

Immaculate Conception Elementary School



Parent Handbook
2011 - 2012

IMMACULATE CONCEPTION SCHOOL ADVISORY BOARD

2011-2012

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The Immaculate Conception Advisory Board is a board set up to help govern the school. Membership is determined by present board members.

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

August 2011

Dear Immaculate Conception Students and Parents,

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

The teachers and I will enjoy working with you this year, and we look forward to getting better acquainted. This handbook provides some guidelines regarding our school policies and procedures. Please take the time to read it, and keep it handy for reference.

In order for our partnership to be effective, good communication will be critical. Please check emails, the website, and any printed materials sent home. May the upcoming year be filled with the excitement of learning and with the warmth of being part of God's loving family.

Sincerely,

Polly Muhlenkamp, principal

IMMACULATE CONCEPTION SCHOOL MISSION STATEMENT

Believing that our children are to live the gospel message and to grow in wisdom, grace, and love of God and His people Immaculate Conception School is an educational partnership of staff, families, parish and community.

We provide a faith-filled environment for the spiritual, intellectual, physical, and social growth of each student.

We foster each individual's maximum growth and respect the uniqueness of each learner.

We prepare all students to meet the challenges of the future as faith-filled disciples of Jesus.

Immaculate Conception School Philosophy

Immaculate Conception is a parochial school in the Roman Catholic Archdiocese of Cincinnati. The school is a partner with Christ and the family in helping each child reaches their full potential. The faculty and staff make a sacred promise to share faith, not just facts.

Immaculate Conception School Vision

Learning to see through God's eyes to be God's hands.

ADMINISTRATIVE STAFF

Father Ken Schnipke Pastor
Father Ken Alt Pastoral Associate
Polly Muhlenkamp Principal
School Office

pollymuhlekamp@celina-ic.noacsc.org
office@celina-ic.noacsc.org

INSTRUCTIONAL STAFF

Judie Braun	Preschool	Rm 103	judiebraun@celina-ic.noacsc.org
Kathy Moeder	Preschool	Rm 104	kathymoeder@celina-ic.noacsc.org
Sr. Nancy Wolf	Kindergarten	Rm 101	nancywolf@celina-ic.noacsc.org
Sue Siebert	Grade 1	Rm 102	suesiebert@celina-ic.noacsc.org
Nancy Frazier	Grade 2 PM, 5/6 Reading	Rm 204	nancyfrazier@celina-ic.noacsc.org
Carol Thees	Grade 2 AM	Rm 203	carolthees@celina-ic.noacsc.org
Marcia Kaup	Grade 3	Rm 202	marciakaup@celina-ic.noacsc.org
Susan Weitzel	Grade 4	Rm 201	susieweitzel@celina-ic.noacsc.org
Sharon Reineke	Grade 5 + 6	Rm 301	sherryreineke@celina-ic.noacsc.org
Beverly Korte	Grade 5 + 6	Rm 302	bevkorte@celina-ic.noacsc.org
Shelly Morris	Library, Music, Band	Rm 210	shellymorris@celina-ic.noacsa.org
Judy Hellwarth	Art, Phys.Ed.	Rm 304	judyhellwarth@celina-ic.noacsc.org

AUXILIARY SERVICE STAFF

Lisa Stahl	Speech/Hearing Therapist	Modular	lisastahl@celina-ic.noacsc.org
Julie Hrycko	Remedial Reading	Modular	juliehrycko@celina-ic.noacsc.org

CAFETERIA STAFF

Karen Brown Manager
Rosita Drexler Assistant
Michelle Braun Cashier

MAINTENANCE/CUSTODIAL STAFF

Greg (Merf) Ciesinski
Chuck Staugler

ADDITIONAL STAFF

Carey Luebke Secretary
Heather Henry First Grade Assistant
Ann Muhlenkamp Kindergarten Aide
Kathleen Brown Preschool Aide

Teacher email addresses

These email addresses are provided to facilitate communication between home and school.

