

# Immaculate Conception School Family Handbook 2018-2019



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## MISSION STATEMENT

*Faith: We are disciples of Christ First*

*Focus: We will lead a life of service*

*Achievement: We will challenge ourselves to reach our full potential.*

## VISION STATEMENT

*Immaculate Conception School promotes academic excellence grounded in Catholic faith and practice.*

## OUR CREDO

*As Catholic School Educators,*

*We believe our Catholic School is not only a school, but a community of Faith;*

*We believe those entrusted to us are not only students, but children of God;*

*We believe we are not only educators, but Ministers of the Gospel.*

*We believe the values we teach are not only character development, but a call to Holiness;*

*We believe our courses of study are not only academic pursuit, but a search for Truth;*

*We believe the purpose of education is not only for personal gain and the development of society, but for the Transformation of the world.*

## CATHOLIC IDENTITY GOAL

*Students will recognize the centrality of evangelization as the Church's mission and identity as they understand vocation and demonstrate service.*

## ACADEMIC GOAL

*Students will utilize written communication skills to increase student growth and achievement.*



August, 2018

Welcome to Immaculate Conception School! Whether you are a returning family or new to our school we are so happy to have you with us. ICS is a very special school. It is a place to make friends, learn new things, and to live out the gospel. We have the incredible opportunity to live out our faith and care for one another in very special ways at Immaculate Conception School. We are a community of Faith dedicated to educating each child, each one a child of God.

This handbook will help you understand the practices and procedures that help the school run efficiently and safely. Please take some time to read it and review it with your child...or children. Please sign and return the last page of the handbook indicating that it has been read and reviewed. You can use one page if there is more than one child attending ICS in your family. If you have any questions regarding these practices and procedures, please feel free to call me. My phone number is: 419-483-6066 (ext. 220).

As our mission statement states: ***The faculty and staff at Immaculate Conception School promote the Catholic faith, teachings, morals and values through the total education of each child. We are dedicated to fostering an atmosphere that encourages development of each child's uniqueness.***

We are excited to begin for the first time, or begin again, to make your child's school experience transforming and joyful.

In His Service,

Pam Griebel  
Proud Principal  
Immaculate Conception School

## Faculty and Staff Roster

Pastor.....	Father Jonathan Wight
Principal.....	Pamela Griebel
Secretary.....	Hilary McElwain
Bookkeeper.....	Jean Schafer
Preschool Teacher.....	Jan Shingledecker
Preschool Assistant.....	Eugenea Ruffing
Kindergarten.....	Jane Fox
1st Grade.....	Anne Price
2nd Grade.....	Donna Pump
3rd Grade.....	Jolene Kreh
4th Grade.....	Sally Corbett
5th Grade.....	Sally Corbett
6th Grade.....	Joy Tokarsky
7th Grade.....	Joy Tokarsky
8th Grade.....	Darlene DeBlase
Physical Education.....	Tina Davis
Music.....	Leslie Griffin
Art.....	Tina Davis
Technology.....	Mark Weber
School Nurse.....	Amanda Brown
Speech.....	Lori Mays
Tutor, Math and Reading.....	Alissa Prenatt
Intervention Specialist.....	Joan Hartley
Guidance.....	Jan Henning
Cafeteria.....	Wilma Wohlever
Custodian.....	Sherri Edwards
Maintenance.....	Gary Taylor

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## ADMISSIONS

**Non-Discrimination Policy:** In accordance with Christian Principles, Immaculate Conception School recruits and admits students of any gender, race, color, or ethnic origin to all the rights, privileges, programs and activities generally accorded and made available to all students in our school. Our school does not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational and admission policies, scholarships, loans, athletics, fee waivers and extracurricular activities. In addition, our school is not intended to be an alternative to court or administrative agency ordered, or public district initiated, desegregation.

### Entrance Requirements:

- A child must be 5 years old on or before August 1 of the year in which the child enters Kindergarten.
- State Health forms must be filled out and filed at the school before formal classes begin. No student will be admitted without proper immunization or its substitute.
- Birth certificates and guardianship papers are to be on file on or before the first day of school.

**Probationary Statement:** Children entering Immaculate Conception are admitted on a probationary basis for a period of nine weeks. During this time, the staff evaluates the student's ability to adapt to the various aspects of our school program: the Catholic Christian environment, the discipline code, the academic structure, and teacher expectations. If the parents/guardians have to be notified twice within this 9-week time frame, the student may have missed his/her opportunity to be admitted and his/her enrollment permanency may be denied.

## ATTENDANCE

**Our academic programs are based on learning skills taught each day.** These daily learning skills need to be continuous and sequential in order. When a student is absent from a day of school, he misses a part of the whole skill development that is necessary for complete understanding of a lesson. Therefore, daily attendance is critical to the learning process. Total commitment by the students, parents/guardians, and school personnel will assure that daily attendance is maintained.

The administration reserves the right to review cases of chronic absence to determine whether a student can be considered for continued enrollment in our school.

Excused absences include:

- Personal illness; injury or death of a relative
- Doctor and dentist appointments;
- Emergency family illness/concerns
- Family vacations (must receive prior approval from the principal); and
- Unavoidable circumstances (approved by the principal)

In the event that a student accrues more than 8 days of absence for the semester, parent(s) will receive a notice that a doctor's excuse will be required if there are any future absences.

When a child is unable to attend school, the parents are required to notify the school by phone before 8:00 a.m. or the school nurse will call the child's parent.

