

Immaculate Conception School

PARENT-STUDENT HANDBOOK

2018-19



Mission Statement

The mission of Immaculate Conception School is to continue the tradition of providing a challenging academic program integrated with Catholic teaching, empowering students to nurture their God-given abilities to follow Jesus' example of prayer, faith, service, and love.

Immaculate Conception School
100 Sherman St.
Dennison, OH 44621
740-922-3539
www.icsdennison.org

Immaculate Conception School admits children of any race, color, nationality, ethnic origin, sex, and religion to all rights, privileges, programs, and activities made available to the students at our school. We do not discriminate on the basis of race, sex, or age in our hiring practices, educational policies, or any school-administered program

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IMMACULATE CONCEPTION SCHOOL

The mission of Immaculate Conception School is to continue the tradition of providing a challenging academic program integrated with Catholic teaching, empowering students to nurture their God-given abilities to follow Jesus' example of prayer, faith, service, and love.

Belief Statements:

Every student is a gift from God and a blessing to our world.

Each individual will be treated with respect, understanding, and compassion.

Every student can learn and be successful in a safe, supportive environment.

Instructional practices will incorporate a variety of learning activities, strategies, and assessments in order for students to clearly demonstrate the use of their God given talents to achieve learning goals.

Students benefit when staff, parents, and parishes are involved in positive personal relationships with one another in an atmosphere of cooperation and respect founded on prayer and the gospel values.

REGISTRATION, ENROLLMENT, AND TUITION

Immaculate Conception recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and extra-curricular activities. The school is open to students of families who sincerely seek the religious nature of our program. While at Immaculate Conception School students must be willing and able to function effectively within the programs and services available.

ADMISSION PROCEDURES (Kindergarten – Grade Six)

- Please complete the school and Diocese of Columbus registration forms
- When returning the registration forms, a \$25 non-refundable registration fee per family is required. Currently enrolled families may avoid payment of the registration fee by submitting the registration forms by Feb. 15.
- Complete the Enrollment Agreement form.

Kindergarten and New Students:

- Provide a copy of your child's birth certificate.
- Provide a copy of your child's Baptismal Certificate (if not baptized at one of our participating parishes).
- Provide the required medical, immunization records, and other documents included in the registration packet.

Students Transferring from Another School:

- Complete the Authorization to Release or Transfer Student Records. This must be signed by a parent/guardian and submitted to the school your child previously attended.
- Immaculate Conception reserves the right to discuss the incoming student with his/her previous teacher and/or principal.

When more than 35 students register for a class, attempts will be made to establish two classrooms of that grade level. If this is not possible, students will be accepted for enrollment on the basis of the following priorities:

- Registered and supporting parishioners with siblings presently enrolled in Immaculate Conception
- Registered and supporting parishioners of Immaculate Conception, Sacred Heart, St. Joseph, or Church of the Holy Trinity Parishes
- Catholic non-parishioners with siblings presently enrolled in the school
- Non-Catholics with siblings presently enrolled in the school
- Catholics of churches with no parish school
- Non-Catholics

Admission to ICS may be denied for behavioral or other discipline problems, or due to the presence of educational needs outside the scope of the school's ability or resources to effectively educate the student.

Tuition Guidelines

Students going from one school to another in the Diocese will be accepted only if all financial obligations are current at the sending school. The school(s) shall not accept any tuition agreements nor reserve any space for a family for the upcoming school year unless all tuition has been paid to the appropriate Catholic school for the current school year or the Pastor has approved other arrangements. Failure to meet all obligations as a Participating Member (as determined by the Parish Pastor) shall result in the requirement to pay the full per pupil cost tuition rates at the Non-Participating Member rate for the following school year. Participating members in a parish, as defined in Diocesan Policy 3130.0, and the determination is defined below.

- In order for a family to be acknowledged by the Pastor as a "Participating Member," it is necessary that they:
 - Are registered in the parish,
 - Are recognized by the Pastor as a family participating in the Sacramental life of the parish,
 - Contribute time and talent to the ministries of the parish,
 - In agreement with the Pastor, regularly contribute an appropriate portion of their annual income to the financial support of the parish.
- Non-Participating Members pay a tuition rate of \$4600.00 per student grades K-6.
- A family from a non-sponsoring parish (parishes other than Immaculate Conception, St. Joseph, Sacred Heart, or the Church of the Holy Trinity) shall inform the Pastor of their intent to enroll in ICS. The Pastor must approve the family as a Participating Member.

Each year, all families must submit a signed Tuition Agreement in order to reserve a space for the upcoming school year. Families must also register with the FACTS tuition collection program. FACTS offers families a simple, convenient way to meet their financial obligations while helping the school efficiently manage the tuition collection process. In the FACTS program,

families can select a variety of payment methods to best suit their financial situation. **Tuition payments must be current and up-to-date to ensure enrollment for the following year.**

Families who are concerned about meeting their financial obligation to the school must apply for tuition assistance through the FACTS Tuition Assistance application process. Requests for tuition assistance and/or alternate payment plans must be made through the FACTS tuition assistance program. This provides the principal and pastor the financial information required to determine the need for financial assistance.

Withdrawals

The school must be notified, in writing, if a parent intends to withdraw a student prior to the end of the school year. The written notice determines the effective date of the withdrawal. Parents must also sign a release so that records can be forwarded. A parent may not transfer official school records. When a family withdraws a child, tuition is charged by the quarter and reimbursed/collected accordingly. Student records are released to the new school when all tuition and other fees are current per diocesan policy. If the child is expelled, all refund rights are forfeited.

School Records

A permanent record is kept on each student in the school office. This record includes directory information, attendance records, academic records, standardized test scores, health records, discipline records, and custody papers.

Parents have the right to review the permanent records that are kept on their child's progress. The request should be given to the principal. Copies of any record can be made but the original documents are the property of Immaculate Conception School. The custodial parent must give written permission before a copy of a student's permanent record may be released to anyone other than school personnel.

Directory information/Publishing Student Information

At the start of each school year, parents will be asked to complete the "Personally Identifiable Information Release Form." The form provides consent for the school to release student information for the school directory, website, yearbook, and news media.

Cooperation

Reflective of a Christian community, it is expected that all problems will be resolved forthrightly, respectfully, and openly. Immaculate Conception School operates under the subsidiary in relationships and structure, thus

disagreements or complaints should be dealt with and resolutions sought in a conference setting at the level of with the party closest to the issue. If the situation cannot be resolved, the decision of the principal is final.

There is no place for confrontational, abusive, or threatening behavior from anyone, including adults, at Immaculate Conception School. Parents and others who engage in such behaviors at school or any school- sponsored activity, event, or program may be asked to leave the premises, refrain from future attendance or participation, or accept other appropriate consequences as deemed necessary.

Arrival

Students should report to school between 7:15 am and 7:50. Students arriving before 7:30 should report to the cafeteria. Students are permitted to report to their classroom anytime after 7:30 am. The tardy bell rings at 7:50 am. Morning announcements, prayer, lunch count, attendance, etc immediately follow. Children who have not reported to their classroom by 7:50 am are considered tardy and should report to the school office. A record will be kept of students who are tardy. Tardiness is recorded on the report card as well as the permanent record card. We strongly encourage our students to arrive in a timely fashion as to prepare and organize themselves for the day. Students who are consistently tardy will be subject to disciplinary action.

Parents are welcome to bring their child into the building before school, however, this is not an appropriate time for a lengthy discussion with the teacher. Unless other arrangements are made, parents should stay on the first floor and must leave before the tardy bell rings.

Dismissal

Students are dismissed at 2:20 pm. Parents wishing to wait for their child in the school are asked to please wait in the main hall of the building located on the first floor. Students are not permitted to leave with another student or parent without a signed written permission form from the parent to the school principal. Only the principal can approve a change in student departures.