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

Sometimes our email system is down. Also, teachers may not be able to monitor their incoming emails until the end of the day, so you may not get a reply or action on your message right away.

Please, no bulk or chain-letter type emails!

RELIGIOUS INSTRUCTION

For our religious instruction at Immaculate Conception School, we use the *We Believe* series published by Sadlier. This series has special family components which, when used by parents, can complement the partnership that the family and school have in developing our children's faith. "Sharing Faith as a Family" pages occur at the beginning of each unit and at the end of each chapter in the child's text, and there is a special "Sharing Faith" chapter at the end of the book. These resources invite family participation through prayer, activities, and discussions. Families also have access to the series' website, www.webelieveweb.com, with family-based faith activities.

SCHOOL MASS

All students in grades one through six celebrate Mass together each Friday at 8:45 a.m. We welcome our parents and all parishioners to join us for these liturgies.

Occasionally, due to holy days or to conflicts in the school calendar, the school Mass may be changed to a different day of the week. These changes will be noted in the Sunday parish bulletin.

CURRICULUM TO CHALLENGE STUDENTS

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

SCHOOL WEBSITE

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

FUNDRAISING

IC School has developed a fundraising committee. This committee will do a yearly mailing that will ask all parishioners and alumni to donate to IC School. This past year Scrip, Bob Evans Community Fun Night, McDonalds Night, and the Quarter Auction were also implemented. The fundraising committee is always open to suggestions and ideas as they come along.

SCRIP PROGRAM

Scrip is a fundraiser that raises money for IC School while you shop. Scrip cards are shopping cards that can be ordered online or picked up at the school office. Here is how it works: If you purchase a Wine Store card for \$25 you will receive the card at full face value. The Wine Store has agreed to donate 10% of your sale back to IC. Hundreds of national retailers are involved and many, many local retailers. The retailers donate back anywhere from 2% to 15%. This is a very successful fundraiser for IC and we are asking all families to participate. Remember it is no extra money out of your pocket! Additional information may be obtained at the school office.

SCHOOL BUILDING SECURITY

All exterior doors of the school building are locked during school hours except the main entrance by the office, which is located on Wayne Street. Visitors and parents must enter through the main entrance (exceptions below) and are required to sign in at the office and wear a visitor badge during their time in the building.

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

VOLUNTEERS

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

One area that especially needs volunteers is our cafeteria, where parents and grandparents and other parishioners help serve the meals. Volunteers are also appreciated in classrooms and in the library for school projects, either on a regular basis or for special programs. Our Parent-Teacher Organization (P.T.O.) provides important support for Immaculate Conception School, and your help with their projects is valuable.

Please call the school office to offer your time and talents.

Parent volunteers, like all visitors, **MUST CHECK IN AT THE SCHOOL OFFICE** each time they arrive at school. Cafeteria workers will check in at the cafeteria.

VISITS TO SCHOOL

Parents are welcome to visit their children's classrooms; however, the school office must be aware of all visitors. Parents and visitors must **CHECK IN AT THE SCHOOL OFFICE** whenever they come to school. (See section on School Building Security.)

If a parent brings something to be given to a child during the school day, it must be brought to the school office.

PARENT-TEACHER CONFERENCES

Communication between teachers and parents is essential to effective education. Parents and teachers are encouraged to contact each other when the need arises; parents can call the teacher at school to arrange a conference. Teacher email addresses are included at the front of this handbook to facilitate parents' communication. Parent-teacher conferences are held in November, shortly after the first quarter ends, and again in the spring, after the third quarter, for students as needed.

ADMISSION AND REGISTRATION POLICY, GRADES K-6

Acceptance for enrollment is at the discretion of the principal and pastor. Registrations for enrollment at Immaculate Conception School, grades K-6, will be accepted on a space-available basis according to the following priorities:

1. Students currently enrolled at I.C. – children of both parish and non-parish members whose continued enrollment is in good standing (as defined below) are given priority.
2. New students, including kindergarten students, in this order of priority:
 - a. Children of registered I.C. Parish members with siblings currently enrolled at I.C. in grades K-6 or who completed sixth grade at I.C.