Students are given the same amount of days they were absent to make up their missed class work, tests, or special projects. Students are responsible to make arrangements with their teachers to make up their class work. Grades will be withheld if make-up work is not completed.

**Tardy is defined as not present in the classroom and ready for class at the 7:45 a.m. bell. Any student arriving after 7:45 a.m. must report to the office.**

- A student is tardy from 7:45 a.m. to 9:15 a.m.
- A student leaving between 1:30 and dismissal time for an appointment is recorded as early dismissal.
- A written, parent signed note must accompany a student's readmission to class or release from class.

- Two unexcused tardies per quarter will result in consequences determined by the classroom/homeroom teacher according to classroom behavior management guidelines appropriate to that grade level.

**Leaving school:** Please avoid scheduling medical and dental appointments during the school day. A written note is required before a child is excused during the regular school day. No child will be released without proper approval. Parents must sign their children in and out at the school office

**½ day absence:** A student is ½ day when arriving after 9:15 a.m. and leaving before 12:45 p.m.

**Once a child is on school property, he/she may not leave school grounds without written permission from the parents and approval from the school principal, secretary, or teacher.**

**Vacations:** Vacations which take a student away from his studies for an extended period of time are viewed as less than desirable for a sound education and are discouraged. It is impossible for a student to make up all the instruction given by teachers during the missed class time.

Parents are required to complete a Personal Convenience Absence form at least one week prior to absence. Each student is responsible to obtain and complete all make-up work. Make up work must be turned in within 5 days upon return to school in order to receive full credit. No make-up work will be provided prior to the vacation absence.

## **ACADEMIC ASSESSMENT**

The report card is available through the Option C website. Parents/guardians will be notified via email when the report card is ready for viewing. The grade book is viewable at all times for parents/guardians of students in grades 3-8 to view grades on assignments as the teacher posts them. Teachers will post grades as soon as they are graded or within one week of the due date. We encourage parents/guardians and students to review the grades frequently to determine the student's academic success. Teachers are available to discuss assessments and grades on assignments on a daily basis, after school, in person or by phone or email. If you would like to talk with a teacher in person, we ask that you either email or call ahead to arrange a time after students have been dismissed.

Non-payment of tuition and/or lunch charges will result in denial of access to the report card until the fees are paid.

### **Grading Scale: Grades 3-8**

- A (93-100)
- B (85-92)
- C (77-84)
- D (70-76)
- F (69 and below)

### **Honor Roll: Grades 5-8**

- Distinguished Achievement – All A's
- Honors Achievement – Mixture of A's and B's
- Progressive Achievement – Improvement

**Standardized testing:** All students in grades K-8 will be administered MAPS Test in the fall and again in the spring. Students in grades 5 and 8 take the ACRE Religion test. Students in grades 3, 5, and 7 take the Writing Competency test in the spring. Results of these tests are shared with the parents at the fall parent-teacher conferences.

**Homework:** Homework is intended to enrich and reinforce learning which has taken place in the classroom. Homework consists of any assignment, written or studied that the teacher has assigned your child.

Parents can assist their children by doing the following::

- Avoid distractions. A quiet spot away from TV, radio, telephone and the rest of the family is helpful.
- Have essential tools on hand – paper, pen, pencil ruler, etc. This will minimize loss of time searching for them.
- Check all homework for neatness and completeness. Check assignment pads.
- Do not do your child's homework, but be ready to listen to them review for tests, practice spelling, vocabulary, math facts and to assist as needed.

**Length of homework:**

- Grades Kindergarten and 1<sup>st</sup> – up to 30 minutes
- Grades 2 and 3 – up to 45 minutes
- Grades 4 through 6 – up to 90 minutes
- Grades 7 and 8 – up to 120 minutes
- During illness: Students will have as many days to make up work as they were absent.

**Promotion/Retention/Placement:** A student shall be retained if he has two failing averages in major subjects in a semester. Parents/guardians will be notified and consulted in reasonable time prior to the decision to retain a child. However, the right to retain a student at a certain level is dependent on the school's judgment and, therefore, the parents'/guardians' permission is not required. Placement of a student in lieu of retention may be considered after consultation with the principal.

**ATHLETIC PROGRAM**

Various programs are offered for both boys and girls (cross country, football, volleyball, basketball, cheerleading and track). Students are expected to maintain their academic work in order to continue to be eligible for any extra-curricular activity. Cooperation and good sportsmanship are essential to any sports program.

Any time athletes participate in a school event, they represent our school and church community and need to act and dress accordingly. Fans also represent the school and should always display a Christian attitude and good sportsmanship.

**Academic Eligibility:**

**Students in Grades 4-6:**

- Players who have scholastic problems (as identified by the school principal) may be suspended from play and practice. Suspended students will be required to provide a written signed statement from the appropriate teacher and parent that effort and improvement has been made before returning to active practice.

**Students in grades 7-8:**

- Students receiving a failing grade on grade cards will be suspended from play and practice for a minimum of one week. The student then will be required to provide a written signed statement from the appropriate teacher and parent that effort/improvement has been made before returning to active participation.



