



Family Handbook

2018-2019

Faith Community Excellence

Important Numbers

School Phone 614-267-6579

School Fax 614-267-2549

Preschool Phone: 614-267-6579

Rectory 614-267-9241

Aftercare 614-267-0239

www.ic-school.org

School Day Begins 8:00 a.m.

Tardy Bell 8:10 a.m.

Dismissal Begins 2:45 p.m.

Table of Contents

FACULTY AND STAFF	4
SCHOOL CALENDAR.....	5
MISSION STATEMENT.....	6
SCHOOL BELIEFS.....	6
PHILOSOPHY OF DISCIPLINE.....	6
COOPERATION OF FAMILY AND SCHOOL.....	7
REGISTRATION AND ADMISSIONS.....	7
TUITION INFORMATION	8
UNIFORMS.....	10
ATTENDANCE.....	14
ARRIVAL AND DEPARTURE	15
SCHOOL SAFETY.....	17
ACADEMICS	19
LUNCH PROGRAM	21
LOST AND FOUND	21
ELECTRONIC DEVICES.....	21
PERSONALLY IDENTIFIABLE INFORMATION	22
TECHNOLOGY ACCEPTABLE USE POLICY	22
STUDENT CODE OF CONDUCT.....	26
STUDENT HEALTH.....	29
HOME AND SCHOOL BY-LAWS.....	31
ATHLECTIC ASSOCIATION BY-LAWS	36
SCHOOL ADVISORY BOARD BY-LAWS.....	42

FACULTY AND STAFF

Pastor	Father Hoover
Principal	Ms. Kent
Assistant Principal	Mr. Logue
Office Manager	Mrs. Hachwa
School Secretary	Mrs. Heffernan
Kindergarten	Miss DeMichele
	Mrs. Thompson
First Grade	Mrs. Davis
	Mrs. Helenthal
Second Grade	Mrs. Francis
	Mrs. Miller
	Mrs. Salyer, Aide
Third Grade	Mrs. Tyler
	Mrs. Wood
	Mrs. Salyer, Aide
Fourth Grade	Mrs. Bogner
	Mrs. Johnson
Fifth Grade	Mrs. Butchko
	Mrs. Hancart
Sixth Grade	Ms. Ditalia
	Mrs. Smith
Seventh Grade	Mrs. Bjorkman
	Mrs. Mengon
Eighth Grade	Mrs. Choplin
	Mr. Kersey

Library	Mrs. Kot	Nurse	Mrs. Farthing
Music/Technology	Mrs. Miller	Psychologist	Mr. Nicely
Physical Education	Ms. Yavorsky	Intervention Specialist	Mrs. Shambaugh
Art	Ms. Culp	Reading Tutor	Mr. Geers
Band	Mr. Swanson	Math Tutor	TBD
Spanish	Mr. Shirripa	Speech	Mrs. Schafer
Technology	Mrs. Kister		

Cafeteria	Mrs. Clucus
	Mrs. Nagy

SCHOOL CALENDAR

1st Quarter:

August 22

September 3

October 25

October 26

August 22 - October 25

First Day of School

School Closed - Labor Day

1:30 Dismissal - End of Quarter

School Closed - Staff Professional Development

2nd Quarter:

November 8

November 21-23

December 21

January 7

January 18

January 21

October 29 - January 18

1:30 Dismissal - Parent/Teacher Conferences

School Closed - Thanksgiving Vacation

1:30 Dismissal - Last Day before Christmas
Vacation

Classes Resume

1:30 Dismissal - End of the Second Quarter

School Closed - Martin Luther King Jr. Day

3rd Quarter:

February 7

February 8

February 18

March 22

January 22 – March 22

1:30 Dismissal - Parent/Teacher Conferences

School Closed - Staff Retreat

School Closed - Presidents' Day

1:30 Dismissal - End of Third Quarter

4th Quarter:

March 25-29

April 1

April 18-22

May 27

May 29

May 30

April 1 - May 30

School Closed - Spring Break

Classes Resume

School Closed - Easter Break

School Closed - Memorial Day

8th Grade Graduation

12:30 Dismissal - Last Day of School; Field Day

MISSION STATEMENT

As a Catholic community, we form disciples of Christ through faith, academics, and character.