- b. Children of non-parishioners with siblings currently enrolled at I.C. in grades K-6
- c. Children of registered I.C. Parish members enrolling a first child
- d. Children of registered cluster parish members (Montezuma or Rockford) enrolling a first child
- e. Children of non-cluster families enrolling a first child

Admission to kindergarten at Immaculate Conception is dependent upon:

- age readiness (five years old by August 1st.)
- completion of kindergarten screening procedures at IC (Children whose families move into Celina after screening may have this requirement waived if a satisfactory screening was done elsewhere.)

Continued enrollment at Immaculate Conception is dependent upon a number of factors, including but not limited to:

- Tuition and all other charges paid to date. This is required before acceptance letters are sent for the following year. Failure to keep tuition payments up to date may result in denial of enrollment.
- Maintenance of a satisfactory disciplinary record, as determined by the principal and faculty.

Admission Policy for Immaculate Conception Preschool is outlined in the Preschool handbook.

In order to apply for admission to I.C. School, families should go to the school website (www.icschool-celina.org) and from the prospective parents menu, choose “registration.” There is a link to the TADS website, a company which manages our enrollment and tuition. Set up an account on TADS and apply for admission. There is a one-time \$15.00 application fee. Once your student(s) is (are) accepted, you will be notified to enroll the child. At that time, you will be charged a \$15.00 registration fee and a \$35.00 nonrefundable tuition deposit. Later, you will be sent a tuition agreement that will need to be finalized.

TUITION

Immaculate Conception School strives to make its education affordable for all those who want to choose it for their children. The actual cost of educating a student at I.C. School is over \$6000, and the parish helps to subsidize this education. Families who cannot afford the tuition (\$4152.00 for active parish members of Immaculate Conception and Our Lady of Guadalupe parishes and \$4743.00 for non-parish members) can apply to TADS financial aid. This application is done online and is **completely confidential and unbiased**. There is a charge for the TADS company handling this paperwork. Parish tuition grants of up to \$3000.00 have been supplied for those who need them. In addition, families have the option of asking for extra assistance from our adopt-a-student fund. These funds are privately donated by parish members who want to insure that every family can afford a Catholic education at I.C. School.

Once grants are offered, families can set up their tuition agreements online. Since the agreement is set up and monitored by TADS, families can choose a payment plan and payment method that best suits their needs. Families may choose to make 1, 2, 10, or 12 payments. They may choose to have automatic withdrawals from a bank account, pay by check, or pay by credit card. Depending on the payment plan and method a family chooses, there may be additional charges associated with it.

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

TUITION PAYMENTS

Tuition payments are arranged by each family on an individual basis with TADS. Families have a choice in the number of payments, the method of payments, and even the date of payment each month. You may view your account at anytime on the TADS website. Late payments will be charged a \$29.00 late fee. If there are extenuating circumstances, please contact Mrs. Muhlenkamp at school to work out a possible variance.

ARRIVAL/DISMISSAL TIMES

Classes will begin at 8:30 and classes will end at 3:15. Students are to enter the building upon arriving at school and will be released to classrooms at 8:20. There will be no supervision on the playground before school, and students should not arrive before 8:15 unless they have a good reason, such as band. Students who arrive after the 8:30 bell will be counted as tardy.

AM Drop-off, K-6

Buses will unload on Wayne Street and bus students will enter the main doors near the office. Students who walk to school may also enter the main doors near the office. Students who are dropped off by parents or others, should be dropped off on the playground and enter Door # 7, which will be unlocked ONLY during the entrance period to school. This door will be unlocked from 8:15-8:30 each school morning. Any students arriving after 8:30 will need to enter the Wayne Street doors near the office.

Parents or others who are dropping off students should drive through the parking lot on the south side of the school. Children can safely exit cars near the playground and proceed to Door #7 for entrance. Parents can exit the parking lot via Anthony Street between church and the rectory or may continue through to Sugar Street. (We suggest the Anthony Street exit for K-6 to avoid the AM preschool congestion.) If you need to park and come into school with your child, please use the designated parking areas on the east and south sides of the school or park along Walnut, Anthony, or Sugar Streets.

