when hot weather warrants cooler attire, students may dress according to these expectations:

1. Shorts or capri pants may be worn. Shorts **MUST** be at least fingertip in length and **MUST** have a hemmed or cuffed bottom (no "cut-offs").
2. No spaghetti strap tops, halter-tops, or low-cut necklines.
3. Tank tops are to be in good taste. They must cover both shoulders with at least a 1 inch strap, and the armholes must be tight enough that under clothing is not visible; a t-shirt is to be worn under loose-fitting tanks or tops.

MASS DAY ATTIRE

Since Mass day is special for us at Immaculate Conception School, students' clothes should reflect this. Students should dress according to these expectations:

1. No jeans, athletic pants, or shorts. (During the 1st and 4th quarters, girls may wear nice Capri pants).
2. No t-shirts or sweatshirts. No other shirts with printed messages or pictures. Very small logos are permitted.

Students will be permitted to change clothes after Mass only when it is considered necessary for the activities of the day (i.e., on very warm days or when there is a special school activity).

FIELD TRIP DRESS

Certain field trips (such as the symphony) require students to dress in Mass attire. For other field trips, each student should have an I.C. t-shirt (any style) or a plain royal blue t-shirt or polo shirt to wear. This will provide for easy identification of our students on the trip.

MUSIC PROGRAMS

For school music programs, each child from K-6 will be asked to wear nice, dressy clothing. No t-shirts or sweatshirts or shirts with printed messages or pictures or jeans or sweat pants. Parents will be notified of any exceptions to this at least 3 weeks in advance of the program. (Some students may wear school-supplied costumes.)

SPIRIT DAYS

Occasionally, there are spirit days or other “dress-up” days to celebrate various occasions or sponsored by student council. On these days, unusual dress such as pajamas, silly socks, or hats may be allowed. Students are encouraged to participate in such “dress-up” days as they can, but are never penalized for not participating. Regular dress code expectations apply on dress-up days, except for the particular items allowed. For example, shoes must always be worn, shorts should always be finger-tip length, etc. The spirit dress should never cause a major disruption to the learning process (no excessive jewelry, face painting, etc.).

CONSEQUENCES

When a student’s dress does not meet the expectations listed, students and/or parents will be notified. If deemed necessary, the principal will call parents to bring a change of clothes to school for the child. When there are repeated violations, a conference may be called with the parent, teacher, and principal.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

Harassment, intimidation, or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Examples of conduct that could constitute prohibited behaviors include, but are not limited to: offensive and insulting behavior, physical violence or attacks, threats or taunts in words or gestures, extortion, damage, or stealing of money or possessions, exclusion from the peer group or spreading rumors, etc.

The policy of Immaculate Conception School is that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place is expressly forbidden. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off school grounds and outside school hours, in addition to anything that happens during the school day. This includes any act committed through the use of a cellular telephone, computer, pager, or other electronic communication device. Many factors can affect the determination of whether or not a situation involves harassment, intimidation, or bullying, and the School will make this determination utilizing its sole and absolute educational discretion and judgment.

Students and/or their parents may report suspected harassment, intimidation, or bullying to the principal or a teacher and may do so in writing or verbally. Teachers are expected to report any such complaints to the principal. Complaints need to be as specific as possible including persons involved, number of times, and places of the alleged conduct. School staff will conduct an investigation and communicate with parents of students who are involved. Complainants may ask to remain anonymous, but this may mean the School is only able to investigate insofar as they are able without releasing the name of the complainant and still be fair to the student alleged to have committed the prohibited acts.

Verified acts of harassment, intimidation, or bullying shall result in intervention by the principal, in cooperation with teachers as needed. The intention of such intervention is to enforce the prohibition of these behaviors and to make sure that the behavior ends. Students whose participation in such conduct is verified are subject to the full range of disciplinary consequences, including suspension and expulsion, and the school may use other disciplinary measures as the situation warrants. No discipline issued in one particular instance will bind the school to issue the same or even

comparable discipline to other students in the future, as each case will be handled based on the particular circumstances of that case and the individual students involved.

Any allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All school personnel must cooperate with investigations by outside agencies.

CELL PHONES / ELECTRONICS

If electronic devices such as cell phones, iPads, e-readers, or electronic games are brought to school for any reason, they are to remain turned off and in a student's book bag during the school day. The responsibility for such devices is solely that of the student and parent. Electronic devices are not to be used during indoor or outdoor recess or any other time they are not closely supervised such as an after school practice. Rare exceptions may be made for actual class presentations or other unusual circumstances. Students will not be given access to the school's wireless network on a personal device unless there is a compelling reason approved by the principal. **Devices such as watches that can access the internet or be used for communication or games may not be used for such purposes or teachers may ask students to remove them and put them in their book bags until the end of the day as we do with other devices.**

IDENTIFICATION OF STUDENTS' PROPERTY

To aid in identifying the many lost items that are found during the year, parents are asked to clearly mark the student's name on items such as book bags, lunch boxes, jackets, sports balls, etc. Items placed in the lost-and-found will be kept there for two to three weeks, after which we may dispose of them.