## ARRIVAL AND DISMISSAL PROCEDURES

Drivers are asked to follow the driving pattern entering the parking lot off Broad St. and exiting onto Center St. staying between the cones. Please remember to pull forward to the Center St. exit before your children exit the vehicles to allow for cars to pull in behind you. Students will walk behind the coned area to wait with their classmates, or go inside on days of inclement weather. Extended Day staff will monitor and supervise students until classroom doors open at 7:20. The morning extended care is free of charge. **Class begins promptly at 7:45 a.m.**

There is no parking on the playground areas between 7:00 am and 2:15 pm. Parked vehicles are only permissible on the lot across the street from the school. Dismissal begins at 2:30. Extended Day students are dismissed first; bus students second and car riders and walkers last. Classroom teachers of students in kindergarten through grade 4 will dismiss car riders to their parents or designated driver for the day, thereby ensuring the safety of the students. Students in grades 5-8 are given the responsibility of dismissing independently.

### Pattern for dismissal:

- Parents will enter the parking area from the driveway on the west side of the church and will form a line of cars or may park in the parking spaces.
- Students will take their normal transportation each day. If that should change, please notify the classroom teacher/school office by **1:45 pm.**

## COMMUNICATION

### What parents can expect of teachers: Teachers are:

- licensed through the State of Ohio.
- supportive of parents and students.
- able to communicate effectively with each other and with parents and students.
- committed to educating the mind, body and soul of each student.
- creators of fair classroom policies and they support and enforce all school policies.
- Catholic, and support and follow the laws of the Catholic Church.

### What teachers can expect of parents: Parents will:

- assist students in the faith formation by attending Mass regularly and helping the children learn prayers and church traditions.
- contact the teacher personally for clarification in the event of a question, concern or disagreement.
- show an active interest in their child by participating in various activities that enhance education.
- be supportive of the teachers.
- respect the teacher as a professional educator as well as the his/her good name and reputation in the community.

### Lines of Communication:

- **Student-teacher:** Children are encouraged to attempt solutions to their problems. Teachers and the principal are always available to lend a helping hand.
- **Parent-teacher:** Parents should always listen carefully to a child in order to determine the best way to help them solve their problem. Parents should address concerns to the teacher in order to understand the full scope of a problem and work with the teacher and their child in order to bring about a solution.
- **Parent-teacher-principal:** If parents have sought a solution with the teacher and still remain unsatisfied, the principal is available to contribute to and mediate discussion. Parents are encouraged to call the school office to arrange an appointment with the principal. Immaculate Conception School is committed to the well-being of all students and will work together with parents to find the best strategies to ensure success for the student.

## **DISCIPLINE**

The discipline at Immaculate Conception School aims to form Christian character through Gospel values. Because the school is Catholic, each child learns to grow in:

**Respect for God**  
**Respect for Self**  
**Respect for Others**  
**Respect for Property**

The rules and expectations of this school and of the individual classrooms are based on these values.

Every student, as well as every teacher, has the right to a classroom and school atmosphere that provides for maximum learning. Respect for adults and fellow students, respect for property, obedience, awareness of the needs of others and the effort to develop self-directed behavior are expected of each student.

Parents/guardians are kept informed of their child's cooperation in matters of behavior and are asked to support the school's efforts by their own consistency in the home. Unless the student knows that parents/guardians and teachers are working together in matters of behavior, there is little that can be accomplished to instill the desire to behave appropriately.

Apart from serious discipline problems, it is inevitable that minor disagreements between students and teachers will arise. Misbehavior, misunderstandings, and mistakes of judgment are bound to occur. Parents/guardians can use these occasions to intelligently and maturely teach their children some important practical truths and successful ways to get along with others. If there is some question about justice or fairness in a particular incident, discuss it first with the child's teacher. If there is still need to do so, the matter can then be referred to the principal.

Students have a right to reasonable treatment from the school. The school, in turn, has a right to expect reasonable behavior from students.

Violation on the part of a student of any one or more of the following Student Code of Conduct rules and the other policies and procedures outlines in this handbook may result in disciplinary action including: parent/guardian consultation, denial of privileges, detention, emergency removal from class or school, suspension from the affected classroom, suspension, expulsion, and/or permanent exclusion. This is not meant to be all inclusive, since the principal may use other options if they are deemed more appropriate to the infraction of the rules such as involving outside agencies and/or law enforcement. Every attempt will be made to find appropriate strategies to help the student conform to the rules and guidelines of Immaculate Conception School.

### **Student Code of Conduct:**

At ICS students will

- show respect, obedience and courtesy to all school authority.
- show respect and friendliness by their words and action for their fellow students and all visitors to the school.
- show respect for all school property, other students' property and their own property.
- cooperate with their teachers and classmates, exhibiting behavior that allows every teacher to teach and every student to learn.
- obey all classroom, cafeteria, playground and school rules.
- be on time and present every day, except when prevented by illness or other excusable reasons.
- be prepared for classes by having materials needed and all assignments neatly completed.
- be properly attired and groomed according to the Dress Code.
- use acceptable language.

- be accountable for all their actions when riding the bus, on field trips, in Church and on all occasions when representing Immaculate Conception School.
- **At Immaculate Conception School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.**

## ANTI-BULLYING

Bullying is an intentional written, verbal or physical act that a student has exhibited towards another particular student more than once and the behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that creates an intimidating, threatening, or abusive educational environment for the other student. Permission, consent or assumption of risk by an individual subjected to bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage, or engage in any bullying. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary actions, and may be liable for civil and criminal penalties in accordance with Ohio law.

## ELECTRONIC DEVICES

**Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and / or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released / returned to the student's parent / guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography). The student who possesses a cellular telephone or ECD is responsible for its care. Immaculate Conception School is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property. Parents / guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.**

## SEXUAL HARASSMENT

Immaculate Conception \School is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

I. DEFINITION OF SEXUAL HARASSMENT Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- Unwanted sexual advances, including propositioning, repeated asking someone out for a date after it is clear that the person is not interested.
- Explicitly or implicitly offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Nonverbal conduct: leering, making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters.