Adopted May 2018

SCHOOL BELIEFS

We Believe:

- The formation of students is the primary focus of our school.
- Every student is a child of God.
- Every student must be an active participant in his or her faith formation.
- Every student will learn the teachings of Jesus Christ and His Church.
- Every student will learn to model Mary's perfect devotion to Christ.
- Every student should be engaged in critical thinking through relevant content, collaborative learning, and diverse assessments.
- Together, students, staff, and parents build a Christ-centered community.

PHILOSOPHY OF DISCIPLINE

The school is for the child. Every child has the right to work and learn in a peaceful environment that is conducive to learning. Discipline at Immaculate Conception is based on respect for others as well as respect for personal and school property. It is the responsibility of the student to follow the rules that have been established for the safety, comfort, and peace of all members of the Immaculate Conception community. Students will be guided to an awareness of the rules, an understanding of their responsibility, and a commitment to work through consequences for infractions. A positive environment, consistent guidance, and student commitment encourage the development of a self-disciplined individual.

COOPERATION OF FAMILY AND SCHOOL

We believe that each child will develop intellectually, spiritually, and socially in a school environment where staff and parents are mutually supportive in guiding the child. School rules and policies regarding attendance, tardiness, discipline, homework, self-respect and respect for others require the full cooperation of home and school. Parents, students and staff members are expected to speak to and about each other in a respectful manner. Concerns should be brought to the attention of the teacher first before they are discussed with others.

REGISTRATION AND ADMISSIONS

Kindergarten Registration

To be enrolled in I.C. Kindergarten, a child shall have reached the age of five years on or before the 30th day of September in the school year during which the child enters kindergarten. Baptismal and birth certificates must be presented at the time of enrollment along with a non-refundable \$200 registration fee.

An assessment of registrations and recommendations shall be made to parents regarding the appropriateness of kindergarten placement. Students will be accepted according to the following guidelines for one week following the opening day of registration:

1. Parishioners with siblings already in school
2. Parishioners with child now ready for school
3. Catholic non-parishioners
4. Non-Catholics with siblings already in school
5. Non-Catholics
6. New students

New Student Registration for Grades 1-8

A registration fee of \$200 must be paid at the time of registration. Baptismal and birth certificates must be presented at the time of registration. To be enrolled in first grade a child shall have reached the age of six years on or before the 30th day of September of the school year in which the child will enter first grade. Please contact the school office for registration materials.

Nondiscriminatory Statement

The schools of the Diocese of Columbus recruit and admit students of any race, color or ethnic origin to all its rights, privileges, programs, and activities. In addition, the schools will not discriminate on the basis of race, color, or ethnic origin in the administration of their educational programs and athletics/extracurricular activities. Furthermore, the schools are not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Child Custody

The custodial parent is required to provide the school office with a certified copy of any child custody order or decree pertaining to a pupil.

TUITION INFORMATION

Immaculate Conception is a participating member of the Diocesan Tuition Payment Plan. Tuition payments may be made in the following manner:

- A. **FULL** - total tuition paid by July 15
- B. **SEMESTER** - half tuition due by July 15 and the final half by December 15
- C. **TEN EQUAL MONTHLY PAYMENTS** - one/tenth total tuition due by the 15th of each month beginning July 15.

All payments are made under the FACTS Automatic Tuition Payment Agreement authorized by the Diocese of Columbus. To guarantee enrollment for the upcoming school year, each family must register with FACTS no later than June 1.

2018-2019 School Tuition

		Actual Cost	Parish Scholarship	Final Tuition
Parishioners	First Child	\$5,688	-\$1,698	\$3,990
	Second Child	\$5,688	-\$2,487	\$3,201
	Third Child	\$5,688	-\$3,079	\$2,609
	Fourth Child	\$5,688	-\$3,387	\$2301
Non-participants		\$5,688		\$5,688

For tuition purposes, an “active parishioner” is defined as one who supports the parish spiritually and financially and shows concern for the well being of our parish and school. That would mean:

- Regular Mass Attendance
- Regular Offertory Contributions
- Participation in parish and/or school programs/activities
- Contribution of time and talents to the ministries of the parish

Tuition Guidelines

Families in need of tuition assistance should be aware that a Diocesan tuition assistance program is available. Information is available in January. In accordance with Immaculate Conception Parish policy, the following guidelines are followed when reviewing delinquent accounts regularly throughout the year:

- All accounts in which tuition agreements are not being met are reviewed regularly.
- All non-current accounts are subject to grade/transcript withholding.
- Accounts not one-half paid by November 15 will be reviewed before attendance for second semester.
- Severely delinquent accounts which have not made acceptable arrangements will be recommended for dismissal.
- Accounts that have unpaid balances at the end of the year and proven to be uncooperative and severely delinquent will be denied re-enrollment.
- All tuition must be paid in full by April 15 to guarantee enrollment next year.