STUDENT PROPERTY INSPECTION

A student's desk and any personal items are subject to inspection by school administrators at any time for any reason without prior notice, as a condition of bringing said personal items on the school premises. Such items include, but are not limited to, packages, lunch boxes or bags, containers, backpacks, book bags, purses, and pockets. An inspection does not imply wrong doing by the student being inspected. A student and his/her parent or guardian's consent of inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

TELEPHONE CALLS

Phone calls home by students during the school day or phone messages for students from parents are strongly discouraged by the school, as they disrupt the functioning of the classes and of the school office. Parents and students are encouraged to LOOK AHEAD so that plans can be made and messages exchanged before school in the morning.

A student will only be called to the phone during school time in the case of an emergency. Teachers can be reached by phone during their planning periods, or can be given a message to return a call during their planning period.

Students may not use the phone for personal calls, including calls for forgotten items, during school time unless their teacher deems it necessary.

HEALTH / SAFETY

IMMUNIZATIONS

Ohio law requires children attending pre-school and grades K-12 to be immunized against certain vaccine preventable diseases. Up to date protection against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, hepatitis B and chickenpox are required for kindergarten. (Please see Appendix B, Immunization Schedule). An updated immunization record is to be provided by parents **before** the first day of school.

If a parent does not have a child immunized due to philosophical or medical reasons, the parent is required to sign an exemption form. **When signing the exemption form, the parent is acknowledging that the child may be required to stay home from school if there is an outbreak of a vaccine preventable disease.** The purpose of exclusion is to protect the child who is vulnerable to the disease and to prevent a greater spread of the disease. The time of exclusion from school will be determined based on the incubation period of the disease and will be calculated from the most recent case disclosed. This may also be enforced if there is an outbreak in the public schools due to the fact that students may be exposed to germs on the buses.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

When it is necessary for school personnel to administer medication, we are required by state law to follow these guidelines:

1. The medication and signed permission forms, as described below, must be brought to the school office by the parent/guardian. **Students may not have the medication in their possession on the way to school or at any time.**
2. The administration of any drug (prescription or over-the-counter) without the order of a physician **and** the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
3. Written request must be obtained from the physician and the parent/guardian before **any** medications (non-prescription drugs and ointments, as well as prescription drugs) may be administered by school personnel. The request must include instructions as to name of medication, dosage, time and duration of medication, and possible side effects. A pdf of the form for this request may be found in Important Documents on the school app, or may be obtained from the school office. Both sections, **parent and doctor**, of the form must be completed. (A faxed copy may be sent with a hard copy to follow.)
4. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.

We cannot give medications without the properly signed forms.

The one exception to these guidelines is the administration of cough drops. If a child needs to take cough drops at school, **the parent must write instructions to the teacher and the drops must be given to the teacher**, who will dispense them to the child as needed.

A parent/guardian may administer medication to the student during the school day. Medication must be brought to the office and the child will be called from the classroom.

SCHOOL BUILDING SECURITY

All exterior doors of the school building are kept locked during the school day. The main door by the office and the west door on the playground will be programmed to be open during student arrival times (7:55- 8:20). At other times during

the school day, all entrances to the building must be at the main entrance, and visitors must call the office through a door phone and be granted entrance to the school.

Visitors and parents must enter through the main entrance and are required to sign in at the office and wear a visitor badge during their time in the building.

For added security purposes, surveillance cameras have been installed near the main entrance and on the playground.

FIRE, TORNADO AND LOCKDOWN DRILLS

Fire and tornado drills are conducted on a regular basis throughout the year. The classes of students have assigned areas which ensure their safety in an emergency, and are instructed how to best protect themselves in a case of tornado or fire.

Students will practice lockdown and emergency evacuation drill procedures at various times throughout the school year. These are required by state law. Students will be instructed in the procedures for these drills by their teachers.

SCHOOL SAFETY PLAN

Ohio law requires that each school have a safety plan on file with ODE and Homeland Security which provides plans for many possible emergency situations, including evacuation of the building, lockdown procedures, plans for severe weather, power outages, and active shooters. Our plan has been created with the advisement of local first responders such as Celina City Police and Celina Fire Department, and is in compliance with all state requirements. All first responders also have a copy of our safety plan, floor plans of our buildings, and any other needed information.

PARENT EMERGENCY INFORMATION

If any school emergency happens during a school day that is more than a drill, parents will be notified through OneCallNow. The notification will happen once the emergency has been resolved to a point that we know all students and staff are accounted for, and any active situation is handled. If the emergency requires a change in dismissal procedures, parents will be notified through the OneCallNow system of the appropriate procedure and timing to pick up students. Please follow any instructions given through the OneCallNow call. In such circumstances, parents or any other adult who comes to pick up children should be prepared to show identification in case the staff member assigned to this station is not familiar with a parent/grandparent. It is extremely important that you remain patient in such an emergency, as necessary procedures may require some time.