- E. Verbal conduct: making or using derogatory comments epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body. `
- F. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- G. Physical conduct: touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

### **Serious Misconduct Code**

There exists, on the part of the students at Immaculate Conception School the obligation of obedience to lawful commands, subordination, civil deportment, and respect for the rights of other students and employees of the district. This code is to ensure that an individual will not disrupt or deprive others of being educated. The items of this code are inclusive for all students when properly under the authority of school personnel during a school activity, function, or even whether on the property, owned, rented, or maintained by Immaculate Conception Parish and 'school, or property owned, rented, or maintained by another part. This code is also in effect while walking or being transported to or from school by bus or automobile. All members of the school community should treat each other with respect at all times in all places. This code shall also be inclusive for the right to exercise authority and for the personal and property protection of administrators, teachers, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, or other authorized school personnel. A violation of any of the following rules may result in disciplinary action, including detention, emergency removal, in school suspension, out of school suspension, expulsion; or removal from class, extra-curricular activities, or the premises. A student shall be held in violation of this code when evidence proves participation in the following examples of gross misconduct.

- **Disruption of School:** A student may not use violence, force, coercion, threat or harassment of students, teachers, guests or other school employee's to cause a disruption or obstruction to the education process or activity.
- **Assault:** A student may not cause physical injury or behave in such a way, which would threaten to cause physical injury to school staff, students, or visitors while in the custody and control of the school or in the course of a school-related activity. Examples include hitting, kicking, fighting, throwing objects, spitting and shoving.
- **Bullying:** A student may not inflict physical or verbal abuse toward a student, staff member or adult volunteer. Some examples of bullying include name calling, saying/writing unkind remarks, threatening acts/comments, taunting, punching, shoving, hitting, causing others to feel uncomfortable or scared and forcing others to do things they don't want to.
- **Damage to School or Private Property:** A student may not attempt to damage school property or the private property of others. A student may not remove any school or private property without permission.
- **Dangerous Weapons:** A student may not possess, handle, transmit, or conceal any object which could be dangerous to self or which could inflict physical harm if used against others. "Look like" weapons or explosives are also prohibited. Actions imitating weapons, even in play, are not acceptable.
- **Alcoholic Beverage, Narcotics, Drugs, Counterfeit controlled substances (look-a-like drugs) and Tobacco:** A student may not possess, use, transmit, conceal; or show evidence of having consumed any of the above while on school premises, or in attendance at any school sponsored function either at our school or where our school is participating.

- **Fires, Fire Alarms, Fireworks:** A student may not interfere with the educational process or endanger other students by setting fires, pulling fire alarms, or setting off fireworks on the school premises.
- **Disrespect to School Personnel:** A student may not act in defiance of directions, be disrespectful toward, or fail to comply with lesser forms of disciplinary actions issued by school personnel. **This includes playground monitors and volunteers.**
- **Immoral behavior:** A student may not possess obscene pictures, books, magazines, etc. on school property.
- **Forgery** A student will not be engaged in the act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school
- **Sexual Harassment** Sexual harassment is any activity of a sexual nature which is unwarranted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions or unwanted bodily contact.
- **Leaving the School Building Without Permission** A student will not leave the school building before the hour of dismissal except where school policy otherwise provides or without first obtaining the consent of the appropriate school administrator.
- **Use of Profane, Vulgar, or Abusive Language or Gestures** A student will not use profane, vulgar, abusive language or gestures.
- **Academic Dishonesty** Under no circumstance will one student obtain and/or use the work of another student, or misuse copyrighted materials on an assignment. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information.
- **Inciting Others To Violence or Disruption** A student will not with words, acts, or deeds directly incite others to commit violence or disrupt the atmosphere of order and discipline necessary for the effective learning.
- **Truancy** A student will not be truant from school for part or all of a day. This includes unexcused absences from a study hall, class, or any other properly assigned activity and excessive tardiness.
- **Vandalism or Damage to Personal, Private, or School Property** Students will respect the personal property of all students and staff. Students will respect the public property owned by the community and the Bellevue Board of Education. A student will not cause or attempt to cause damage to or deface the property of others or public property owned by the community and the Bellevue Board of Education. In accordance with ORC 2090.05, parents and students involved may be liable for payment for the cost to repair or replace any such property damage caused by their children.
- **Frightening, Degrading, and Disgraceful Acts** A student or group of students will not engage in nor encourage any other student to engage in behavior that injures, disgraces or degrades any person. Prohibited behavior includes, but is not limited to, slurs, epithets, profanities, threats, jokes or other verbal or physical conduct based on a person's race, national origin, religion, disability, gender, sexual orientation, or age
- **Theft of Property** A student will not take or attempt to take into his/her possession property of another.
- **School Bus Rules and Regulations** All students are expected to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs plus extra curricular activities and field trips, including athletic transportation.
- **Technological Interference** A student shall not attempt to gain unauthorized access, disrupt, delete data, change data, circumvent filters, plant virus, download prohibited materials or engage

in any other illegal act through the use of the School District's District wide computer system, including but not limited to such items as emails and World Wide Web.

- **Repeated Violations** A student will not repeatedly refuse to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, assistant principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
- **Failure to Follow School Rules and Policies** In recognition that any list of prohibited conduct cannot encompass every conceivable action, which may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth will be at the discretion of the administrator.