PICK-UP, K-6

Bus students will be dismissed at the Wayne Street doors (#1 and #2) and load buses on Wayne Street at 3:15. Students who walk and are picked up will be dismissed from Doors #6 (K and 1) and #7 (2-6) at 3:15. Parents can drive through the parking lot between church and school and pick their children up near the playground....it is important that everyone show respect to others in doing this. If you wish to talk with other parents or allow your child to play after school, please avoid being in the pick-up line. If you park along Walnut Street, Anthony Street, or Sugar Street, plan to get out of your car and meet your child to help insure they walk to the cars safely, especially if you are parked "across" the street. It is necessary that the teachers can "see" the person who is picking up a child so we are assured it is safe to release the child. Any child who is not picked up by 3:20 will be brought to the office, so parents can be called.

BUS TRANSPORTATION

Transportation to and from school is provided by Celina City School buses, for students who live farther than the one-mile distance from school. Celina City Schools determine the bus routes and policies, and students are required to abide by all bus rules. Questions about bus transportation can be directed to the bus garage, 586-8300 EXT 1600.

BUS SAFETY

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

BICYCLE SAFETY

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

DELAYS OR CLOSING FOR EMERGENCIES

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

In the case of a delay, IC School uses One Call Now, an automated phone message system, to notify our parents. (See next section for more information). Radio announcements will also be made over the following local radio stations: WCSM (96.7 FM or 1350 AM) and WKKI/K-94 (94.3 FM). Sometimes there are errors in the information on the TV stations, so listen to these local stations for more reliable information.

In the event of a 3-hour delay, the school day is extended one hour. School begins at 11:30, and lunch is served. Dismissal is one hour later than usual, at 4:15.

One Call Now MESSAGE SYSTEM

When we need to notify parents with emergency information or with reminders about school-related events, IC School uses One Call Now, an automated phone message system. This service delivers a personalized message to whatever phone numbers that parents specify. If no one answers, the message will be recorded on your answering machine. If there is no answering machine or if your line is busy, the service will automatically retry the call. **If a message is answered by a toddler or otherwise lost, you can retrieve the message by calling 877-698-3261. Press 1 at the greeting, and then enter the phone number to which the message was sent.** The school must have accurate phone numbers for One Call Now to work effectively. You can specify one or two numbers to which you want the school's messages sent. Parents are asked to provide these numbers on a form at the beginning of the year. Be sure to contact the office with changes during the year. We may also use One Call Now for messages to subgroups of our students, such as field trip reminders for a class or a message pertaining only to band students.

ATTENDANCE, ILLNESS, AND ABSENCE

Regular attendance and punctuality are important to our students' growth and success in school. Each child has valuable contributions to make, and time spent in the classroom with the teacher and with fellow students cannot be replaced.

Absences due to personal illness, helping at home during emergencies, or a death in the immediate family are unavoidable and acceptable. Shopping, hunting, or attending ball games are not acceptable excuses for missing school.

If a child contracts a communicable disease, he/she should not return until a physician gives permission to do so. If a child displays symptoms of illness at home, these symptoms must be checked before sending the child to school. A child should be free of fever for 24 hours before returning. (See "Student Attendance Accounting" below in regard to notifying the school of absence.)

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

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

VACATIONS

While we recognize the value of family vacations, such vacations are strongly discouraged during the school year. Instructional time lost in the classroom is difficult if not impossible to make up with assignments done independently outside the class.

If circumstances make it absolutely necessary for a family to take a student out of school for an extended vacation (longer than one school day), the parents must obtain a form from the school office to complete and return, at least one week before the absence.

ABSENTEE POLICY

Any student missing more than twenty (20) school days, unless excused through a doctor's note or a tutor, may be recommended for retention in his/her grade level.