WELLNESS POLICY

Immaculate Conception School's Wellness Policy was developed to raise awareness of healthy choices in nutrition and physical activity, both here at school and at home.

Several important points in the policy are:

- For classroom celebrations, there will be fewer sugary treats, more healthy snacks, and a limited amount of food.
- When children bring birthday treats from home, they will be limited to one small item per child, and a non-food treat or healthy snack is encouraged.
- In the "Offer versus Serve" program in the cafeteria, a child may decline one or two side items but will be encouraged to eat what he takes and to try a variety of items. If the lunch includes several items the child cannot eat, he should pack a lunch that day.
- Lunch brought from home should be healthy foods; no soft drinks or fast food items should be packed.
- Students are encouraged to participate in physical activities during Physical Education class and recess times as well as activities outside of school time in order to grow in fitness and coordination.

-Getting adequate sleep is important to students' performance in school the next day, so we encourage parents to set an appropriate bedtime for their children. Our hope is that this policy will promote the health and well being of our families. Parent involvement is valuable to its success.

SNACKS IN GRADES K-3

Students in grades K-3 may bring a healthy snack from home to help energize them midmorning. Snacks should be single serving size and may include pretzels, cheesy crackers, graham crackers, granola bars, cut up fruit or vegetables, etc., and they may bring water to drink. Snacks should be prepackaged or packaged in a baggie or sealed plastic container. Please do not send sugary snacks, potato chips, juice, or other drinks. If a family would like to donate a larger bag of pretzels or a box of graham crackers to help insure everyone is able to have a snack, that is welcomed.

STUDENT ACCIDENT INSURANCE

Immaculate Conception School and the Archdiocese of Cincinnati provide Student Accident Insurance for IC students enrolled in preschool through grade six. The benefits of this program pay for covered expenses that are not recoverable from another plan, providing an extra level of protection to the families of our students if they are accidentally injured during school hours and/or during school sponsored activities.

When an accident occurs during school or other sponsored activities, the school will give the parents a claim form, with instructions for completing it and filing it with BMI Benefits, LLC, which administers the plan.

GUIDANCE PROGRAM

During the 2019-20 school year, Immaculate Conception will have a part-time Qualified Mental Health Specialist contracted through Foundations. The counselor will be here to meet the following purposes:

- to provide classroom instruction (approximately once per month) in various life skills and social-emotional health.
- to provide consultation to teachers in dealing with students who have behavioral issues or emotional issues.
- to provide individual and small group minor (1-3 sessions) counseling services to students who may be experiencing grief, trauma, or interpersonal challenges as needed.
- to help guide families whose students may need regular or more intensive counseling services to be able to find the resources they need.

FUNDRAISING / VOLUNTEERING

FUNDRAISING

IC School has developed a fundraising committee. This committee will do a yearly mailing that will ask all parishioners and alumni to donate to IC School. This committee oversees the total fundraising efforts for the school, including ongoing events like SCRIP sales, School Store, Bob Evans Family Fun Nights and annual events such as the school carnival and dinner auction. The fundraising committee is always open to suggestions and ideas as they come along. Families of I.C. students are asked to support the fundraising efforts as they are able. The support can be in the form of prayer, positive words, and/or participation.

SCRIP PROGRAM

Scrip is a fundraiser that raises money for IC School while you shop. Scrip cards are shopping cards that can be ordered online or picked up at the school office. Here is how it works: If you purchase a Wine Store card for \$25, you will receive the card at full face value. The Wine Store has agreed to donate 10% of your sale back to IC. Hundreds of national retailers are involved and many, many local retailers. The retailers donate back anywhere from 2% to 15%.

This is a very successful fundraiser for IC and we ask **all families** to participate. Remember it is no extra money out of your pocket! Additional information may be obtained at the school office.

SCRIP is available each school day in the school office from 8:00am - 3:30 pm, and in the rectory office during school vacations. It is also sold after each of the weekend Masses at I.C.. In addition, orders can be sent into school and cards sent home with students or orders can be placed online. Parents may also enroll in the Presto Pay program and pay for orders directly through their checking account. Families with a Presto Pay account may also purchase SCRIP Now! which can be printed for immediate use or kept in a "SCRIP Wallet" on your phone to use electronically.

SCHOOL STORE

School Store is a fundraiser that helps I.C. School earn money while you shop online. Go to www.schoolstore.com, name Immaculate Conception School (click on "FIND SCHOOL") and then click on merchants to see all the companies who are involved in school store and the percentage of your purchase that will be donated to I.C. School. You have full access to the store's website and can use any coupon codes or special deals you would otherwise use and still benefit I.C. School. You can also use Scrip to pay for your online purchases, providing a double benefit to I.C. School.