- In accordance with Diocesan Policy 3240.1, permanent records of students whose financial obligations have not been met will be withheld. In addition, without prior arrangements, Immaculate Conception School will not accept a student whose financial obligation to another Catholic school has not been met.

ALL TUITION QUESTIONS SHOULD BE DIRECTED TO THE SCHOOL OFFICE.

Tuition Refund Policy

In the event that a family moves from Immaculate Conception School, tuition will be charged based on the number of school days the child attended. Registration fees are non-refundable.

Withdrawals

Parents who are withdrawing students should notify the principal of the date and the reason for withdrawal. A copy of the student's permanent record and health record will be sent to the new school upon that school's request only if tuition is current.

The Catholic Church and this Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child.

UNIFORMS

Proper dress sets the tone for an educational atmosphere. Aesthetically, uniforms are acceptable and pleasing to fellow students and faculty. Uniforms reduce financial burdens of a large and varied wardrobe, avoid peer pressures for competitive dress, preclude current dress fads, promote identity and school spirit, and instill the idea of good judgment in dressing properly for the occasion. A standard uniform policy accomplishes these goals.

Parents are the primary enforcers of the uniform policy. The school relies on the parents to use their common sense and good judgment to ensure that their child is properly attired for school and that the attire meets the uniform policy. The ultimate responsibility for a student's compliance with the uniform policy rests with the parents. The faculty and staff of Immaculate Conception will enforce the uniform while students are on school grounds and during school related trips.

The policy states what attire is permitted under the uniform policy. In other words, if the attire is not set forth below as part of the uniform policy, then the attire is not permitted.

Immaculate Conception uniforms can be purchased from the following locations:

School Belles

2759 Martin Rd.
Dublin, Ohio 43017
614-336-2040

School Days

4057 N. High Street
Columbus, Ohio 43214
614-262-6016

Boys:

Pants (K-8) – Navy blue dress pants, navy blue dress corduroy, no cargo pockets, all pants must be worn at the waist and may not sag. No jeans, faded blue pants, tight-fitting, or extreme styles permitted.

Shirt (K-6) – Light blue or white polo shirt, or light blue or white oxford button down dress shirt. Shirts must be tucked in at all times.

Shirt (7-8) – From April 15 through October 14, boys may wear either the solid white knit polo or the white oxford button down dress shirt. From October 15 through April 14 boys are to wear a white oxford button down dress shirt and a uniform IC tie. Top button must be buttoned. Shirts must be tucked in at all times.

Ties (7-8) – A monogrammed Immaculate Conception uniform tie is to be worn whenever the white oxford cloth shirt is worn. The knot must be tied to cover the top button of the shirt and the top button must be buttoned. Ties can be purchased from the uniform store. Ties are required from October 15 through April 14.

Girls:

Jumper / Shirt (K-6) – Blue plaid jumper purchased at a uniform store. The jumper must be approximately two inches above the knee and must be zipped and buttoned at all times. Shirt should be light blue or white knit long or short-sleeved polo.

Jumper / Shirt (7-8) – Solid navy blue jumpers with the IC Marian Cross logo purchased from a uniform store. The jumper must be approximately two inches above the knee and must be zipped and buttoned at all times. Shirt should be white knit long or short-sleeved polo, or white oxford button down dress shirt. Oxford shirts may be long or short-sleeved. White oxford shirts are required from October 15 through April 14.

Pants (K-8) – Navy blue dress pants, navy blue dress corduroy, no cargo pockets, all pants must be worn at the waist and may not sag. No jeans, faded blue pants, stirrup, tight-fitting or extreme styles permitted.

General:

Gym Uniforms – Grades 1-8 will wear a uniform gray T-shirt and navy blue shorts, both with the Marian Cross logo. These uniforms are available at a uniform store. Kindergarteners will not be required to wear a gym uniform. Tennis shoes must be worn for gym class.