Carpool Line

When you pick up your student after school and no parking spots are available in front of the school on Sherman Street, please continue on to Second Street, turn into the alley behind the school to First Street. Exit the alley onto First Street and turn right on to Sherman. You can then pull up in front of the school. This will create a safe and orderly traffic flow when we dismiss students at the end of the

day. Please be courteous to those who have been waiting in the alley and do not pull onto Sherman Street in front of the buses or other vehicles.

As each car approaches the front of the school, an adult supervisor will guide your child to your vehicle. Do not ask your child to meet you in the middle of the car pool line. This causes vehicles to pass those in front of them or to cause congestion. Please be patient, the line usually moves quickly.

Students are not permitted to leave with anyone other than a parent or guardian unless the school office has received written permission.

When we experience bad weather, the students will be kept inside and called to your vehicle from the school. This allows our students to stay in a healthier environment.

If someone other than you will pick up your child, please share this information with those responsible for your child.

Parents coming into the building to pick up their child(ren) should not park on Sherman St. to avoid disrupting the car line. Parents must wait in the lobby area for the dismissal bell.

Late Arrivals/Tardy Students

A student will be considered tardy if he/she arrives between 7:50 a.m. and 8:45 a.m. Students arriving between 8:46 a.m. and 10:45 a.m. are considered absent for ½ day. Students arriving after 10:45 a.m. will be considered absent a whole day. A student will be considered absent a whole day if they leave before 10:45 a.m.

If a student is tardy three times in a quarter, a letter may be sent home informing parents the number of times the student has been tardy. If a student is tardy five times in a quarter, another letter may be sent home and the principal may have a telephone conference with the parents. After seven tardies in a quarter, a letter will be sent home and the principal and teacher will conduct a conference with the parents. If a student reaches 10 tardies in a quarter, additional action may be taken including referral to authorities if truancy regulations have been violated.

We realize situations occur that will make a student late for school.

However, when the amount of times a student is tardy exceeds what is acceptable, further intervention may be needed. The principal is given the discretion to alter these measures in any way he/she finds necessary to address the problem. For the safety of our students, entrance doors to the building are locked when the school day begins. If a tardy or late student arrives after the doors are locked, he or she must report to the office and sign-in with a parent.

ATTENDANCE

Attendance at classes is a basic requirement for academic success and is monitored according to state laws. Other than excused absences, students are to be in prompt regular attendance for the entire day.

Absences

Attendance in school is a basic requirement for academic success. Students need to be present to learn and take full advantage of the education opportunities presented.

Parents must call the school office by 8:00 am on the day a student is absent.

A record of attendance and tardiness shall be maintained for every student. The law requires that this be retained as part of the permanent record of the school.

A student who is absent must, upon his/her return to school, present a note that includes the reason for the absence, the date(s) of absence, and signature of a parent or legal guardian. An absence may be considered unexcused until an acceptable note is provided to the school office. A student may be denied credit for school work missed during an unexcused absence.

When it is unknown if a student is legitimately absent, and when all efforts to contact the home have failed, the absence may be reported to the central office of the local public school district. The local public school district will follow its policies and procedures regarding the information.

In case of emergency, the principal may send a student home only after the parent or guardian has been notified.

Any pupil showing symptoms of a communicable disease shall be dismissed from school by the principal after notification of the parents or guardians. Students must not come to school with a fever and should stay home for 24 hours after the fever is gone without the use of fever-reducing medication. A student who is absent five or more consecutive days must have a doctor's note for the absence to be excused.

A student who has missed 28 or more days in a school year may be denied credit. At the discretion of the principal, the number of absences and possible consequences will be discussed with the student's parents or guardians. A student who is absent more than 7 days in one grading period may receive an incomplete on the Progress Report. Students who are chronically or habitually absent as defined by Ohio law may be referred to Juvenile Court.

Absences from school for any reason other than those listed below and recommended by the State Department of Education and or Diocese of Columbus are not acceptable and may be considered unexcused.

1. Personal illness. May require a doctor's signature.
2. Illness in the immediate family.
3. Medical, dental, or legal appointments. Verification on the provider's stationery is required. Parents are strongly encouraged to schedule such appointments outside regular school hours.
4. Death of a relative
5. Religious holidays
6. Other emergencies or circumstances that constitute good and sufficient cause as determined by the school administration.

An absence for reasons other than those listed above may be considered unexcused. A student with an unexcused absence may be denied credit for work missed during the absence.

SPIRITUAL LIFE

It is the Catholic environment Immaculate Conception that makes a difference. Religion and moral training are woven throughout the academic program. The Gospels are held to be the yardstick of behavior for everyone: faculty, staff, and students. Our faith community also includes our school family, homes, parish, and community. In addition to daily religion class, our faith development centers around the Mass, and group and individual daily prayer.

Mass

Since the Eucharistic celebration is the ultimate act of worship of our Catholic faith, students participate in Mass once a week with the parish community. Parents are always encouraged to attend Mass with us. We want the students to sit together with their teacher as a classroom community.

Non-Catholic Students

Non-Catholic students are welcome and accepted at Immaculate Conception. Since the Catholic school is defined by its religious character, enrollment assumes involvement in the religious life of the school. Therefore, non-Catholic pupils are expected to participate in religion classes, to attend liturgical and para-liturgical services, and to take part in the school's program of service.

Parent Role

Parents are encouraged to teach religion by attending church regularly, by setting an example for their children, and by discussing relevant issues and religion classes with them.

Prayer

Our day begins and ends with prayer and grace before and after meals are said at lunchtime. The students are encouraged to learn the traditional prayers of the Church (e.g. Our Father), while also learning to put their thoughts, hopes, and fears into prayer.

Prayer Services

Prayer Services are planned for a class, a group of classes, or for the whole school when appropriate. Parents are always welcome to join us in prayer.

Sacramental Preparations

Administration of First Reconciliation and First Holy Eucharist are parish-based programs. Preparation for the sacraments will occur during the second grade year and will take place in the school and home parish. Students are expected to receive the sacraments in their home parish. All students are to receive and take an active part in classroom instruction regarding the sacraments. Students in other grades who need to be prepared for specific Sacraments will be instructed individually. They will receive the Sacraments when they are ready to do so.

Service

Our students are encouraged to provide service to others in the school, the church, and the community whenever possible.

RELIGIOUS AND EDUCATIONAL PROGRAMS

Religion Curriculum

Religion is the core of our curriculum. The Eucharistic Liturgy, Sacramental preparation, sacred Scripture, service, and doctrine are interwoven into the religion and academic programs. The religion curriculum, developed in cooperation with the Department of Religious Education of the Diocese of Columbus, is implemented by teachers using diocesan approved materials and textbooks.

The Course of Study has been developed pursuant to the contemporary teachings of the church and serves as the basis for instruction. It takes into consideration our traditions, rituals, and celebrations, and is based solidly on an understanding and appreciation of the principles of child development. Teachers of Religion have obtained the appropriate certification as required by the Diocese of Columbus.

The school is defined by its religious character; thus all students participate in the religious life of the school to the extent permitted by church law.

Academic Curriculum

The curriculum is developed in cooperation with the Diocesan Education Office. Courses of Study are adopted and approved for the Ohio Department of Education and serve as the basis of instruction. The subject areas covered at Immaculate Conception include communication arts, mathematics, science, social studies/history, health, physical education, music, art, and computers.

Textbooks and materials are selected for their correlation with standards as prescribed by the Course of Study for a given area. Teachers use these and other approved activities to teach and reinforce the concepts that are to be taught at each grade level. Teachers take into consideration the age group and the level of the students when planning and implementing lessons.

Teachers are appropriately certified/licensed by the Ohio Department of Education and are required to participate in on-going professional development in order to maintain their certification/license. Furthermore, participation in professional development allows teachers to improve curriculum and instruction that will meet the spiritual and academic needs of their students.