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

STUDENT ATTENDANCE ACCOUNTING

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

1. The parent will notify the school before 9:30 a.m. on the day the student is absent stating the reason the child will not be in school. The school office opens at 8:15 a.m. If you call before that time, a message may be left on the answering machine.
2. A written note can be sent to the office with a brother or sister of the absent child stating the reason for the absence. This note will serve the same purpose as a telephone call.

3. Notice may be given in advance for absences such as funerals, appointments, etc.
4. If the school has not heard from the parent by 9:30 a.m. on the morning the child is absent, the school will attempt to contact the absent child's parents or guardian by phone.

These procedures are to ensure the safety of your children. If parents do not contact the school when a child is absent, it will be necessary for us to call them in order to account for every child. With these procedures, there will be more immediate follow-up for any missing child.

RELEASING STUDENTS DURING SCHOOL TIME

A student will be released from school ONLY to a parent or legal guardian, or to a person designated in writing by the parent or legal guardian. Students may not leave the school grounds on their own during the school day.

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

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

CHANGE IN "GOING HOME"

There are times when it is necessary for a child to go to someone else's home other than where he/she usually goes. When this happens, a note must be sent to school with your child detailing who will pick up the child; or in the case of a child who rides the bus, where the child is to go.

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

If your child regularly rides the bus and you intend to pick him/her up, it is essential that you write a note to the teacher and advise him/her of your plans. (If no note is received, your child will be placed on the bus.)

HOMEWORK FOR ABSENT STUDENTS

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

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

We try to get assigned work ready so that the student can keep up with the assignments if he/she feels well enough to study in the evening. Sometimes, however, especially for fourth, fifth, and sixth graders, the work

involves many books, each with a little bit of missed work. Sending all the work with a brother or sister or another student may pose difficulties.

If work is to be sent with another student, we will send only what can be comfortably carried, which in many cases will be all of it. When there are more books than we can send, the student, upon returning, will have to make arrangements with the teacher to catch up the other work in a reasonable time.

If you want to be sure that your child gets all missed work on the day he/she is out, please make arrangements to pick it up at the school office. Request this when calling in the morning to report the absence. If so requested, the work can be picked up between 2:45 p.m. and 3:30 p.m. on the day of the absence.

TELEPHONE CALLS

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

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

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

REPORT CARDS (1-6)

Report cards will be issued within a week following the end of each quarter of the school year.

Parents are asked to discuss with their child the progress or lack of progress signified by the marks on their child's report card. Grades indicate whether or not the teacher thinks the child is working to his/her ability in that particular subject area or skill.

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

PROGRESS REPORTS (1-6)

Progress reports of improvement, outstanding work, or unsatisfactory progress will be sent home to parents midway through each of the report periods. Only students who have shown a significant change since the preceding grading period will be given a progress report during the last quarter of the school year. Progress reports are to be signed by the parents and returned to school.

HOMEWORK

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

FIELD TRIPS

A number of field trips are planned by the teachers each year to supplement what students are learning in the classroom. Parents may be asked to volunteer as chaperones, depending upon the nature of the trip. Class trips are meant to be an experience for the students as a class, and for that reason, younger brothers and sisters will not normally accompany parents who chaperone.

MUSIC PROGRAMS

All students have the opportunity for performance at the Christmas Program and/or the Spring Program. Fifth and Sixth grade band students perform at both. It is part of the students' music curriculum to prepare for these performances, and it is important for them to attend and participate. The fifth and sixth grade students also have an opportunity to participate in a musical play in the spring.

SIXTH GRADE AWARDS

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

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

STANDARDIZED TESTING PROGRAM

Immaculate Conception School follows the guidelines of the Archdiocesan Schools in administering standardized tests, and we use the Iowa Tests of Basic Skills and the Iowa Cognitive Ability Test. These tests will be given in the fall to grades 2, 4, and 6.

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

Immaculate Conception School and the other schools in the Archdiocese of Cincinnati use standardized tests as an outside measure of our programs and to diagnose strengths and weaknesses of individual students. The Iowa tests were chosen because it is felt these tests will give clear and well-detailed information about our students, even better than the State Proficiency Tests which are mandated for Ohio public schools. Immaculate Conception School does not administer the Ohio Proficiency Tests.