Shoes – Most shoes are permitted. No light-up shoes, sandals, open backed shoes or boots. All laces must be tied. If boots are worn to school, they must be changed upon arrival for the school day. Tennis shoes must be worn for gym class.

Socks – Must be solid white, black or navy blue and must be at least 2 inches above the ankle. Solid white, gray or navy blue tights are permitted. Leggings are not permitted. Small logos are permitted on socks as long as they are no larger than the size of a quarter.

Sweaters – Optional. Must be navy blue with a v-neck or crew neck. May be cabled or plain knit. May be a pullover, cardigan or vest style. No oversized, open or decorative weaves.

Sweatshirts – Students may wear an approved uniform sweatshirt or fleece jacket with the Marian Cross logo over their uniform during cool weather.

Turtlenecks – Permitted during winter months. Must be solid white and worn under the uniform shirt.

Belt - A belt must be worn when pants come with belt loops. Belts may be solid black, brown, or navy blue.

Undershirts – If worn, must be white and worn under the uniform shirt; sleeves should not be longer than the uniform shirt.

Make-up – Make up, colored nail polish, and artificial nails are NOT permitted.

Jewelry- One watch, a single religious necklace, and small stud earrings are permitted. No hoops or dangling earrings. Boys may not wear earrings.

Hairstyles - Hair must be kept neat, combed, clean, and trimmed. Boys hair should not extend beyond the eyebrows or the top of the collar. Facial hair is not permitted. Tails, excessive braids, feathers, and tinted or dyed hair are not permitted. Extreme hairstyles are not permitted. The judgment of the principal is final in these matters.

Scout Uniforms – Boys and girls may wear their scout vest or sash over their school uniform on days on which they have meetings.

Warm Weather Uniforms: (April 15 through October 14)
During this designated period, students may wear solid navy blue uniform dress shorts. These shorts must be purchased from a uniform store. Students may also wear short sleeved polo shirts during this time period.

Dress Down Days:

On designated dress down days the student is excused from wearing the school uniform, but still must maintain a neat general appearance. No extreme attire is permitted, and the student is expected to wear tasteful styles appropriate for an educational atmosphere. Form fitting clothing such as leggings or items made from spandex are not permitted. All shirts must have sleeves. A dress down day does not excuse the student from other provisions of the uniform policy (such as wearing make-up, jewelry, sandals, gym clothes, or shoes without socks.) Students will be expected to change into the gym uniforms during dress down days.

ATTENDANCE

Daily attendance at school is a basic requirements for academic success. To quote the State of Ohio: “Every child of compulsory school age who is an actual resident of the state must attend a public or nonpublic school that conforms to minimum standards of the State Board of Education, unless otherwise instructed or excused (R.C.3321.02, 3321.03, 3321.07).” The school may refuse credit to a students who missed 28 days whether the absences are excused or unexcused. Parents are the primary people responsible for seeing that their children are in school.

The school recognizes that there are certain legitimate reasons for absences such as personal illness, illness in the family, death of a relative, etc. **When a student is going to be absent for any reason, the parent or guardian must call the school before 9:00 a.m. to report the absence.** Please let us know the nature of the absence. When the student returns to school, he/she must present a note stating the reason for the absence, dates of absence, and signature of parent or guardian. All absences and tardies, for whatever reason, will be recorded on the student’s attendance record and on the student’s grade card.

Appointments

Medical and dental appointments should not be made during school hours. However, if other arrangements cannot be made, the student must bring a written note stating the type of appointment and the time. Students will remain in class until the parent arrives to sign them out in the office.

Vacations

Student/family vacations scheduled while school is in session are strongly discouraged. **Teachers are not to provide homework in advance for vacationing students.** It is the student's responsibility to inquire about class work missed during any illness or vacation. **Any missed work must be completed within three days of their return to school.**

Tardiness

Students are to be present for the 8:00 a.m. bell. The tardy bell rings at 8:10 a.m. Students must report to the office if they arrive after the tardy bell. A student with three tardies in a month will be issued a before school detention (7:15-7:45 a.m.). Each additional tardy within the same month will result in another detention. A record of tardiness will be kept in the permanent files and placed on the report card. Punctuality is appreciated by the school staff and by your child's peers.