**DISCIPLINARY PROCESS AND PROCEDURES** Discipline is the shared responsibility of students, parents, and school employees. ORC 3313.20, 3313.66, and 3319.41. School authorities may take disciplinary action with any student whose conduct at any time or in any place interferes with or obstructs the mission of the school district or the safety or welfare of students or employees. The disciplinary actions will fit the specific code violations depending upon the severity of the offense.

**ZERO TOLERANCE PHILOSOPHY:** Students are expected to demonstrate responsible, respectful behavior at all times. Immaculate Conception School has “zero tolerance” of violent, disruptive, intimidating or any other inappropriate behavior by its students. Students are required to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students must conform to school regulations and accept directions from authorized school personnel.

**INTERROGATIONS AND SEARCHES:** Immaculate Conception School has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. The right of inspection of students' school lockers or articles carried upon their persons and the interrogation of an individual student is an inherent authority granted to the school. All searches are conducted sparingly and only when such search is reasonable likely to produce the safety and security of persons and their property within the area of the school's responsibility. The rules apply to the search of school property assigned to a student (lock, desk, etc.) and the seizure of items in his/her possession. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted. A general inspection of school properties such as lockers, desks, etc. may be conducted on a regular basis. During these inspections, items which are school property may be collected (example: chromebooks).

**EMERGENCY REMOVAL:** A student may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that his/her presence poses continuing danger to persons or property or an on-going threat of disrupting the academic process. A student so removed may be suspended and/or expelled through a due process hearing, which must be held within 72 hours after removal. ORC 3313.66(C)

**STUDENT SUSPENSION:** The principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer than 10 days remain in the school year. The principal may apply any or all of the period of suspension to the following year. The principal may require a student to perform community service in conjunction with or in place of a suspension. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended

suspension and explain his/her actions. (Suspension may be invoked immediately after steps 1 and 2 above only if there is an immediate risk or harm to person or property.)

3. Every reasonable attempt will be made to notify parents or guardians by telephone when a suspension is issued.

4. Within 24 hours, a letter will be sent by U. S. mail to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action. (Each student has the right to be represented at the appeal hearing by a representative of choice.)

5. Notice of this suspension will be sent to the A. Pastor, B. Student's school record (not for inclusion in the permanent record).

6. Permanent Exclusion: If the offense is one for which Immaculate Conception may seek permanent exclusion, the notice will contain that information.

**APPEAL PROCEDURE:** Should a student who is 18 or older or a student's parent(s) or guardian(s) choose to appeal the suspension, he/she must do so within three days of the notice of suspension. The hearing will be conducted by the Pastor.

### **DRESS CODE GRADES K-8**

It is the responsibility of parents and students to take pride in our school by dressing appropriately to maintain an atmosphere conducive to learning. Teachers are expected to enforce the dress code at all times by close observation of the students. **Administrative discretion can be used to determine dress code violations.** ICS maintains a collection of used uniform items that families may have free of charge.

#### **General Regulations to the uniform dress code which apply to all students:**

- Socks, girls - ankle socks (cover the ankle), knee socks, or tights in navy blue, white, black or khaki may be worn; *boys* - ankle socks (cover the ankle) or mid-calf dress socks in navy blue, white, black or khaki may be worn.
- Shoes – Students may wear any color shoes with a 1” heel or less, enclosed heels and toes. No boots on regular uniform days. Athletic shoes may be worn, however, shoes that light up or have glitter are fashion wear and not appropriate for dress code.
- All shirts without a waistband must be tucked in, not rolled under.
- Grooming, girls traditional and appropriate hairstyles (no hair pieces or extensions). Moderate mascara is allowed, but not shadow or eyeliner; no lipstick, tattoos, body piercing, etc. Hair bands and other hair accessories are allowed if not distracting to the learning process.
- Grooming, boys – appropriate hair cut styles, no mohawks, neatly trimmed, off collar, out of eyes, ear lobes must show. No body piercing, nail polish, tattoos, etc.
- Jewelry, girls – simple wrist watch, post earrings, small closed hoops or other earrings no more than 1” in length, religious necklace. No bracelets or other jewelry.
- Jewelry, boys – simple wrist watch, religious necklace. No bracelets or other jewelry.
- No fads – uniform styles and colors only.
- No logos or designs except “ICS”, which can be embroidered on.
- PK-4 - only ICS logo sweatshirts purchased through PTO or CYO spirit wear may be worn in the classrooms. No hooded sweatshirts are permitted. A collared shirt must be worn under the sweatshirt. Gr. 5-8 may wear CYO spiritwear, including hooded sweatshirts,
- Belts are worn with pants that have loops. Belts must be a dark solid color (brown, black, dark blue) with a buckle.
- On the day of scout meetings, scouts may wear their uniform shirt with uniform pants.
- On Fridays before weekend games, students who participate in ICS athletics may wear their team jersey/shirt on Fridays.

**Girls:**

- Slacks –Khaki; hemmed straight leg with pockets, worn at the waist with a belt or elastic at waist; length should not go beyond the heel of the shoe. No leggings, knit, hip hugger, stretch, cargo pants or side pockets
- Shirts – Navy, red or white polo shirt or blouse with collar, or turtleneck. Shirts can be long or short sleeve. No layering of shirts or cap sleeves. The shirts can be monogrammed with “ICS”
- Jumpers, skirts, skorts, - Classic Navy Uniform plaid (**Lands End**), khaki; no shorter than 2 inches above the knee.
- Sweaters – Navy, red or white; pullover V-neck, crew vest or cardigan (with buttons). Sweaters may be monogrammed with “ICS”. A collared shirt must be worn under the sweater.