Special Services

In order to provide services such as tutoring for students with diagnosed learning disabilities, diagnostic and therapeutic speech and language services, and health and psychological services, Immaculate Conception accesses available state and federal assistance programs. These programs include:

- School Health Assistant
- Speech and Language Pathologist
- Psychological testing for learning disabilities and emotional problems
- Title 1 Reading Tutor
- Intervention Specialist

The school cooperates with all government regulations and public school district policies regarding special services for students.

ACADEMIC POLICY AND STUDENT PROGRESS

Immaculate Conception uses the standards based grading system adopted by the Diocese of Columbus. The principles of Standard Based Grading are

- The primary purpose of grade cards is to communicate to the student and parent what a student knows and is able to do based on the Diocesan Course of Study.
- The primary purpose of assessment and evaluation is to improve student learning.
- Grades should be accurate, meaningful, consistent, and supportive of learning.
- Grading and reporting are systems to support student learning at high levels.
- Grading must include enough information so teachers and parents can provide the appropriate amount of support for the student.
- The most accurate reporting systems are those that separate academic achievement from behavior reporting.
- Students deserve multiple opportunities to demonstrate what they know and can do after learning.
- Good reporting is based on good evidence from a variety of sources.
- Learning is a process and where students finish is more important than where students start or how long it takes them to get there.

Grading is an evaluation of what a student knows and is able to do based on the Diocesan Course of Study. Grading should be accurate and fair. A grade represents a clear and accurate picture of what a student knows and is able to do. Marks on the report card reflect the student's level of mastery in academic content areas at the time the report card is issued. Grading must include enough information so teachers and parents can provide the appropriate amount of support for the student. Grading should include evidence and information that the student can use for self-evaluation and improvement.

A variety of assessments are used to evaluate student progress and provide sufficient feedback to the teacher so that the student will receive the help needed to master a skill. Student performance in areas such as class participation, attitude, homework, and behavior are reported on a separate Life Skills Achievement Report that accompanies the report card.

Report cards, following the State of Ohio and Diocese of Columbus Standards format, will be sent home four times a year. Since each subject is comprised of many standards, the progress code given to your child in the different areas represent how well he or she has mastered the concepts or skills taught. The Progress Codes are described below:

Symbol	Progress Code Description
<p>E (+)</p>	<p>Exceeds the Essential Standard</p> <p><i>The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level.</i></p> <p>The student independently synthesizes information and makes connections between concepts to apply the knowledge in new and unique ways or to apply the concepts to solve real world problems. An “E” can be earned at any time throughout the school year.</p> <p>In addition, some foundational skills may not have an “Exceeds.” For example, once a student knows all the letters of the alphabet, there are no ways to demonstrate “exceeding” this standard.</p> <p>Bike example – person demonstrates the ability to do flips and tricks while riding a bike.</p>
Symbol	Progress Code Description
<p>M (✓)</p>	<p>Met the Essential Standard</p> <p><i>The student has consistently mastered the essential standard taught and assessed.</i></p> <p>A student earning an “M” demonstrates a consistent understanding of grade level expectations and concepts when assessed.</p> <p>A student earning an “M” demonstrates content knowledge and skills by consistently demonstrating achievement of all the indicators that are linked to the essential standard.</p> <p>An “M” can be earned at any time throughout the school year and indicates strong, excellent work at the grade level. The “M” is the goal for the grade level and should be celebrated.</p> <p>Bike example – person competently rides the bike without support</p>
<p>W</p>	<p>Working Toward Meeting the Essential Standard</p>

	<p><i>The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed.</i></p> <p>A student earning a “W” has not yet met the essential standard but is progressing toward achieving the grade-level concepts and/or skills OR has been inconsistent in his/her demonstration of achievement of the indicator standards. The “W” is an indication of a student learning the grade-level concepts and skills.</p> <p>Bike example – person frequently falls and needs an adult support. The person continues to extend the time he/she is independently riding.</p>
N	<p>Not Meeting the Essential Standard</p> <p><i>Student has not demonstrated mastery of the essential standard. This is usually given to students that are at the beginning stages in learning a new concept or are working below grade-level.</i></p> <p>A student earning an “N” demonstrates a very limited amount of knowledge or skill as it relates to the essential standard. In most cases, the student is still learning previous grade-level concepts and skills. The difference between a “W” and an “N” is in the grade level of the concept or skill that the student is working on. If a student is working on the grade-level essential standard but hasn’t met it yet, he/she would receive a “W”. However, if the student is working on previous grade-level standards, he/she would receive an “N”.</p> <p>Bike example – person is riding a bike with training wheels or has just sat on the bike.</p>
Symbol	Progress Code Description
INS	<p>Insufficient Evidence</p> <p><i>There was insufficient evidence provided for demonstration of mastery when assessed, usually because of lack of attendance or effort.</i></p> <p>There should be corresponding documented on other parts of the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.</p>
*	<p>Modification</p> <p><i>Only for those students whose curriculum content area and standards have been modified based on Services Plan/IEP Goals. This does not apply to students who only have accommodations.</i></p>

Grading Assessments

Teachers use a wide variety of observations, assessments, projects, and other tools to determine a student's current knowledge and how students are progressing through a lesson and toward mastery of a skill or standard.

Students may be given more than one opportunity and method to demonstrate what they know. Since the score on the Report Card is not an average, students are less likely to be discouraged and more motivated to succeed...even if they do poorly at the start.

Students should strive to exceed the standard and earn the best possible score on assessment. The goal is mastery of a skill or standard. Teachers are encouraged to provide students the opportunity to demonstrate he or she can exceed a standard. Assessments may cover more than one standard, so students may receive more than one mark or grade for the assessment.

Teachers will frequently use a rubric based on a four-point grading scale to score or grade an assessment. The rubric should clearly describe expected student performance to achieve the highest possible grade.

Assessments are used through the grading period to track and record student progress toward achieving mastery in each standard that appears on the report card. The marks that appear on the report card reflect the student's current level of understanding and are not an average of all the marks during the grading period.

The Report Card marks are determined by the student's most recent scores and most common scores achieved for each standard during the grading period.

Life Skills Achievement Report

Report Cards reflect each student's academic work. Student progress and performance in non-academic areas is reported in the Life Skills Achievement Report issued at the end of each grading period. The Life Skills Achievement Report includes critical areas such as Christian attitude, class participation, responsibility, organizational skills, and respect. These are all very important to the growth and development of students.

Parent-Teacher Conferences

To give parents a clearer idea of their child's progress, one required parent-teacher conference is scheduled at the end of the first quarter. A second conference day is available later in the year or on an as-needed basis.

Honor Roll and Life Skills Achievement Award

Fifth and sixth grade students can earn special distinction with outstanding performance in the areas of academics and life skills.

To be recognized on the Honor Roll, the student must earn nearly all “E” and “M” marks on the Report Card. Up to three “W” marks is acceptable if there is no more than one “W” mark in a single subject. This indicates the student is meeting or exceeding all the standards graded within each subject area in that grading period.

To receive a Life Skills Achievement Award, the student must receive four or more “E” marks in the life skills categories on the Life Skills Report and receive no mark lower than an “M” on the report. This indicates the student is doing an outstanding job practicing important skills such as Christian attitude, respect, and responsibility.

The Honor Roll and Life Skills Achievement Awards will be presented at the end of each grading period. At the end of the school year, students who have earned Honor Roll status all four quarters will receive the “Scholarship Award.” Students who earn the Life Skill Achievement Award all four quarters will receive the “Christian Citizen Award.”

Testing

The students in Grades 3 through 6 take the Terra Nova Achievement Tests in late October. This allows the school to pinpoint strengths and weaknesses of each student and of the school program. Once the school receives the scores, reports are distributed to parents.

Students in grade 5 will take the ACRE test, Assessment of Catechesis Religious Education, in February. Developed by the National Association of Catholic Education, the purpose of the ACRE test is to see how students understand their Catholic faith and what they do to live it in their everyday life.

Students in grades K through six also take the STAR Early Literacy, STAR Reading, and STAR Math tests periodically throughout the school year to track student progress and identify individual strengths and weaknesses.