LIBRARY

The I.C. School library provides the students with books for general reading, informative reading, and assistance with research for school projects. These books are loaned for one week for grades 1 through 3 and two weeks for grades 4 through 6. A book can be renewed if no one else has requested it.

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

At the end of the school year all books must be returned or lost books paid for.

COMPUTERS / TECHNOLOGY

I.C. School's computer lab of IBM-PC's allows the students to gain experience with technology through the use of a variety of educationally appropriate software and the Internet. All students are scheduled in the lab as a class for one period each week, with additional time as the teacher chooses.

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

Before students are given access to websites on the Internet, each must understand and sign an "Responsible Use Policy" form, agreeing to follow the school's policy for using technology.

RETENTION POLICY (KDG-6)

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

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

Each retention consideration shall be approached on an individual basis.

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

If the parents disapprove of the proposal, the principal of the school in consultation with the teacher(s) will make the determination as to whether retention is to be carried out. This determination will follow the considering of information pertinent to the issue. The decision will be indicated by the principal in writing. This decision will occur within thirty (30) days of the initial proposal to retain. This decision is final.

EXTRA-CURRICULAR ACTIVITIES

Sports Program - Basketball teams for boys and girls in grades four, five and six. Volleyball teams for girls in grades four, five and six. These teams participate in CYO leagues.

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

Safety Patrol - The Safety Patrol assists children in safely crossing streets in the vicinity of school, before school in the morning and immediately after school in the afternoon. All students, regardless of age, must obey traffic laws and must listen to the directions of the patrol members.

The fifth and six grade students on Safety Patrol learn to be responsible and to provide valuable help to other students.

Requirements for participation in extra-curricular activities: All students must maintain at least a "C" average in all subject areas to remain eligible for participation in any of the extra-curricular activities.

BAND

Fifth and sixth grade students at Immaculate Conception have the opportunity to learn to play a musical instrument and perform as part of our band. The band classes generally meet twice each week, and the fee for the year is \$100.00. The band performs at the Christmas program and the spring music program.

Students may use their own instruments or make arrangements through the band instructor to rent them.

TEXTBOOK CARE

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

CELL PHONES / ELECTRONIC DEVICES

Students are not to bring to school electronic devices such as cell phones, iPods and other personal listening devices, handheld video games, etc. Exceptions to this will be very rare and must be cleared with the principal.

IDENTIFICATION OF STUDENTS' PROPERTY

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

STUDENT ACCIDENT INSURANCE

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

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

DISCIPLINE

We strive to help our students develop the self-discipline and responsibility that are important for them as they grow into mature Christian people. Toward that end, we expect them to show good manners and courtesy to adults and to other students at school, to respect the rights and property of others, and to follow rules in the classroom, in the hallway and cafeteria, and on the playground.

The classroom teachers handle discipline with the students, involving the principal when the problem is serious or protracted. It is important for the school and parents to work together for the good of the child and his/her development, and teachers will contact parents when a problem arises. If parents become aware of a problem or if they have a concern, they should contact the teacher to discuss it.

CONDUCT CODE

The Conduct Code is a set of rules designed to maintain a Christian atmosphere in Immaculate Conception School and to make known those offenses which are contrary to this atmosphere. The Code also protects students' rights to fairness and due process in serious disciplinary matters. A violation of any article of the Conduct Code may result in severe disciplinary action, including suspension or expulsion from school.

This Code is in effect at those times when a student is scheduled to be in attendance during regular school session, traveling to and from school, in attendance at extra-curricular activities at the school or other places, and whenever a student may be engaged in serious misconduct related to the school or its staff.

Disruptions - A student shall not cause a disruption of the regular operation of the school or school activities.

Damage/Theft - A student shall not damage or steal school property or the property of others or attempt to do so.

Assaults/Fights - A student shall not behave in such a way as could cause physical injury to any person.