AMAZON SMILES

Immaculate Conception School is a member of the Amazon Smiles program. When you shop through Amazon Smiles, you still have full access to all Amazon products at the same prices, but when you purchase qualifying items, Amazon Smiles donates a small percent to I.C. School, again providing income to the school through what you were already purchasing. In addition, you can also use Amazon Scrip to pay for your purchases, again giving a double benefit to I.C. School.

VOLUNTEERS

The involvement of parents and other adults in their children's school benefits everyone. The children see in their parents a model of commitment and service. The school is able to improve the quality of its programs. And the parents themselves get to know other parents and teachers.

One area that especially needs volunteers is our cafeteria, where parents, grandparents and other parishioners help serve the meals. Volunteers are also appreciated in classrooms and in the library for school projects, either on a regular basis or for special programs. Volunteers are also needed for fundraising activities and the enrollment committee. Please call the school office to offer your time and talents. Parent volunteers, like all visitors, MUST CHECK IN AT THE SCHOOL OFFICE each time they arrive at school. Cafeteria workers will check in at the cafeteria.

Volunteers who work around or with students must pass a criminal background check and be trained in the VIRTUS program to learn about the Church's commitment to keep children safe. (This includes parents or grandparents who want to chaperone on class field trips or volunteer for one time activities such as COSI on WHEELS or Field Day.) Information may be obtained from Mrs. Muhlenkamp.

PARENT TEACHER ORGANIZATION

Immaculate Conception School has an active Parent Teacher Organization which does many activities to support the school, and all parents of preschool through 6th grade students are considered members of the organization. The organization holds meetings 3-4 times each year. The meetings usually last about 1 hour and are held at 6:30 p.m. in the Lourdes Room at school. The dates for meetings in 2019-20 are:

- Monday, September 9
- Tuesday, January 14
- Thursday, May 7

Parents are encouraged to sign up to help with various projects throughout the year, especially the two Pizza, Sub, and Burrito Sales. (All families are needed to help with these two large projects each year.) PTO projects include:

- Fall (November 8-9) and Spring (March 27-28) Pizza, Sub, and Burrito Sales - From coordinating communications to selling, making, and sorting products, there is much to be done.
- Parent Volunteers for COSI on WHEELS (this year on March 10, 2020)
- treats for students on various special days usually including All Saints Day, Feast of the Immaculate Conception, and Catholic Schools Week
- a father-daughter dance and mother-son event

PTO provides at least \$20,000 to our annual fundraising goal, pays for all bussing for our field trips, purchases water for our cafeteria, and helps to purchase various supplies and other needs for our classrooms.

Current PTO Officers are:

- Jennifer Harling, President, jennifer.harling@hotmail.com, 419-905-6591
- Kelsea Williams, Vice President, kelseabaker1@gmail.com, 567-644-5897
- Brittany Byrne, Secretary, brittany41188@gmail.com, 419-733-8211
- Emily Martens, Treasurer, emysnow9@gmail.com, 419-733-7751

EXTRA CURRICULAR ACTIVITIES

Sports Program – Boys and girls in grades five and six may join the basketball teams. Girls in grades five and six may join the volleyball teams. These teams participate in area leagues. Some years these programs are open to students in 4th grade, if more students are needed to form a team.

Student Council – This organization allows students to develop leadership skills within the school. Representatives from the upper grades are elected to serve the whole school.

Safety Patrol – The Safety Patrol assists children in safely crossing streets in the vicinity of school immediately after school in the afternoon. All students, regardless of age, must obey traffic laws and must listen to the directions of the patrol members. The fifth and sixth grade students on Safety Patrol learn to be responsible and to provide valuable help to other students.

Any other program using the school grounds outside of school time must be approved by the principal and the parish staff. Any program or meeting without such approval in writing is expressly forbidden. It is considered best practice that a school staff member be present for any such activities when feasible, and at least two adults who are not husband and wife MUST be in attendance.

Requirements for participation in extra-curricular activities: All students must maintain at least a “C” average in all subject areas or have special permission from their teachers and the principal to remain eligible for participation in any of the extra-curricular activities.

Parents are asked to be timely in picking their students up from any extracurricular activities. The two adults who are present when these activities take place are required to stay until all students are picked up, and it is important to be considerate of the extra time they are giving the students. If a parent will not be able to pick your child up on time, perhaps it is possible to find another parent who is willing to take your child home or your child may walk to the library or other public place where he/she can be picked up later. Please remember that no one will usually be in the office during this time for you to call.

STUDENT TRANSPORTATION

BUS TRANSPORTATION

Transportation to and from school is provided by Celina City School buses, for students who live farther than the one-mile distance from school. Celina City Schools determines the bus routes and policies, and students are required to abide by all bus rules. Questions about bus transportation can be directed to the bus garage, 419-586-8300 extension 7.