Students participating in the EdChoice Expansion Scholarship are required to meet the Ohio Department of Education state testing requirements. State Testing begins in the third grade.

Retention

If a child is struggling in a class and it is felt that s/he would possibly benefit from repeating the grade, parents will be notified by the end of the third grading period. The final decision is that of the principal, with consultation of the teachers and parents.

Homework

Homework is the responsibility of the student. Parental cooperation is needed to see that the child has enough time and a suitable environment to complete the assignments. Homework is practice and reinforcement, a formative assessment tool to judge progress and guide instruction. Homework should be no more than a small factor in a grade. Students are expected to do a reasonable amount of homework regularly. An approximate guideline for daily homework would be:

Kindergarten through 2nd grade - 30 minutes

3rd and 4th grades - 45 minutes

5th and 6th grades - 60 to 90 minutes.

Make-Up Work

Make-up work after an excused absence must be completed immediately. A student has the same amount of days to complete the assignments as he/she was absent. For example, if a student is absent on Tuesday and returns Wednesday, missed assignments from Tuesday's absence is due on Thursday as well as Wednesday's homework. It is the responsibility of the student to arrange for and perform the necessary work. The time frame will be worked out with the teacher. If a student is absent from school, a parent or other designated person can pick up the student's assignments in the school office from dismissal time until 3:15 p.m. unless other arrangements have been made.

Students may occasionally need additional opportunities or time to achieve mastery of a learning objective. Teachers have the discretion to allow students to redo an assignment or retake a test. The teacher may permit a student to redo an assignment or assessment only if convinced the student put forth a legitimate effort the first time. Before a student can redo an assignment or assessment:

- A parent must sign the original assignment or assessment.
- The student must meet with the teacher to develop a study plan and time line to ensure the student is prepared for the redo.
- The teacher has the right to change the format of the assignment or assessment.
- A student will be given no more than two re-do opportunities per grading period.
- The higher of the two grades earned on the assessment or assignment will be the final grade for the work.

Physical Education

Students participate in a structured Physical Education class a twice a week. Students without the appropriate gym clothes may not be allowed to participate in class activity and may not receive participation credit, however, will be required to complete some physical activity as determined by the teacher.

Recess

All students will participate in outdoor recess for 20 minutes daily, weather permitting. Students will go outdoors as long as the playground is free of snow and ice. Students MUST be dressed appropriately for the weather each day. Therefore, if it is cold, students should wear a winter coat, hat, gloves, etc. A “hoodie” is not considered an appropriate outer garment in cold winter weather.

Outdoor recess is not an option rather a requirement. Students need the opportunity to get fresh air and run around after being indoors. If a student is not to participate in recess due to illness, a doctor’s excuse must be given to the classroom teacher.

Physical activity is important to the physical and mental health of our students. Students will go outside for recess whenever possible. Therefore, especially during cold weather months, students should be prepared to go outside for recess by bringing coats, hats, gloves, and boots, and other clothing appropriate for the season. The following factors will be considered when determining whether to go outside for recess:

1. Temperature: When temperatures fall below 30 degrees, consideration will be given to staying inside.
2. Wind Chill: In addition to the temperature, the staff will consider the wind chill factor.
3. Precipitation: Wet conditions may force students to stay inside.
4. Playground conditions: Icy, wet, or mud may keep students inside.

Computer Lab/Technology

Our computer lab consists of a network desk-top computers with internet capacity. Each class has at least one period in the lab each week. In addition to the computer lab, **Immaculate Conception also provides students access to iPads and classroom computers.** Internet safety is taught throughout the year, but it is explicitly taught in computer lab classes. Only students who have read the Acceptable Use Policy of the Diocese (#6142.1) and signed the acceptance of this handbook may use the school computers, **iPads or other devices to access the Internet.** That policy is distributed on the first day of school.

A summary of the Acceptable Use Policy is as follows:

Do:

- Take care of the equipment
- Ask for help with printer problems
- Print just one copy of a document
- Use the internet for educational pursuits
- Treat teachers and students with respect
- Ask before you enter a site that you think might be questionable
- Immediately back out of any questionable sites
- Follow instructions of teachers and media center personnel
- Close applications by going to File and Quit and then sign off when you are finished
- Leave computers on

Do not:

- Have food or drink around equipment
- Share any passwords
- Access or download any inappropriate material
- Access chat rooms, newsgroups or instant messaging
- Access or download games, game cheat codes, MUD's, MOO's, or simulations
- Harass others in any way
- Submit or reveal your name, any personal information or phone numbers of yourself or others
- Change any computer settings, hardware, parts or cabling
- Access or manage a personal web page on school computers
- Download without permission.

Field Trips

A field trip is defined as a school sponsored privilege, which occurs off campus and is supervised by school personnel and adult volunteers. No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip. Any adult supervisor or driver must be fingerprinted at the Tuscarawas County Educational Service Center in New Philadelphia and have an Ohio Criminal Check on file in the school office. S/He must also attend a workshop on Protecting God's Children with a copy of the program certificate on file in the school office. Parents chaperoning a field trip should not bring younger siblings on the trip as this may distract them from the responsibilities of being a chaperone.

Immaculate Conception School will make an effort to provide a bus for field trip transportation, however, if a private passenger vehicle is used, the following information must be provided in writing:

- Valid Ohio, Kentucky, or West Virginia driver's license
- Valid Ohio, Kentucky, or West Virginia registration for the vehicle
- Vehicle insurance with minimum limits of \$100,000 per person/\$300,000 per occurrence

Each student being transported in a private vehicle must be using a seat belt. The emergency medical form corresponding to each student must be in the vehicle.

When bus transportation is provided, students must ride the bus to and from the trip destination. Field trip chaperones (other than school employees) are not permitted to ride the bus.

On most occasions, there is a cost for the field trip. In addition, adult volunteers may also be required to pay a fee for the trip. If we use public school transportation, that will add to the cost of the field trip. Fees for field trips must be paid before students and adult volunteers can participate.

Students may be denied participation in the field trip if the principal and/or teacher have deemed this necessary due to disciplinary or other reasons. If field trip fees have already been paid, those fees are non-refundable. If the student is not permitted to participate in the field trip, he/she must still report to school and will be given work to complete while his/her class is on the designated trip.

Students are expected to adhere to all discipline rules and the code of conduct while on the field trip. If a student misbehaves, the parent will be called to pick up the student immediately.

Extra-curricular Activities

Participation in school or parish sponsored activities is a privilege and a responsibility. The eligibility standards of character and academic growth will determine a student's participation in extra-curricular activities. The principal may declare a student ineligible in the case of suspension, poor academic performance, lack of effort, or other serious matter.

Students also have the opportunity to participate in athletic youth programs sponsored by the parish, ICS, or Tuscarawas Central Catholic Junior Senior High School. Rules established by the program sponsor are expected to be followed by ICS students who are participating. Students must remember they are representing the parish and the school and must do so in a respectful, appropriate manner.

In the event school is canceled because of weather or other emergency, all school sponsored extra-curricular activities will be canceled.

Co-Curricular Programs

Some of the special academic and co-curricular programs that are usually offered at Immaculate Conception include: Many of the special programs include but are not limited to the following:

Music Ministry: Junior choir, organists, and cantors.

Altar Servers: Serve mass on Sundays, during the week, and at special events such as weddings, funerals, and Holy Days of Obligation.

Principal's Advisory Committee: Students demonstrating leadership potential are invited to participate in this leadership program. The committee is designed to help develop leadership and organizational skills and make our school a better place.

Blue Wave Service Team: Students in grades 4 through 6 are invited to participate in a variety of school-wide service and community projects throughout the school year.

Morning Announcements: Students lead the morning announcements and prayers.