Dangerous Weapons/Instruments - A student shall not possess, handle, transmit, or conceal any object which could be used as a dangerous weapon or cause injury to other persons. This includes fireworks of any kind.

Tobacco - A student shall not use, attempt to use, or transmit tobacco of any type.

Alcohol/Drugs - A student shall not possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, unprescribed drugs, or any other controlled substance. This article applies fully when any substance is represented as a controlled substance but is, in fact not such a substance.

Un-Christian Behavior - A student shall not engage in conduct which is contrary to Christian living. Included in such conduct are lying; cheating; obscene, degrading or malicious behavior; and the interfering with the property of others. Swearing of any type will not be tolerated.

Truancy - A student shall not be absent from school without parental permission, absent from school without a teacher's permission, or leave the school grounds during the school day without the principal's permission.

Tardiness - Tardiness is not acceptable. If the tardiness is deemed a problem, the school will consult with the Mercer County Children's Services.

Repeated Misconduct - A student shall not repeatedly violate the minor regulations of the school or the reasonable directions of the staff.

Insubordination - A student shall not be unruly, profane, grossly disrespectful, or refuse to submit to reasonable forms of punishment from the staff.

Suspension Procedures

1. The principal may suspend.
2. Suspensions can be for one (1) to (3) days.
3. The principal will give notice of intended suspension to the student stating the reasons and the length of time for the suspension.

4. The student will then have an opportunity to appear at an informal hearing before the principal and has a right to explain his/her actions. The hearing will immediately follow the presentation of the notice.
5. Following the informal hearing, the principal will notify the parents or guardian giving them an opportunity for a conference to discuss the reasons for the suspension.
6. Suspensions will be in-school (with class credit).
7. Students will not be allowed to attend or participate in any extra-curricular activities during suspension.

Expulsion Procedures

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

STUDENT PROPERTY INSPECTION

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

DRESS CODE

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

The following are the guidelines for dress at Immaculate Conception:

1. Students should keep their hair properly groomed and in a style that is not a distraction to others.
2. Students should wear shirts that are appropriate for school purposes. Printed messages or pictures must not conflict with our message and purpose as a Catholic school.
3. If students wear jeans, they should be clean and in good condition, with no rips or holes.
4. Students should wear shoes and some type of socks or hosiery. Socks are not necessary with sandals. All shoes must have heel straps. High-heeled shoes are not appropriate for normal school wear. For physical education class, students are to wear gym shoes.

5. Students should not wear hats in the school building, nor coats or jackets that are intended for outdoor wear.
6. Makeup is discouraged; if used at all, it must be done in a moderate fashion.

WARM WEATHER ATTIRE

Shorts are acceptable during the first and last nine-week periods of the school year, on days when hot weather warrants cooler attire, with these guidelines:

1. Shorts must be at least fingertip in length.
2. No spaghetti straps, halter-tops, or low-cut necklines.
3. Tank tops are to be in good taste. The armholes should be tight enough so that under clothing is not visible; a t-shirt should be worn under loose-fitting tanks.

MASS DAYS

Since Mass day is special for us at Immaculate Conception School, students' clothes should reflect this. Students should dress nicely, following these guidelines:

1. No jeans, athletic pants or shorts.
2. No t-shirts with printed messages or logos.

Students may change their clothes after Mass, if necessary for the activities of the day.

If a student's attire does not follow the guidelines, the teacher will inform the parents with a note that will need to be signed and returned to the teacher. On a second occurrence, the parent will be called. The principal reserves the right to have the parent bring a change of clothing to school for their child.

WELLNESS POLICY

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

Several important points in the policy are:

- For classroom celebrations, there will be fewer sugary treats, more healthy snacks, and a limited amount of food.
- When children bring birthday treats from home, they will be limited to one small item per child, and a non-food treat or a healthy snack is encouraged.
- In the "Offer versus Serve" program in the cafeteria, a child may decline one or two side items, but will be encouraged to eat what he takes and to try a variety of items. If the lunch includes several items the child cannot eat, he should pack a lunch that day.
- Lunch brought from home should be healthy foods; no soft drinks or fast food items should be packed.
- Getting adequate sleep is important to students' performance in school the next day, so we encourage parents to set an appropriate bedtime for their children. Our hope is that this policy will promote the health and well-being of our families. Parent involvement is valuable to its success.