**Boys:**

- Slacks –Khaki; hemmed, straight leg with pockets, worn at the waist with a belt or elastic waist; length should not go beyond the heel of the shoe. No cargo or side pockets or detachable pant legs.
- Shirts – Navy blue, red or white polo shirt with collar or turtleneck. Shirts can be long or short sleeved. Undershirts must be white with no logos and short sleeved. No layering of shirts. Shirts may be monogrammed with “ICS”.
- Sweaters – Navy, red or white; pullover V-neck, crew, vest or cardigan with buttons, No sweatshirts or sweaters with zippers. Sweaters may be monogrammed with “ICS”. A collared shirt must be worn under the sweater.

**Warm Weather Dress Code:**

First day of school to October 31 and April 1 to the end of the school year.

- Shorts –Khaki; hemmed, pockets, worn at the waist with a belt or elastic waist; no shorter than 2 inches above the knee; no side “cargo-type” pockets
- Shirts - same as regular uniform
- Capri’s –Khaki; hemmed, pockets, worn at the waist with a belt or elastic waist; no side pockets or tie strings
- Socks – quarter anklet socks may be worn

**Birthday Clothing:** Students are permitted to wear clothing of their choice on their birthday or half-birthday if they have a summer birthday. Summer birthdays are celebrated as follows: June in January, July in February and August in March. Shirts should have appropriate wording and the length of shorts/slacks should agree with the dress code. **Attire must be without holes or frayed edges.**

**Casual Dress Day:** Students may wear low-heeled boots. Students may wear jeans pants, skirts, skorts or shorts during warm weather months. Shirts should have appropriate wording and length of shorts/pants should agree with the dress code. **Attire must be without holes or frayed edges.** No athletic wear (e.g. sweats, wind-pants, gym shorts or pants) or pajama pants are permitted.



## **EXTENDED DAY PROGRAM**

### *General Information:*

#### **Extended Day for Kindergarten – Grade 8 operates only when school is in session.**

- Extended Day is available every day that school is in session and begins at dismissal time - 6:00 p.m.
- The charge for K-8 Extended Day is \$3.50 per hour for each child participating and a one-time registration fee of \$20.00 per student (billed at the time of first use). The balance for extended day must be paid off by the end of the year. Families with an outstanding balance at the beginning of the school year will not have access to the extended day program until the balance is paid off. **Balance on account may not exceed \$50.00.**
- A light snack is provided at no cost and/or parents may choose to provide a snack from home for their child.

#### **Preschool Childcare for 3 and 4 year olds operates only when school is in session.**

- The preschool teachers provide an enriching environment with indoor/outdoor activities, learning extensions from the regular preschool curriculum, rest time when appropriate, hot lunch and snacks.
- Childcare is available every day that school is in session, immediately following the 8:00 a.m. to 10:30 a.m. preschool class, and available through 5:30 p.m.
- The charge for Preschool Childcare is \$3.50 per hour for each child participating and a one-time registration fee of \$20.00 per student (billed at the time of first use). . **Balance on account may not exceed \$50.00.**

## **EMERGENCY DRILLS**

Fire Drills are practiced at regular intervals as required by law and for the safety of all children and adults in the building. Lockdown Drills are required by law and completed at various times throughout the year. Teachers and students will follow the lockdown procedures as directed.

Evacuation Drills are also required by law and will be completed at various times throughout the year. In the event that an emergency occurs that requires evacuation to another location, parents/guardians will be notified as to when and where they may pick up their child/children.

*The classroom/homeroom teacher will be present and responsible for students in their class during the entire time; parent/guardian will be greeted by appropriate school personnel and will sign children out. Identification must be provided before the student will be released.*

Tornado drills are required by law and are held in the spring.

## **FAITH AND WORSHIP**

### **Religion Class**

All students participate in daily religious instruction, which is based on Catholic doctrine and tradition. This instruction in Catholic beliefs and values permeates all aspects of the school program.

### **Liturgy**

Liturgy is our ritual celebration of God's love for us. Our goal is to educate our students on the purpose and privilege of attending Eucharistic celebrations in order to enhance their appreciation for, and participation in weekly and Sunday liturgies. Each class takes turns in planning and participating in special roles during the liturgies. In addition to weekly school masses, students participate in other worship experiences, such as May

Crowning and Advent/Lenten prayer services.

### **Sacraments**

Reconciliation, First Communion and Confirmation sacramental preparation is provided in cooperation with the parish's Religious Education department. Parents/guardian, teachers and students work as a team to prepare these foundational steps in our Catholic formation. Announcements for parent meetings for each sacrament are sent home through the school newsletter and Sunday bulletin.

### **Parental Guidelines**

As a parent, you are your child's primary teacher of faith. You model for your child the correct attitudes of reverence, respect, and responsibility that are crucial to a good liturgy. It is important that you and your child faithfully attend mass every weekend. In this way, you lead your child along the path toward mature, adult participation in the life of Christ.

Teach your child that all aspects of liturgy are important, including the planning, preparation, participation and prayer involved. There are many ways to use our gifts in service to God and our faith community. Some sing or play a musical instrument well, some are naturally friendly and hospitable, some are excellent readers, some are reverent prayers. In all of these ways, we represent and experience Christ as we celebrate Mass together.