Summer Reading Program: Students at Immaculate Conception School are encouraged to participate in the summer reading programs. Various themes are used throughout the program. Those students meeting the established goals are treated to special assembly and awards program

Athletic Code of Conduct

Students have numerous opportunities to participate in athletic programs. Some activities are sponsored by Tuscarawas Central Catholic Junior/Senior High School. Some programs are organized by parents and others are organized by independent groups. Regardless of the team sponsor or organization, any student wearing a Saints uniform is expected to follow the Athletic Code of Conduct:

- Remember to do all for the glory of God
- Students must remember their priorities: 1) God, 2) Family, 3) Academics, 4) Extra-curricular Activities.
- Athletic competition exists for students to foster sportsmanship, leadership, and teamwork. Students should set the example of good sportsmanship as set forth by their parents, guardians, and coaches.
- Students should positively encourage all teammates to do their best.
- Students and coaches should always conduct themselves as an example of Christian behavior, both on the field of play and away from it.

CODE OF CONDUCT

The Immaculate Conception School discipline program is designed to build the moral growth of the child, develop self-discipline, and encourage students to follow the example of Jesus Christ in their daily lives. We believe in a school-wide positive behavior program based on our Code of Conduct that is centered on Gospel Values and strong character traits.

Code of Conduct

This Code of Conduct serves to guide the behavior of students at Immaculate Conception School. Its intent is to create an atmosphere of mutual respect and cooperation based on the Gospel Values.

Students at Immaculate Conception are expected to:

- Follow the greatest commandments as taught by Jesus Christ: Love the Lord your God with all your heart and with all your soul and all your mind. And love your neighbor as yourself. Immaculate Conception students are expected to treat one another with **respect**, conduct themselves with dignity, and act in a spirit of justice.
- Be **responsible**. Be on time. Do your homework. Come to class prepared. Take care of school equipment and supplies.

- Be **honest**. We strive to imitate the truth that is Jesus Christ in our own lives through our words and actions.
- Be **kind**. Jesus taught us to be compassionate and forgiving. Treat others as you would like to be treated. Be understanding. Comfort one another.
- **Serve** others. Jesus calls us to a life of service to others and to show our love for others through **charity**. Help your classmates, school, church, and community.
- Live your **faith**. Participate with reverence in the religious life of the school and do His will. Show your loyalty to God.
- Live with **hope**. The Risen Christ gives us hope now and in eternal life. Have confidence that God is with you always.

The Code of Conduct provides a guide for student behavior. Our goal is to teach and model expected student behavior. Students who follow the Code of Conduct and demonstrated their faith through the Gospel Values will be recognized and rewarded. Students who fail to follow the Code of Conduct and school regulations may face consequences from the classroom teacher or school administration. Our goal is to change behavior so that violations do not occur again. **The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.**

Consequences for behaviors outside these expectations normally relate to the offense. For example, improper recess behavior may result in loss of recess privileges, etc. Damage to or misuse of supplies or facilities may result in the assignment of cleaning, repair or other appropriate work time. In any incident resulting in a loss of or damage to property, the student may be held responsible for repair/replacement costs.

At the discretion of the principal or teacher, a student may be issued a Discipline Notice indicating the consequences of a violation which may include, but are not limited to a written notice to parents, student conference with the principal, detention, in-school suspension, a behavior contract conference or other appropriate consequence. Examples of behaviors warranting a Discipline Notice include:

1. Unexcused absence; chronic tardiness; leaving the school property;
2. Being out of uniform;
3. Failure to obey, defiance of or disrespect of authority; inappropriate/disruptive behavior in classrooms, media center, specials, etc.;
4. Verbal abuse, bullying or harassment of any kind including teasing, name calling, or profanity delivered in person, in writing or electronically;
5. Fighting or other physical confrontation;
6. Damage or misuse of facilities, books, materials, etc.; unauthorized use of another's property;
7. Failure to complete assignments; cheating or helping another to cheat;

8. Rough, inconsiderate or unsafe play at recess;
9. Possession of banned, dangerous or illegal substances;
10. Failure to carry communications/notices between home and school;
11. Inappropriate behavior during religious activities; and
12. Violations of the Technology Acceptable Use Policy.

Bullying behavior is unacceptable. Bullying is a pattern of abuse over time and includes a student being “picked on”. It includes; physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations, and social isolation occurring on school grounds or at any school related activity on or off campus. (5140.02)

Students are encouraged to build positive interpersonal relationships by following the school Code of Conduct. Additionally, the staff and students have developed the following policy:

Immaculate Conception School believes all students should be treated with respect. Teasing, name-calling, bullying, and other behavior not in line with the Code of Conduct is unacceptable. The students and staff of Immaculate Conception have adopted the “**IC Peacemakers**” policy:

We are called by Jesus to be peacemakers and love our neighbor. As IC Peacemakers, we will treat one another with respect, dignity and kindness.

The students and staff of Immaculate Conception School strive to obey God’s greatest commandments: Love the Lord with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: “Love your neighbor as yourself.”

- We will be peacemakers. We will not bully others.
- We will be caring and help students who are teased, picked on or bullied.
- We will act with kindness and include students who are left out.
- If we know somebody is being teased, picked on or bullied, we will tell an adult at school and at home.

When a student is given a Discipline Notice and consequences are given, the parent will be notified first by phone and the written notice then sent home. If given a detention, the student may be asked to do a writing assignment reflecting on the misbehavior and strategies to correct the problem. In addition, the teacher may assign extra work the student can do while in detention. Parents are responsible for transportation arrangements in the event the detention is before or after school.

In the case of repeated or more serious violations (e.g., fighting or other physical confrontation, possession/use of dangerous/illegal/banned items, substances or materials, menacing/threatening/harassing behavior, defiance in matters of faith, practice or church teaching, truancy), the school may abandon this process in favor of more strident consequences which might include longer or successive detentions, work duty, referral for intervention and/or suspension, and/or expulsion. Measures may also be expanded to provide adequate treatment and other appropriate interventions.

If a student is given an in-school suspension, the student will be required to complete teacher assigned work in isolation, usually in the principal's office. Work may be altered so as to be done independently. The student will receive restroom breaks during the day and will eat lunch in the area he/she is serving the in-school suspension. There may be times when a student will be given an immediate in-school suspension if the behavior warrants such a consequence. In this case, the student will immediately report to the school office, the parents will be notified, and the student will remain in the office until the end of the school day.

The penalties for out of school suspensions and expulsions will be given only in extreme cases. If a student is given an out of school suspension, parents will receive a phone call from the principal identifying an out of school suspension has been given. The principal will also provide a written notice of the out of school suspension and reason for the consequence. In addition, the school will follow the policies and procedures of the Diocese of Columbus (Policy #5114) as it relates to suspension and expulsion. In the event the health or safety of any person is in jeopardy, or in any situation, which the principal deems necessary, a parent may be required to come for the student immediately. Law enforcement officials may be called when appropriate.

An expulsion decision may be appealed through the appropriate process. Upon receipt of notice, the parent must inform the principal of the intent to appeal the expulsion. The principal will then provide the parent with a copy of the appeals procedure, the timeline for which will commence immediately. Any time the health or safety of any person is in jeopardy, or in any situation, which the principal deems necessary, a parent may be required to pick up a student immediately. Law enforcement officials may be contacted when appropriate. Failure, on the part of the student or parent/guardian, to pursue and cooperate with any outside referrals or related interventions is grounds for dismissal of the student. (5114.0 and 5144.0)

Harassment Policy as Prescribed by the Diocese of Columbus (5140.05)

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

3. Conduct, which constitutes sexual harassment, is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

- a. offensive sexual flirtations, advances, propositions;
- b. continued or repeated verbal abuse of a sexual or gender-based nature;
- c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
- e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- f. graffiti of a sexual nature;
- g. fondling oneself sexually or talking about one's sexual activity in front of others;
- h. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct, which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation"

or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

5. Any person who believes he/she is subject to harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact one of the appropriate persons as listed above.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Banned Substances

The use, possession, concealment, manufacture, administration, dispensing or distribution of any drug (alcohol, tobacco, harmful intoxicants and/or illegal substances and/or drug paraphernalia), or committing any "drug abuse offense, or appearance while under the influence of any drug, on school premises, on or

in school vehicles or at any school-sponsored event is prohibited. (5131.1)
No student may use, possess, handle, transmit or conceal any object, which is, looks like, or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any objects determined to be a threat to the safety or security of anyone, are prohibited on the premises and at school-related functions. (5140.11; 5140.12)

A first time offender is required to meet with his/her parents or guardians and school officials to discuss actions, such as counseling or prevention programs, which could prevent future occurrences. A suspension will be given for the first offense, but an expulsion is possible, depending on the severity of the offense. A second offense of the above policy will result in an immediate expulsion.