BUS SAFETY

Students who ride Celina City school buses to and from school are to observe the bus regulations by the city schools and the bus drivers. The drivers' first responsibility is the safe operation of the bus, and students' behavior must not hinder the driver in any way. If a student causes a disturbance on the bus, he/she will be reported to the school principal with a bus discipline notice, and the principal will in turn talk with the student and may impose disciplinary consequences. Parents will be notified via written notice. If disturbances continue, the student may be forbidden to ride the school bus. Parents will then be responsible for providing transportation to and from school.

ARRIVAL / DISMISSAL TIMES

Classes for Grades K-6 will begin at 8:20 and classes will end at 3:15. Students are to enter the building upon arriving at school and go directly to the Lourdes Room. They will be released to classrooms at 8:15. There will be no supervision on the playground before school. *Students should not arrive before 7:55 unless they ride a bus or have the prior permission of the principal.* Students who arrive after the 8:20 bell will be counted as tardy.

AM Drop-off, K-6

Buses will unload on Wayne Street and bus students will enter the main doors near the office. Students who walk to school may also enter the main doors near the office. Students who are dropped off by parents or others should be dropped off on the playground and enter Door #7 (at the west end of the playground), which will be unlocked ONLY during the entrance period to school. This door will be unlocked from 7:55-8:20 each school morning. Any students arriving after 8:20 will need to press the button by the door to be admitted and check into the office. Parents or others who are dropping off students should drive through the parking lot on the south side of the school. Children can safely exit cars near the playground and proceed to Door #7 for entrance. Parents can exit the parking lot via Anthony Street between church and the rectory or may continue through to Sugar Street. (We suggest the Anthony Street exit for K-6 to avoid the AM preschool congestion.) If you need to park and come into school with your child, please use the designated parking areas on the east and south sides of school or park along Walnut, Anthony, or Sugar streets. You should avoid parking on Wayne Street as well as parking on the playground area.

Pick-Up, K-6

Bus students will be dismissed at the Wayne Street doors (#1 and #2) and board the transfer bus on Wayne Street at 3:15.

In order to reduce congestion in the pickup lines after school, we will continue the following plan for pick-ups at dismissal time:

Parents or others who are picking up ONLY students in grades 3 -6 should park in the parking lot by the Parish Activity Center. Those students will be dismissed from the door on Wayne Street as soon as the buses are loaded and will walk to the corner (A teacher will accompany them to be sure they come as a group) and cross the corner of Wayne Street and Walnut Street where there is a stop sign for traffic and the safety patrol can assist to insure safe crossing. The students will then be able to get into cars, and parents may then proceed to go home. It will be in the best interest of reducing traffic issues if parents pull in the lot from Walnut Street and exit the lot onto Wayne Street.

Families with ANY student in grades K-2 will continue to use the pickup line between the church and the school or to park along Anthony or Sugar Streets. If you park along the streets, you should get out of your car and come meet your children to help insure they are safe in the busy traffic. If you are unable to get out of your car because you have other young children, then please get into the pickup line and drive through. If you are wanting to let your children play or to talk with a teacher or other parents, please park in the lot space or along the street and get out of your car. **And for the safety of all children, please drive slowly and do not pass one another in the pick-up line.**

BICYCLE SAFETY

Students who ride their bicycles or scooters to school will park them in the rack provided. They should be walked on the school grounds and may not be ridden on the school grounds at any time during the school day. All students are asked to leave the bicycles alone and not to tamper with them at any time. Students riding bicycles before entering school grounds should be careful when riding on the sidewalks, so as not to aggravate or injure the walkers. At no time are bicycles or scooters to be ridden on the grass. Students failing to observe these regulations may lose their privilege of riding bicycles to school.

CHANGE IN "GOING HOME"

At the beginning of the school year, parents are to indicate what the usual rule should be for students going home (picked up, walk, bus, etc.). There are times when it is necessary for a child to go home a different way or to go to someone else's home other than where he/she usually goes. When this happens, a note must be sent to school with your child detailing who will pick up the child; or in the case of a child who rides the bus, where the child is to go.

It is the policy of the Celina City Schools that pupils will not be discharged from their school bus at any place other than their regular destination without written permission from their parents and their school principal. Send a note to school with your child to explain what is to happen. A bus permit slip will then be issued from the office. School bus drivers can only discharge students at stops that are on their regularly scheduled routes. Celina Schools do not allow students to ride a bus other than their own. If a student is to ride a bus with another student to that second student's home, we must have written permission from both students' parents. The bus driver cannot transport more than two additional students riding to another student's house.