ARRIVAL AND DEPARTURE

Morning Drop-Off

- Cars can enter at the Oakland Park entrance, drop off their child in the alley, and exit at the Oakland Park exit or the North Broadway entrance between the rectory and the Education Center. Please pull up as far as possible to the cones so that multiple cars can drop off at the same time. Have your child ready to exit as soon as you stop to help the flow of traffic. If your child needs assistance getting out of

the vehicle, please use the parking lot behind the rectory.

- Parents are not permitted on the playground in the morning.
- Parents are not permitted to enter the building to accompany their child to class except on the first day of school and other special circumstances with approval of the principal.

Afternoon Pick-up

- All walkers should go home immediately after school.
- All students and parents must use the crosswalk to walk between the school and the parking lot. There is no walking between cars.
- Walkers living on or south of EN Broadway will go out the front doors of the building to EN Broadway and use the crosswalk in front of the school.
- Walkers living on Oakland Park or north of the school, will exit on the north side of the building and immediately cross at the crosswalk at Oakland Park. At no time will children be permitted to cross the entrance/exit on Oakland Park during dismissal time.
- Parents wishing to walk home with their children are asked to wait for their children in the area just north of the church. Please refrain from entering the Marian Hall blacktop area to assist us in a safe and effective dismissal of all students.
- NO CARS or STUDENTS should use the west parking lot. That is reserved for busses and teacher parking. Do NOT pick up your child or drop them off in this area.
- Students are to wait on the school side of the cones while waiting for parents to pick them up.
- No dogs or other pets are permitted on the playground.
- Parents should not use cell phones during pick-up and drop-off procedures.

Parking Lot Procedures

- All parents will be asked to wait for their children in a specified “Parent Area” which will be located directly North of the church. No parent or student should be in the Marian

Hall Courtyard during our dismissal process (2:45-3:00) in order to ensure a safe and efficient process.

- Those parking in the Outer parking spaces, please BACK IN to avoid delays when exiting.
- Those parking in the Inner parking spaces, please PULL THROUGH (facing North - Oakland Park) to avoid delays when exiting.
- We will have a single line of traffic that will flow alongside the coned area where students are waiting to be picked up. Please make arrangements to have your child enter the right side of your car if possible.
- PLEASE DO NOT PASS the car in front of you while in this line. There are times when children must load the left side of the car which creates a SERIOUS safety problem.
- If your child is not prepared to be picked up when you arrive at the coned areas, please circle around again to keep the traffic moving. We (the staff) will do all we can to ensure students are ready for pick-up in a timely fashion.
-

Miscellaneous

- A bike rack is available on the West side of the church near the entrance to the Gathering Space for students who wish to ride their bike to and from school. Please lock your bike once you arrive in the morning.
- All bike riders must walk their bikes until they are off school grounds.
- Skateboards are not permitted on any of the Parish or School grounds at any time.

SCHOOL SAFETY

Emergency Medical Authorization

Each student is to turn in an emergency medical authorization form. This form must be completed by a parent or guardian. If you should change your address or have a new telephone number (work or home), please update your SchoolSpeak account so that our records will remain current.

School Crisis Plan

Immaculate Conception School will implement a crisis plan in the event of an intruder entering the building or school grounds. The classrooms and building will be locked down until the intruder is apprehended by the proper authorities. In the event that we must evacuate the school or campus, parents will be notified and you will be asked to arrange to have your child/children picked up at a designated place and time

Emergency School Closings

School closings declared because of hazardous or inclement weather conditions will be announced over the School Messenger system, local television, and local radio stations. Immaculate Conception School will be closed whenever the Columbus Catholic School system declares a day of no school.

Safety Patrol

Students in the sixth, seventh, and eighth grade provide a safety patrol for the students of the school. Patrol members are stationed by Oakland Park/rear school grounds, and the front of the school/Broadway. Patrol members have authority to cite children for safety violations. These violations will be regarded with the utmost seriousness. Students should be on patrol daily unless temperatures drop below 20° F or because of extenuating circumstances.

Having a Safety Patrol is a courtesy extended to families with children who walk to school and not a requirement. Any parents who wish to assist with safety patrol are welcome to do so.