Behavior Off Campus

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school. (5144.3).

Student Dress Code

As a Catholic school, our students are required to be in uniform while at school. We realize that fashion trends come and go in our society, but our school is not the place to express those trends. We do our best to identify uniform attire that is comfortable for the students and reasonable for the parents while still maintaining a Catholic school environment.

Immaculate Conception School maintains a code of uniform dress for students in Kindergarten through sixth grade in an attempt to accomplish the following:

1. To safeguard student health and safety.
2. To reduce the economic burden on families.
3. To emphasize the dignity of each individual as created by God.
4. To develop habits of neatness, modesty, and good grooming.
5. To create an atmosphere conducive to learning.
6. To eliminate unnecessary distraction.

Responsibility: The majority of our students and parents adhere to the guidelines of the Dress Code. They, too, believe that student dress and appearance are important factors in success at school. Occasionally, a student may need to be reprimanded for his/her failure to meet the established guidelines. Therefore, it is important to note with whom the responsibility for proper dress and attire rests.

It is the responsibility of the parents and student to see that the student arrives at school in the proper dress and attire as described in the Code of Conduct. It is the responsibility of the teacher to enforce the guidelines of the Student Dress Code should a student fail to meet such standards. After repeated violations of the Student Dress Code, the principal will meet with the student and/or parents to rectify such misunderstandings and to see that, in the future, the student meets the criteria of the code.

Boys' Dress Code

Navy blue dress slacks, belt (black or brown), socks (solid white, black, or navy) that extend above the top of the shoe, plain white or light blue shirt with a collar and buttons and solid black athletic or brown/black dress shoes are to be worn.

Students may also choose to wear a solid, navy blue sweater or an Immaculate Conception School or TCC high school sweater or sweatshirt. NO team sweatshirts are permitted. A white or light blue turtleneck is also acceptable.

Navy blue dress shorts with a black or brown belt may be worn from the first day of school through September 30 and from April 1 through the end of the school year. All other rules described above still apply.

Girls' Dress Code

Option 1: Immaculate Conception School uniform plaid or plain navy blue jumper or uniform skirt/skort (accompanied by a plain white or light blue blouse or shirt with buttons and a collar or a plain white or light blue turtleneck), solid black, navy blue or white socks that extend above the top of the shoe, and solid black athletic or brown/black dress shoes. Saddle shoes may also be worn. A uniform plaid or plain navy blue vest may be worn with the skirt.

Option 2: Navy blue dress slacks, black or brown belt, plain white or light blue blouse or shirt with buttons and a collar or a plain white or light blue turtleneck or shirt are appropriate. Solid black, navy blue or white socks must extend above the top of the shoe. Solid black athletic or brown/black dress shoes are to be worn. Saddle shoes are also permitted.

From the first day of school through September 30 and from April 1 through the end of the school year, girls may wear navy blue dress shorts (fingertip length), black or brown belt, solid black or navy blue or white socks that extend above the top of the shoe, white or light blue blouse or shirt with buttons and a collar, and solid black athletic or black/brown dress shoes. Saddle shoes are also permitted.

Students may also choose to wear a solid, navy blue sweater or an Immaculate Conception School or TCC High School sweatshirt or sweater. NO team sweatshirts are permitted

Other Specific Student Dress and Appearance Guidelines

Hair: Excessive or unusual haircuts are not permitted. Tails, special designs, coloring, etc. are not permitted. Boys are expected to have hair off the collar, and it may not extend below the mid-point of the ear. Both boys and girls should see that bangs do not fall in front of the eyes. Students should not color or highlight their hair. Hair should be its natural color.

Jewelry: Boys are not permitted to wear earrings. Girls may wear one set of modest earrings that do not dangle. Necklaces are not permitted unless they are of religious nature. One small ring may be worn. Watches are permitted. However, specific timing functions which generate music, beeps, etc. should not be set for school hours. A simple bracelet may be worn.

Nail Polish and Make-up: Neither nail polish nor make-up are to be worn to school.

Sandals: Sandals may not be worn to school. A sandal is defined as a shoe (typically leather) with an open or partially open toe and back and the majority of the shoe allows the foot to be uncovered. Even though a dress sandal may look very nice, it is not an acceptable part of the school dress code.

Fads: From time to time, unique fashion trends develop. Parents and students are reminded that our dress code reflects a sense of modesty and simplicity associated with personal pride. Therefore, unique trends are not to be brought into the dress code. While at home, parents may exercise their own judgment, but please realize that such judgment should not have a carryover effect at school. Immaculate Conception School reserves the right to make exception to specific trends that appear in our school without acknowledgment in the Student Dress Code.

Dress Down Days

On occasion, the school will have a “dress down day.” Along with the jeans, athletic pants, and sweat pants, tennis shoes and t-shirts may also be worn. Again, all clothing must be modest in nature and free from innuendo or drug/alcohol references. Casual shorts of an appropriate length are also permitted during times that uniform shorts are allowed. Shorts must be fingertip length. Sandals and flip-flops are not permitted. Tank tops and sleeveless tops are not permitted. Tights or leggings may be worn ONLY if covered by shorts, skirt, or other acceptable garment. Students disregarding these rules will lose their privilege of future dress down days. Dress down days are often used to raise funds for charitable organizations.

General reminders:

- Shoes must be solid black or brown with no other colors.
- Boots are NOT permitted. A boot is any shoe that covers the ankle or higher.
- Shirts must be tucked in.
- Belts must always be worn with pants or shorts with belt loops.
- Sweatshirts must be Immaculate Conception, St. Mary, or TCC High School sweatshirts. NO team sweatshirts are permitted.
- Socks must be solid white, black or navy with no logos or other coloring. No other colors are permitted.
- Sandals and flip-flops are never allowed, including dress down days.
- Shorts must always be appropriate, fingertip length.

Summary: It is the intent of the school administration that our students at all times reflect in their dress and attire a sense of personal pride and discipline. Students who are neatly attired typically exhibit better attitudes and act in a more appropriate manner. Should a parent or student have any doubt about what is or is not acceptable in regard to the student dress code, please tend to be conservative. Specific questions should be forwarded to the school principal. Thank you for support and cooperation!

Physical Education Dress Requirements

Immaculate Conception School does not require the purchase of specific clothes for physical education class. Students are to wear t-shirts, shorts or sweats, athletic socks, and tennis shoes. Clothing should be modest and free from references to alcohol, drugs, tobacco, etc. Tank tops may not be worn. Excessive absence from physical education class due to forgotten clothes may result in a lower grade.

School Picture Day

Immaculate Conception School schedules an annual picture day as provided by an outside company. On this day, students are permitted to dress up for their picture. Parents are reminded that students are to look presentable and that attire be reflective of the philosophy of the dress code. T-shirts, jeans, tennis shoes, etc. are not permitted. Shirts worn over t-shirts must be buttoned to the degree uniform dress shirts or blouses are buttoned.

Personal Items

Students should NOT bring personal items such as cell phones, tablets, Game Boys, iPads, MP3 Players, cameras, toys, personal collections, electronic devices of any kind, etc. to school. They serve no purpose at school and could become lost, damaged, etc. The school assumes no responsibility if a student brings a personal item to school and it becomes damaged, lost, etc. Such items may be confiscated and will be returned to the student or parent at the teacher's or principal's discretion. Teachers may make exceptions, on occasion, when such items may be necessary for projects or the like. Any personal items brought to school (including cell phones) must be turned off and stored in a backpack or locker by 7:30 am and may not be used during the day.