CAFETERIA

Lunch prices for the 2011-2012 school year are \$2.40 for a regular student lunch. An extra entrée will be \$1.75, an extra fruit, vegetable, or dessert will be \$0.75. Extra milk cartons are \$0.40 each. Adult regular lunches will be \$3.00. An adult extra entrée will be \$2.00, with extra fruits or vegetables being \$1.00.

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

We encourage the purchase of weekly lunch tickets even though the students may choose not to purchase lunch each school day during the week. Lunch tickets help prevent lost lunch money, but they are not required. (See next section for information on purchasing lunch tickets.)

If a student loses or forgets lunch money, he/she can get a “charge slip” from the cafeteria manager and pay the next day. Please do not let these charges go longer than a day or two. If money is owed at the end of the year, we will hold the report card until the bill is settled.

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

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

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

LUNCH TICKETS

We encourage the purchase of lunch tickets to help prevent lost lunch money; however, they are not required.

Since the teachers send all the prepaid lunch orders to the cafeteria on Monday, there are many tickets to handle at the same time. For that reason, it is important to have your child’s money or check in an envelope that is marked with your child’s name, room number, and the number of lunches you wish to purchase. If you have more than one child in school, you may use one check in one envelope – just make sure that each child’s name and room number are on the envelope. Our cash is limited, so payment by check or with exact change is very much appreciated.

Lunch tickets are only written on the first day of the school week, so please send your envelope that day. An exception would be made if your child is absent that day – we will write one for him/her on the day he/she returns to school.

A lunch ticket is good for five lunches. Tickets can be purchased for just three or four days in a week, if a child chooses not to buy the cafeteria lunch on some days. When the child gets a lunch, one meal is marked off on the ticket. At the end of the week, all meals should be marked off. If there are any meals left when your child has missed a day’s lunch, due to absence or a day school is closed, leftover days will be carried over to the next week. Please keep track of your child’s absences, weather days, etc, and how many days are left on the previous ticket. Indicate this on your envelope for the next week’s ticket.

FREE/REDUCED PRICE LUNCH PROGRAM

Government free or reduced-price lunches are offered each year. Papers are sent home at the beginning of the year explaining the program as well as who is eligible to receive free or reduced-price lunches for their child/ren attending Immaculate Conception School. We encourage all those families who meet the requirements of this federal lunch program to take advantage of the free or reduced-price lunches for their child/ren.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

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

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

We cannot give medications without the properly signed forms.

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

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

RECESS

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

Parents should see that students come to school adequately dressed for the weather, with coats, hats, gloves, etc., as the conditions warrant.

PLAYGROUND SAFETY

The following behavior is forbidden on the school playground at all times:

1. Fighting, pushing, rough playing
2. Throwing gravel, dirt, stones, or snowballs
3. Sitting on the shoulders of any other student
4. Rolling around on the ground
5. Playing tackle football
6. Playing keep-away with hats or other articles of clothing
7. Standing on swings and slides.
8. Throwing or kicking balls toward the building and windows.

If a student breaks any windows or does other damage to the school building or property, he/she may be held responsible for damages incurred.

NOTE: the school does not accept responsibility for any child on the school grounds before 8:20 a.m. or after 3:20 p.m. All students are expected to be on their way home by 3:20 p.m. unless other approved plans have been made.

PARTIES

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

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

BIRTHDAY TREATS

In the lower grades, children may wish to bring treats for their classmates on their birthday. If the parent(s) choose to send a birthday treat to school, it should be limited to one small item for each child. We encourage parents to send a non-food treat or a healthy snack item.

SPECIAL OCCASION GIFTS

Students will not receive birthday gifts of flowers or balloon bouquets at school. Parents who wish to give these to their children should plan to do so outside of school.

FIRE AND TORNADO DRILLS

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