If your child regularly rides the bus and you intend to pick him/her up, it is **essential** that you write a note to the teacher and advise him/her of your plans **or** call the school office. (If no note or call is received, your child will be placed on the bus.) Please do not use email or the school app for this, as a message may not be seen in time. If another parent or someone else is picking up your child, please be sure the school knows about this. We cannot release a child to someone without a parents' permission.

COMMUNICATION

SCHOOL APP

Beginning with the 2019-20 school year Immaculate Conception School will have an app to use for communication. The app can be used for messaging with staff members, for reading teachers' blogs and seeing other important documentation, for access to various Catholic content, and for the completion of forms. Each family will be required to have at least one parent have access to the app in some way - it is available on Android and Apple phones (simply search "Immaculate Conception School" and tablets and can be reached as a website on a computer at <https://www.fsgmobilecatholicedconnect.com/fsgConnectClient/Account/Login?id=icschool-celina>.

All important information put out by the school will be put out through the app, even if it is also sent home in print form or an email. **If you need or prefer to have printed copies of documents, please let your child's teacher and the office know this.** All teachers (homeroom and special) will have a blog, and parents will see the blogs of those teachers which their children have.

Teachers, the principal, and the office may be sent messages by parents and respond within the app. This is the preferred communication tool for communication with school staff, as the messages will not cause an audible notification and should not distract from teaching or sleeping at night. Parents should not expect immediate responses, as teachers should be focused on the children in their classrooms, rather than their phones. Emails are also acceptable, as well as calling the school and leaving a message.

Small payments may also be accepted through the app, such as fees for field trips, or items being ordered for a spirit sale. We have a paypal account set up we can use for this purpose and can make the charges large enough to cover the extra credit card fees, as the amounts will be small. Parents will still have the option of paying at the school with a check or cash. We **CANNOT** accept lunch money payments or tuition payments through the app. Tuition payments can be made online through FACTS and lunch money will need to be sent into the school by check or cash in an envelope.

Most forms will be completed through the school app, and reminders will be sent only to those who have not completed the form. Parents will be able to see their submitted forms as well.

The app will also contain links to various websites such as I.C. School, I.C. Parish, the Archdiocese of Cincinnati, VIRTUS, FACTS, and Option C.

SCHOOL WEBSITE

The school website is www.icschool-celina.org. The website contains much helpful information and several valuable links. The calendar on the website is interactive. By clicking on an event, any additional information posted will be made available. We encourage you to check the website often and look for new postings.

OPTION C

I.C. School uses Option C for an online gradebook, attendance register, and lunch program manager. All K-6 parents will have a login to Option C in order to be able to track lunch accounts, and will also be informed of what other information they can see there.

One Call Now MESSAGE SYSTEM

When we need to notify parents with emergency information or with reminders about school-related events, IC School uses One Call Now, an automated phone message system. This service delivers a personalized message to whatever phone numbers that parents specify. If no one answers, the message will be recorded on your answering machine. If there is no answering machine or if your line is busy, the service will automatically retry the call. **If a message is answered by a toddler or otherwise lost, you can retrieve the message by calling 877-698-3261. Press 1 at the greeting, and then enter the phone number to which the message was sent.** If you do not understand the message or it seems to be cut off, you may immediately press “#” to repeat the message.

****In addition, parents may choose to receive some messages by way of text message by texting “alert” to 22300. Not all messages will be sent out in text format. Parents may also update their preference for the One Call Now system at any time via the One Call Now portal on the school’s website.****

The school must have accurate phone numbers for One Call Now to work effectively. You can specify one or more numbers to which you want the school’s messages sent. Parents are asked to provide these numbers on a form at the

beginning of the year. We will call only the primary number when messages are of a less urgent nature (a reminder about an event several days in advance, for example.) Be sure to contact the office with any phone number changes during the year. We may also use One Call Now for messages to subgroups of our students, such as field trip reminders for a class or a message pertaining only to band students.

E-MAIL CORRESPONDENCE

Some correspondence with parents will be done by e-mail, although most correspondence will occur through the app. Parents should be sure to check their email on a regular basis and request the email is sent to any addresses at which they wish to receive it. Correspondence is available in print form by parent request. *Please notify the office if you need printed correspondence, either temporarily or permanently.*

FAMILY DIRECTORY

A family directory of all students and parents will be printed and include all contact information. This directory is intended for the use of school personnel only and will not be released to the public. The directory is available to organizations such as PTO who are directly related to the school and who may use the information to seek out assistance in fundraising projects or other like purposes.

It is our school policy not to release student or family contact information to another parent or any other party without the express consent of the parent involved. It is important to respect a family's right to privacy.

SOCIAL MEDIA

Immaculate Conception School does have a page on Facebook, and families who use Facebook are encouraged to “like” this page in order to receive any updates through it. However, students should not attempt to contact any staff members directly through Facebook or other social media. Any other social media that may be used by Immaculate Conception School should also be treated in the same manner. All members of the Immaculate Conception School community are reminded to respect the privacy of others and use these communication tools responsibly.