Some students have access to lockers while others have a coat closet that they will store coats, books, backpacks, etc. Lockers and closets may not be locked and remain the property of Immaculate Conception. Lockers and closets, as well as personal belongings, are subject to search by school personnel at any time.

HEALTH AND SAFETY

Immaculate Conception School seeks to promote/protect the health of students through cooperation with the student, family, health care provider, and the school.

General Information

Student health is monitored in cooperation with local & state health department regulations. Parents should complete and keep current the Emergency Medical Authorization Card, including dietary restrictions, which are consulted & followed in emergencies. When sick, students can only be released to individuals listed on the EMAC.

- Allergies: Parents are responsible for informing the school of a child's allergies (e.g., bees, food, medicine-related, or respiratory). For bee sting allergies, parents must provide the school with proper medication and a doctor's statement about how it is to be administered.
- Diseases: Contagious diseases are monitored according to health department policy and must often be reported. Parents should describe the child's symptoms when calling to report an absence. School personnel will contact parents if a student must be sent home during the day for health reasons. The student may be excluded from class until symptoms are no longer evident.
- Diseases: Nuisance - (e.g. head lice) Parents may be asked to follow a prescribed treatment to deter spread of the disease. We comply with Health Department directives, which may differ from those of personal physicians.
- Health Records/Immunizations/Screenings: Parents are responsible to provide a complete and current health record for each student at the time of admission. Appropriate vision, hearing and scoliosis screenings shall be administered periodically. Parents will be notified of the dates and, if screening results are problematic, of the need for follow-up. Law requires us to assure that students have the prescribed immunizations (State School Immunization Law, Ohio revised Code Sections 3701.13, 3313.617, and 5104.06E). Students are excluded from class in the case of noncompliance.
- Illness or injury: If a student becomes ill or seriously injured during school hours, the office immediately notifies a parent/guardian. The child will be cared for temporarily by the school nurse or authorized school personnel, who by law must render first aid treatment only. If emergency treatment is necessary, and a parent/guardian or designated adult is not available, the child will be taken to the emergency room at the hospital.
- Other: We do our best to accommodate special needs of students with other diseases, based on a physician's recommendations. Parents must provide full disclosure of health matters that affect a student & cooperate with attempts to seek the best medical advice. Students generally remain in the classroom setting and perform usual tasks as the illness allows. TCCES reserves the right to form an intervention team, which may include the principal, nurse, parent, physician and/or health official, to review and make recommendations regarding participation in the school setting by students with specifically diagnosed diseases or other health-related circumstances

Immunizations

The State of Ohio requires that all students entering school have all of the required immunizations. Students entering kindergarten need to have:

- Four immunizations against DTP - if received before 4th birthday, a fifth dose is required.
- Three immunizations against Polio - if third dose was received before 4th birthday, a fourth dose is required.
- Two immunizations of the MMR vaccine.
- Three-dose series of Hepatitis B vaccine.
- One Varicella immunization against Chickenpox.

Medication

When medication is prescribed for a student, parents are encouraged to discuss with the physician a medication schedule outside of school hours. Before any school personnel can administer medication to a student, the parent/guardian must sign a medical authorization form, available in the school office or from the school nurse, and provide a completed physician's statement. Any prescribed medication must be in its original container and have a pharmacy label with the student's name. (5141.0)

The use of non-prescription, over-the-counter medication during school hours is discouraged. However, we understand that there are times students do require the use of these medications. These medications (i.e., throat lozenges, medications such as Tylenol, etc.) will be administered by school personnel ONLY if a consent form, signed by the parent/guardian, is on file in the school office and the medication is in the original container. The school will not administer aspirin to students because of its connection to Reye's syndrome. All medication will be kept by school personnel until the student needs to use it.

The school supplies non-aspirin pain relievers, cough drops, antacids, or mints. Parents will need to supply any other items. Any medication, prescribed or OTC, brought to the school must be brought to the school office. Medication must be in its original container and have the student's name on it. The student or parent should report to the office at the end of the day to pick up any unused medication. If it is easier for your family, medication can be kept at school for your child and picked up on the last day of the school year.

Crisis Plan

In accordance with the Diocese of Columbus policy #5140.13, TCCES has developed a plan to address school safety in conjunction with local community services. The crisis management plan is in place to go into effect in the event of an on-site crisis such as an intruder or hostage situation, bomb threat or other event that includes trauma to the school community. When appropriate, the administration will contact the diocesan intervention team for assistance.

Emergency Drills

In accordance with state regulations, the following emergency drills are conducted during the course of the school year:

- One emergency evacuation drill shall be conducted during the first ten days of the new school year. At least nine Emergency Evacuation Drills shall be conducted during the school year.
- At least one Emergency Evacuation Drill or School Safety Drill shall be conducted during each month of the school year.
- Tornado Drills shall be conducted at least once a month whenever school is in session during the tornado season (April 1 through July).
- School Safety Drills shall be conducted at least three times during the school year to provide students with instruction in procedures to follow in situations where students must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act of terrorism, a person possessing a deadly weapon or other act of violence. Each School Safety Drill shall be conducted in conjunction with local law enforcement.
- The principal shall also conduct a theoretical school safety drill at least once a year with the school staff.

Evacuation

The primary evacuation site for Immaculate Conception School is the church. In the event the church is inaccessible, we will proceed to another place of safety. If the need arises for emergency evacuations of either building or subsequent early dismissal of students, plans are announced through the automated calling system and on the following Radio Stations.

- WJER Radio 1450 AM
- WTUZ Radio 99.9 FM

It is recommended that parents have alternative childcare plans in place in the event that it becomes necessary to dismiss school early. It is important that children know exactly what those plans are. During times of crisis, it is

imperative to keep the school telephone lines open.

Every attempt will be made to contact parents if necessary. If an evacuation to another location is necessary, students will follow instructions given by the classroom teacher and remain together as a group. The teacher and students will seek a place of safety as quickly as possible. When the entire school has arrived at the designated site, students should then find their homeroom teacher and remain with that teacher until the student is released to his/her parents. Parents should go to the Dismissal Table when they arrive. Runners from that table will find all of the children from that family and bring them to the Dismissal Table. STUDENTS WILL BE DISMISSED BY FAMILY. Parents should sign out their children on the Emergency Dismissal Sign Out Sheets located at the Dismissal Table. NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.

Visitors

Visitors and volunteers are required to enter by ringing a doorbell and being buzzed in by school office personnel. Visitors and volunteers must proceed to the Main Office, sign in and out upon arrival and departure, and wear an identifying badge while they are in the building.

General Safety Procedures

- All entrances are locked at the start of the school day.
- Visitors are required to enter by ringing a doorbell and being buzzed in by school office personnel. Visitors must proceed to the Main Office, sign in and out upon arrival and departure, and wear an identifying badge while they are in the building.
- Students are instructed not to open doors unless they know the staff member or student outside.
- There is a surveillance system in place.

School Closings/Weather Emergencies

School delays, cancellations and early dismissals due to inclement weather or other problems (e.g. heating, plumbing...) are announced on the following Radio Stations.

- WJER Radio 1450 AM
- WTUZ Radio 99.9 FM

Immaculate Conception School has also implemented an automated telephone and email notification system. Parents sign up at the beginning of the school year by supplying telephone numbers and email addresses to receive notifications of school closings and delays, reminders of important school events, etc. Parents may also choose to receive text messages for emergency and important announcements. School closings will also be posted on the “TCC Saints” Facebook page.

COMMUNICATION

Immaculate Conception School values communication with all members of the school community. We desire an open line of communication with families so that we can best serve our students. Please visit our website frequently, watch for news letters in the family envelope, and look for school announcements in church bulletins, the newspaper, and other media outlets.