### **LUNCH/RECESS**

ICS provides a daily cafeteria service. Parents may order lunches by the month online through Option C or students may place order lunch in the morning. Milk is available for those who pack their lunch. Menus are sent home monthly and are available through the school website. Lunches can only be paid through Option C using Electronic Funds Transfer, credit card or PayPal. **Balance on account may not exceed \$50.00.**

Students who pack their lunches may bring a drink or purchase milk. Students may not bring soda pop or anything carbonated or glass containers. Forgotten lunches should be dropped off at the office. They are not to be delivered directly to the classroom.

ICS has a federal subsidized school lunch program, therefore, depending on income and the number of members, families may qualify for free or reduced lunch. Check with the office at any time during the year; initial applications are sent to each family in August. Applications may be requested at any time.

#### **Cafeteria rules:**

- Students are to wait in a single line.
- Students are to sit down to eat. Students are to remain seated unless they have been given permission to use the restroom or other reason.
- Students should raise their hands if they need assistance.
- Students are to talk in an indoor/conversational tone.
- When finished, students are to clean up their place and the area on the floor around their seats.
- Students are to wait at their table until the lunchroom supervisor releases them and then they are to leave in an orderly manner.

#### **Playground rules:**

- Students should show respect to other students and to the supervisors.
- No eating on the playground
- Stay away from the area of the buildings, the fence and any vehicles parked in the lot.
- Play in the designated area.
- All directions of the playground supervisors are to be obeyed.
- No one is permitted to re-enter the building without permission from the playground supervisor.

- If any balls go over the fence, only the playground supervisor may leave the playground area to retrieve it.
- Throwing snowballs, stones, or any other dangerous objects is forbidden at all times.
- All equipment is to be used properly and put collected at the end of your recess time.
- No hanging on the basketball rims.
- Stop playing and stand quietly during the Angelus bells.

**Indoor recess:**

- Students will go to the gym area for indoor recess.
- Students are not permitted in the hallways or restrooms without permission from the monitor.

**Consequences:**

Students may take a time-out depending on the severity of their behavior. More serious or repeated misconduct will be referred to the classroom teacher.

**PARENT TEACHER ORGANIZATION (PTO)**

The purpose of this organization is to provide a structures organization to promote communication and cooperation between home, school and community in the education of our children.

Their goal is to promote the welfare of the children, to serve the school and to bring about a closer relationship between the home and school.

The membership is open to all parents of students who attend Immaculate Conception School. The group consists of different committees who facilitate activities and fundraisers for the school. Meetings are held monthly (except December) during the school year on the 3<sup>rd</sup> Thursday. Your participation is greatly appreciated.

**REGISTRATIONS**

Pre-school and Kindergarten through grade 8 registration begin during the month of March. At this time, immunization, birth certificate and custody papers (if applicable) must be presented. Kindergarten Screening takes place in April.

**TELEPHONE/CELL PHONE**

Generally, parents and students should make arrangements concerning the day’s activities before the child leaves home in the morning. Students may use the phone only in cases of emergency. This does not include calls for papers, books, gym clothes, etc. that have been left at home.

Students who have a cell phone in school must keep it in their backpack/in their locker and it should be turned off. Students who fail to follow this procedure will have the cell phone removed from their possession and kept in the office until their parent/guardian retrieves it.

**TRANSPORTATION**

**Bellevue Public Bus:** The Bellevue Board of Education provides bussing for students who live in the Bellevue Public School District who meet bussing requirements. Question regarding bus scheduling should be referred to the Bellevue Board of Education Office (419-484-5000).

Our utmost concern is for the safety of each child. Students must obey at all times the rules and regulations

established by the school system and bus drivers. Failure to comply with rules and regulations will result in a written report submitted by the driver to the Immaculate Conception School principal. Parents will receive a copy of the report and will be advised of the corrective measure being taken.

Students will be dropped off on Broad St. in the morning and they will ride home on their normal bus at the end of the day. All buses will come to ICS – there will be no transferring of buses.

**Car Riders:** Parents may follow the driving pattern entering the parking lot off Broad St. and exiting onto Center St. staying between the cones. Please remember to pull forward to the Center St. exit before your children exit the vehicles to allow for cars to pull in behind you. Students will walk behind the cones area to the school entrance. Students will gather in the gym or in the gated playground area until 7:30 a.m. when they are dismissed to their classrooms. Class begins promptly at 7:45 a.m.

Dismissal begins at 2:25 with the bus students and the remaining students will be dismissed when the buses depart.

**Traffic pattern for dismissal:**

- Parents will enter the parking area from the Center Street entrance will form a line parallel to the playground equipment. If a parent wishes to park and walk to get their child(ren) the lot across the street may be used. At dismissal, students with teachers until the parent has come for them.
- Students will take their normal transportation each day. If that should change the classroom teacher needs to notified.

**Walkers:** Students who need to cross Rt. 20 will walk down the sidewalk on the west side of the building. Remaining students will proceed to the sidewalks on Broad or Center St. as they head for home.

**Bike riders:** Bike riders will park their bikes in the bicycle rack. Please be respectful of property by not cutting through yards and must follow all other bicycle safety rules.

**WEATHER AND CLOSING INFORMATION**

Immaculate Conception School follows the Bellevue City School District procedures regarding inclement weather. Parents will be notified via the Bellevue City Schools system via phone and/or text. In addition, information will be posted on our website, [www.icbell.org](http://www.icbell.org). Parents may also check radio (99.1 FM or 92.1 FM), or television (Channel 3, 5, 8, 11, 12 or 13) for information regarding closings and delays for Immaculate Conception and Bellevue City Schools.