Parents will be asked to complete a form to give permissions to use their child's picture in various publications at the beginning of the year. Once that form is turned in, any changes to those permissions must be in writing to the principal of the school.

No student or volunteer is ever permitted to use a technology device to take pictures or record video and post it on any social media or distribute it through texting or other electronic communication without the specific permission of a teacher or the principal. **NO PARENT may post any picture of another student on any social media site, even if they copy it from our school app or if they are from a school activity. Photos from school activities should be forwarded to school personnel to post.**

DELAYS OR CLOSING FOR EMERGENCIES

Immaculate Conception School follows the same schedule as the Celina City Schools elementary buildings for weather-related closings and/or delays.

In the case of a delay, IC School also uses One Call Now, an automated phone message system, to notify our parents. Radio announcements will also be made over the following local radio stations: WCSM (96.7FM or 1350 AM) and WKKI/K-94 (94.3 FM.)

For the school year 2019-20, Immaculate Conception School will NOT follow Celina City Schools' planned delay schedules. We will run normal schedules on those days (September 30, October 28, December 9, January 13, February 10, and April 27), and parents will need to provide transportation to school at the usual time on those days.

If this causes a major inconvenience to a family, please contact Mrs. Muhlenkamp prior to the date, to see if we can provide assistance to you, or we will excuse your child who will need to take the bus to school.

POLICY ON MAKEUP DAYS

Beginning with the 2014-15 school year, Immaculate Conception is required to count its instructional time by hours rather than days. The Archdiocese of Cincinnati requires that we are in school a minimum of 1030 hours, even after all delays and cancellations. Our school's schedule allows for 6.17 instructional hours each day (the lunch period cannot be counted.) Our present calendar provides for 1116 hours for the 2019-20 school year.

In order that we may preserve and provide a consistent and excellent education for all children and be most certain that we will not need to add days on to the end of the year or overuse the makeup days around Easter, we will establish the following make-up days policy:

1. We will generally allow for 5 days to be missed due to weather or other emergencies.
2. The following dates MAY be used as makeup days during the 2019-20 school year:

December 2	January 20	February 17
March 16	April 9	April 13

3. We may use up to 3 Blizzard Bag Days in place of makeup days. Blizzard bags will be available online for families to print off or students may request a printed copy on the next day of school. Students will have two weeks from the assigned blizzard bag day to complete all assignments in the blizzard bag and turn them in to their teacher. Blizzard bags will include 1 "special" assignment from PE, Music, or Art.
4. The blizzard bag day or makeup day will be announced as soon as possible to allow families to plan it into their schedules. Makeup days may require parent transportation, as Celina City Schools may set up a different makeup policy.
5. Since we must count hours, numerous school delays may create situations where learning time needs to be made up as well. As long as cancellations are not excessive, delays should not cause us to use a makeup day or blizzard bag. But the school reserves the right to make a decision that we feel will be in the best interest of our students.

PARENT-TEACHER CONFERENCES

Communication between teachers and parents is essential to effective education. Parents and teachers are encouraged to contact each other when the need arises; parents can call the teacher at school or message them in the school app to arrange a conference. Teacher email addresses are included at the front of this handbook and are available on the school's website to facilitate parents' communication. Some teachers may provide cell phone numbers, and parents should be respectful in using them.

Any concerns or issues should be discussed at the lowest level whenever possible. Parents who have concerns with a teacher should go directly to the teacher before coming to the principal. Only if unsatisfied at this level, should parents contact the principal. If necessary the principal may be reached through the school app, email or by the school phone.

Parent-teacher conferences are held in November, shortly after the first quarter ends, for all students, and again in the spring, after the third quarter, for K-6 students as needed. Preschool conferences are held at the same time in the fall and again in the spring.

PARTIES

IN CLASS: For special occasions, throughout the year, the teachers plan classroom celebrations for their students. These vary in number from lower to upper grades and are up to the discretion of the classroom teachers. Students are not to plan “surprise” parties for their teacher without her involvement, nor should they collect money from all the students in the class for teacher gifts.

AT HOME: If a student is planning a home party, invitations to that party may be distributed at school **only** if all the boys or all the girls in a given classroom are invited. If only a few children from a class are to be invited, invitations must be delivered outside of the school day, in consideration of the feelings of those excluded. Arrangements for the party should be made with all the children’s feelings in mind.

SPECIAL OCCASION GIFTS

Students will not receive birthday gifts of flowers or balloon bouquets at school due to the distraction this can cause in the classroom. Parents who wish to give these to their children should plan to do so outside of school.

VISITS TO SCHOOL

Parents are welcome to visit their children’s classrooms; however, the school office must be aware of all visitors. Parents and visitors must CHECK IN AT THE SCHOOL OFFICE whenever they come to school. (See section on School Building Security.) Parents should also make prior arrangements with the teacher or principal if coming to visit a classroom.