SchoolSpeak

All parents are provided an on-line SchoolSpeak account to access progress reports, report cards, and other school and classroom news. Three times each grading period, we will publish on SchoolSpeak Progress Reports to provide students and parents on-going information about student performance on assessments and assignments. At the end of the grading period, Report Cards will also be published in SchoolSpeak. Parents are encouraged to check SchoolSpeak frequently for news and information about school and classroom events.

Family Directory and Other Student Information

Directory information regarding students will be released in various formats, including websites, unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, activities, awards, and date of graduation.

(Diocesan Policy #5126.1)

Personally identifiable information such as pictures with or without names, addresses, social security numbers, physical characteristics, and educational records will not be released without signed consent and dated by a parent.

This includes our Family Directory. (Diocesan Policy #5126)

Parent-Teacher Conferences

It is important for the school and home to work together for the benefit of the students. We hope that all parents will take advantage of the required conferences after the first report card, usually in early November. Teachers are available other times through-out the year if he/she or the parent feels a conference is necessary. Please call the school to schedule an appointment or send a note to the teacher if you need to meet with your child's teacher.

Family Envelope

The school will make every effort to send all important notices home every other week, in the family envelope. Parents are asked to look for the envelope on the appointed day, to read every notice, to sign the envelope and return it to the office quickly.

Telephones/Cell Phones

The office telephone is a business phone and is ordinarily not to be used by students. Students should not make a habit of calling home for forgotten items. Exceptions will be made with permission of authorized school personnel. Students are not to be called to the phone during the school day except in cases of emergency.

If a student forgets an item at home, parents can bring those items directly to the school office. Do not take the items to your child's classroom. However, we ask that the student be responsible for items needing to be at school and that they do not consistently rely on their parents to bring those forgotten items to school.

Voice Mail

The school has voice mail on its phone system. If you need to speak to a faculty or staff member, you may leave a message with the secretary or in our general mail box and that message will be given to the correct person.

Non-custodial Parents

A divorce or change in custody does not change the rights of the natural parent to his/her child(ren) records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and an opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.

The school will comply with custody agreements and court orders provided to the school. It is the responsibility of the parent or guardian to inform the school of any changes in custody agreements or court orders.

LUNCH PROGRAM

General Information

Students will have the option to purchase a hot lunch or pack a lunch from home. Lunches prepared and purchased at school meet the requirements of the Ohio Department of Education and the National School Lunch Program. Students are offered all items on the lunch menu and will have a choice of which main dish they would like to eat. We know students may not always eat what they are given, but a well-balanced meal is offered. Students are encouraged to try new foods and to eat what they are given. We also teach them to importance of eating what you are given and not being wasteful and throwing away food.

Our foods are purchased from various vendors as well as through a commodities program with the state of Ohio. Please be assured the food purchased is good quality and meets all the required nutritional standards. We purchase healthy foods for our students so they are given a nutritious lunch during their school day. While we may serve applesauce instead of fresh apples for example, fresh fruits and vegetables are served when we are able to purchase them from our vendors at a reasonable cost to our families.

If your child is packing a lunch, it too must be a healthy, well-balanced lunch. Students **MAY NOT** bring carbonated beverages for lunch. Milk can be purchased by students who have packed their lunch. Also, students are not permitted to have fast food brought in for lunch.

We welcome you to join your child for lunch at any time. If you would like to come, please let the cafeteria know at least a day ahead of time. If you would like to purchase a lunch, you may do so. If you are bringing lunch in, it must be a healthy lunch. **NO FAST FOOD** lunches are permitted unless they are salads!

Families are encouraged to use their **FACTS** account to deposit money in student lunch accounts

Free and Reduced Lunch

Details concerning free and reduced lunch will be included in the Family Envelope during the first few weeks of school. Families who received free or reduced lunch the previous school year will continue to receive it until September 30. Families must apply each year to be eligible. Once it is determined whether your family will be receiving a free or reduced lunch, a letter will be sent home indicating the decision. Please keep in mind all decisions are kept confidential with only the Principal and Cafeteria Bookkeeper having the information.

Wellness Policy

We think it is essential in educating the whole child to promote ultimate health. We strive to enable students to achieve and maintain optimal health by making informed decisions that enhance their capacity for reverence for life, self-respect, and respect for others. In compliance with USDA regulations and requirements of the Free and Reduced Price Lunch program, we maintain a Wellness Policy. The full policy can be found at the end of this Parent-Student handbook.

Volunteers

All volunteers must have on file a BCI background check and must attend “Protecting God’s Children” no matter how much or how little contact they have with children or youth, no matter if volunteering for the school or parish, and no matter what time of the day or night they volunteer. More information about volunteer opportunities, expectations and requirements may be found in the Volunteer Handbook. Volunteer drivers must provide a valid driver’s license and proof of insurance

Tuscarawas County Catholic Schools Board of Trustees

The Tuscarawas County Catholic Schools Board of Trustees shall provide the principals of our Catholic Schools with counsel and advice regarding certain issues affecting the schools and assist in implementing school policies. The Board of Trustees assists in the following ways:

- Ensuring the continuation and affordability of authentically Catholic and academically challenging education for the parishioners of St. Joseph Parish, Sacred Heart Parish, Holy Trinity Parish, Immaculate Conception Parish and all others interested in Catholic education in the vicinity of Tuscarawas County, Ohio;
- Acting as a collaborating entity between the Roman Catholic Diocese of Columbus, Ohio, St. Joseph Parish, Sacred Heart Parish, Holy Trinity Parish, Immaculate Conception Parish, and the schools;
- Developing, implementing, and continually updating the long-range strategic plans and policies for the schools in the following areas:
- Enhancing Catholic identity and spiritual life;
- Providing for prudent management of the schools’ financial and physical resources;
- Creating and maintaining a comprehensive Development and Marketing program;
- Increasing enrollment and enriching the students’ overall school experience;

- Striving to improve all aspects of communication within the schools, between the schools and members (as defined in Article II), between the schools and the parishes, and between the schools and the Diocese;
- Formulating local policies and strategies, in accordance with the strategic plan and subject to the approval of the Bishop of the Roman Catholic Diocese of Columbus, Ohio, the Superintendent of the Schools for the Roman Catholic Diocese of Columbus, Ohio, and the Pastors of S. Joseph Parish, Sacred Heart Parish, Holy Trinity Parish, and Immaculate Conception Parish, that are conveyed to the Principals of the schools;
- Use the Diocese of Columbus Board of Trustees Feedback instrument to measure the performance of the Principals in connection with local policies and strategies related to the strategic plan and formulated by the Board of Trustees and conveyed to the Principals (items VII & VIII);
- Use the Diocese of Columbus Board of Trustees Feedback instrument to rate the Principals on the six national standards (items I - VI) for administrative effectiveness;
- Participating in the hiring and evaluation of the Principal of Tuscarawas Central Catholic Jr. High/Sr. High School;
- Participating in the hiring and evaluation of the Principal of Tuscarawas Central Catholic Elementary School;
- Participating in the hiring and evaluation of the Principal of Immaculate Conception Elementary School;
- Formulating budgets for the fiscally prudent operation of the schools; setting tuition rates, personnel salaries and benefits; monitoring the overall financial condition of all three schools.

PTA

The PTA strives to provide our families with faith and fellowship along with the fund raising efforts for the school. It aims to help all families, faculty and staff promote the ideals of Catholic education and encourages cooperation and communication among us all. All parents, faculty and staff are invited and encouraged to attend the meetings as scheduled and participate in PTA activities.

Student Schedule

Bell Schedule

7:30	Bell for all teachers to be in their classrooms. Students may report to their classrooms.
7:50 must	Tardy bell rings. Any student reporting to school after this bell rings report to the office.
8:05	Academic day begins
10:50	Lunch begins for students in grades Pre-School through grade 2.
11:20	Lunch begins for students in grades 3-6.
2:20	Dismissal bell for all students
2:55	Teacher Dismissal