Delays are for 2 hours; classes will begin at 9:45 am.

A sign will also be posted on the Broad St. gate regarding our status – Closed or 2 Hr. Delay.

**WITHDRAWAL AND TRANSFER OF RECORDS**

A student, who leaves Immaculate Conception School before the completion of 8th grade, is considered a withdrawal. The custodial parent/guardian withdraws the child through the school office. The transfer of records is conditional based upon the successful completion of academic records and **full payment of tuition and fees**. Student records are forwarded to the new school once our school receives a request from the new school with the parent/guardian signature.

## **HEALTH AND SAFETY**

### **Child Abuse Policy**

The employees of Immaculate Conception School are required by law to immediately notify the local public children services agency when it is suspected that a child has been abused or neglected. All information will be kept strictly confidential.

### **Safety in the Classroom**

The child care staff member in charge of a child or group of children shall be responsible for their safety. No child is ever left alone or unsupervised. A child will never be released to anyone other than his/her parent or guardian unless the teacher has received written permission from the parent or guardian. Once all children have arrived for school, the exterior doors to the school will be locked until dismissal. A Custody Agreement must be on file for those children to which it applies.

Immaculate Conception School will not transport a child to the source of emergency medical or dental care. The Bellevue Hospital and parents will be called in the case of extreme emergencies. Parents will be called for minor emergencies.

### **Safety Rules**

For the safety of each student at Immaculate Conception School, the following rules have been established:

- No child will ever be left alone or unsupervised.
- No child will be allowed to cause bodily harm to other children.
- A teacher or aide will be with the children during arrival/dismissal times.
- No child will be released to a person not authorized by a custodial parent or guardian. We must have a written authorization to allow an adult who is not the custodial parent or the legal guardian to pick up a child.
- Emergency numbers are posted by the telephone, along with the fire emergency and weather alert plans.
- Monthly fire drills are conducted and a record of these is kept at school. All exits are marked and a fire alarm system is in working order.
- Tornado drills are held in season.
- Crisis and Emergency Level Drills are held twice each year.
- Spray aerosols shall not be used when children are present.
- Electrical outlets are covered when not in use.
- All visitors are to report to the main office during regular school hours. Visitors in the school will be identified by wearing an ICS VISITOR tag.

In compliance with Ohio Code 3301-10 the actual method of of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined to an enclosed area such as a closet, a box or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The current preschool discipline policy is handed out and explained to parents/guardians at the parent orientation at the beginning of the school year or upon entrance into the preschool program. Classroom rules and policy procedures are posted in the classroom.

## **Medications**

A Medication Form is a request for the administration of prescription and non-prescription medication. A separate form must be completed for each medication. Except in cases of emergency, families provide the first dose of any newly prescribed medication so that they may personally observe the child's reaction. These forms are available from the school nurse. You may ask the preschool teacher or director for the form as well.

## **Illness, Communicable Diseases and Emergencies**

The Communicable Diseases Chart published by the Ohio Department of Health is posted in the classroom. Staff members have completed the Red Cross Courses on Communicable Disease, First Aid and Child Abuse Prevention.

A staff member who is ill or becoming ill will be sent home and a substitute teacher will be contacted to replace her. If a child has or develops any of the communicable disease symptoms during class, parents will be notified and the child will be isolated in the school nurse room until the parent arrives.

Please contact the school if your child has a communicable disease so that we can notify other parents that their child may have been exposed to the illness. A child may return to school upon verification from the parents that the child has been free from the communicable condition for a 24 hour period, or in accordance with the minimum control standards listed on the Communicable Disease Chart posted in the classroom.

In case of an emergency, an attempt will be made to notify the parents and action taken according to instructions given by the parents on the emergency sheet.

Medication, either over-the-counter or prescriptions will not be administered by any staff member.

## **Communicable Disease Symptoms**

### **Ohio Department of Education Rules for Preschool Program 3301-37-11**

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Diarrhea (more than one abnormally loose stool within a 24 hour period).
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Conjunctivitis (Pink eye).
- Unusual spots or skin rash.
- Temperature of 100 taken by the axillary method when in combination with any other sign of illness.
- Untreated infected skin patches.
- Sore throat or difficulty swallowing.
- Green/yellow discharge from nose.
- Lice infestation.
- Stiff neck.
- Unusually dark urine and/or gray-white stool.

## **Management of Communicable Diseases**

If a child has more than a runny or stuffy nose, he should not come to school. Please follow these guidelines when your child is ill:

- Please keep your child home 24 hours after the break of a fever.
- If your child is sick during the night or before school, please keep him home.
- If you suspect a strep throat and have a culture taken please do not send your child to school until you have received the results of the culture.

If a child has an axillary temperature of 100 or more, skin rash, diarrhea, vomiting, or evidence of lice, the parent will be called to pick up the child. The child will be isolated in the nurse's office until the parent arrives. Children may return to school after symptoms are gone or with a note from the doctor depending on the illness. Please inform us if your child becomes ill with a contagious illness. Families of the other children in the class and in the school will be warned of contact and incubation of communicable disease.

# SIGNATURE PAGE

Please read and discuss the handbook with your child(ren). Sign below and return this page to school.

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Parent Printed Name

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Parent signature

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Student Printed Name

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Student Signature (Gr. 5-8)

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Student Printed Name

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Student Signature (Gr. 5-8)

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Student Printed Name

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Student Signature (Gr. 5-8)

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Student Printed Name

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Student Signature (Gr. 5-8)