SCHOOL LUNCH

CAFETERIA

Lunch prices for the 2019-20 school year are \$2.85 for a regular student lunch. This is the same price as last year. An extra entrée will be \$2.00; an extra fruit, vegetable, or dessert will be \$1.00. Extra milk cartons are \$0.40 each. Adult regular lunches will be \$3.50. An adult extra entrée will be \$2.25, with extra fruits or vegetables being \$1.25.

A hot lunch is available each school day to all students in grade kindergarten through six. A peanut butter sandwich may be substituted for the entrée, if a student tells the teacher in the morning when the lunch count is taken. The rest of the meal will be served with the peanut butter sandwich. Extra sandwiches/pizza should also be ordered at the time of the lunch count.

Parents may send in lunch money each day, but are **encouraged** to send a check for the week or a longer period of time. ***It is essential that any money sent to school in is in an envelope and clearly denotes the amount of money and its purpose along with the student’s name(s) and grade(s).*** Each student will have a cafeteria account. Parents will fill out a form at the beginning of the year as to how they want this money to be able to be spent. They may pay for lunches only, for milk and/or lunches, or for lunches, milk, and extras. Email reminders will be sent to parents who pay for lunches ahead when the account is getting low.

If a student loses or forgets lunch money, he/she may “charge” his lunch. The cafeteria will again send an email to parents when students charge a lunch or other item. Please pay these charges off as soon as possible. If money is owed at the end of the year, we will hold the report card until the bill is settled.

Immaculate Conception School uses an “Offer versus Serve” program, as permitted by the Ohio Division of the School Food Service. Intended to reduce food waste, this program allows students to decline one or two food items they do not plan to eat. Students must take the meat component (the main item on the menu), but may decline one or two of the side items (e.g., vegetable, fruit, rolls, milk, French fries.) The price for lunch remains the same, even if items are declined.

This program gives the students some options in regard to their lunch. However, what they do take, we expect them to eat and not waste. Please review the menu each week with your child and PACK LUNCH for your child when he/she does not like what the cafeteria is serving. All students must eat lunch, either the cafeteria meal or a packed lunch from home. Children should not pack soft drinks or fast food lunches.

If a child has an allergy to certain foods or to milk, the parents must supply a verification form from a doctor. It is important that the school have this information on file.

FREE/REDUCED PRICE LUNCH PROGRAM

Government free or reduced-price lunches are offered each year. Papers are sent home at the beginning of the year explaining the program as well as who is eligible to receive free or reduced-price lunches for their child/ren attending Immaculate Conception School. These papers are provided to all families in order that there is no stigma in asking for them. We encourage all those families who meet the requirements of this federal lunch program to take advantage of the free or reduced-price lunches for their child/ren.

Families who qualify for free lunch may also choose to participate in the backpack program from CALL ministries. This program provides nutritious foods to feed your child over the weekend. A letter about this will be sent when a family qualifies for free lunch and must be signed and returned if you want your child to participate.

SCHOOL GOVERNANCE

GOVERNANCE MODEL

Immaculate Conception School is under the authority of the principal and pastor, with guidance provided by an Advisory Board. The Advisory Board typically holds monthly meetings which provide oversight and helpful discussion on policies, the budget, and changes made to the school. The board meetings are closed to the public. The day to day operations are carried out by the administration of the school and include such matters as planning calendars and schedules, admission and supervision of students, assignment and supervision of faculty and staff. Two important committees exist as subcommittees of the board and bring regular reports to the board: Fundraising Committee and Enrollment/Marketing Committee.

RIGHT TO AMEND HANDBOOK

The School retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made during the school year.

RESPONSIBLE USE OF TECHNOLOGY POLICY

Catholic School Office
Archdiocese of Cincinnati

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.
Catholic School's Mission Statement
- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world."
Actatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy- User Agreement Form. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

Revised: August 18

RESPONSIBLE USE OF TECHNOLOGY POLICY

Catholic School Office Archdiocese of Cincinnati

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Revised: August 18

APPENDIX B - IMMUNIZATION SCHEDULE

Immunization Summary for School Attendance - Ohio

VACCINES	FALL 2019 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>Kindergarten</u> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * <u>K-12</u> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	<u>K-9</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u>Grades 10-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>K-12</u> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEPB Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>K-9</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <u>Grades 10-12</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grades 7-10</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/schedule/index.htm>.
- Vaccine doses administered \leq 4 days before the minimum interval or age are valid (permitted). Doses administered $>$ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
 - For additional information please refer to the Ohio Revised Code 5313.67 and 5313.671 for School Attendance and the ODH Director's Journal Entry (available at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/required-vaccines-child-care-school/>).
- These dates are not required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0505 or (614) 466-4645 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 10th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal H vaccine.