School Visitors/Volunteers

Volunteers are welcome in the school. For the purposes of fire safety accountability and student safety, we request that all parents and visitors report to the school office upon entering the school building, sign in/out and pick up a volunteer/visitor pass. Use the lobby entrance by the Marian Hall, since other doors will remain locked.

All school staff and volunteers must have on file a current Bureau of Criminal Investigation criminal background check and must attend the “Protecting God’s Children” workshop. A record of the BCI report and attendance at the PGC workshop must be recorded by the diocese.

Parent Observations

Parents are welcome to observe their child’s classroom. In order to minimize the distractions in the classroom, all observations must be approved and scheduled by the administration. At no time will video or audio recording of the classroom be permitted. Visitors will be accompanied to and from the observation area.

ACADEMICS

Religion Program

All students are instructed in Religion daily and are taught by teachers certified through the Diocesan Religious Education Program. All children are required to participate. Each class will attend Mass on a weekly basis with few exceptions throughout the school year.

Parent/Teacher Conferences

According to Diocesan policy, parent/teacher conferences are held twice a year. Parent participation in conferences is strongly encouraged.

Evaluation

In accordance with present diocesan regulations, the Terra Nova Achievement Test is given in grades 3-8. These tests help measure individual and class growth, evaluate teaching effectiveness, design curriculum, and assist in correct placement. Students are also evaluated by teacher-made tests, observations on participation, and daily work. Complete progress reports are sent to every child at the end of each quarter and interim reports are sent halfway through

each quarter. All progress and interim reports will be posted online one week after the end of the term via SchoolSpeak. All parents are highly recommended to view report cards each quarter.

Honor Roll and Merit Roll

Merit Roll—Students in grades 7-8 must earn at least checks in all assessed standards for all subjects and earn two to three pluses in at least two different subjects.

Honor Roll—Students in grades 7-8 must earn at least checks in all assessed standards for all subjects and earn four or more pluses in at least four different subjects.

Students in sixth grade will be eligible for Honor and Merit Roll during the second semester of the school year.

Retention and Promotion

According to Diocesan policy, promotion shall be based on a consideration of the welfare of the student. Every student shall be placed where he/she can work to his/her best advantage. Parents must be notified in writing by the end of the third quarter if retention is being considered. The principal shall have direct charge of promotions. In making this decision, the principal shall take into consideration the estimates, ratings, and recommendations of the teachers and school counselor (if available) about the student.

Textbooks

Each student will be issued one set of textbooks for use during the academic school year. Extra sets of textbooks will only be issued with written permission from school administration. All textbooks must be covered within one week of distribution.

High School Attendance Area

According to diocesan policy, “School attendance areas are defined by diocesan criteria for both elementary and high schools.” Students of Immaculate Conception who wish to continue their education in a

Catholic high school normally will attend Bishop Watterson High School unless a waiver is granted by the superintendent in accordance with the stipulations set forth in policy 5117.1. Boys may also attend St. Charles Preparatory School. The location of the residence of the student's legal guardian is used to determine the assigned high school. This is defined by the specific street address, not the general zip code area.

LUNCH PROGRAM

Immaculate Conception School offers a hot lunch five days a week for grades K-8. The cost is \$2.90 per lunch. Milk and water are available to students each day at lunchtime for an additional cost of \$.50 per item. The lunch schedule is as follows:

Kindergarten through second grade – 11:15-11:40

Third grade through fifth grade – 11:40-12:05

Sixth grade through eighth grade – 12:05-12:30

LOST AND FOUND

"Lost and Found" articles are kept in a lower hallway near the elevator. At the end of each quarter we will donate unclaimed items to charity.

ELECTRONIC DEVICES

Students should not bring any electronic devices to school such as, but not limited to, cell phones, iPods, video games, e-readers, etc. If a student has a cell phone for afterschool purposes, the cell phone must be turned off and kept in the student's book bag between 7:45 a.m. and 3:00 p.m. Cell phones that are discovered will be confiscated, turned into the principal, and a parent or guardian will need to claim the phone.

Students may not have any electronic device that is able to pair with a mobile phone, or access wireless or cellular networks independently. This includes, but is not limited to, watches, tablets, e-readers, Gizmos, etc.

The only exception to this would be those students who are working within the guidelines of their Individual Support Plan or an Individual Education Plan (IEP).

PERSONALLY IDENTIFIABLE INFORMATION

Directory information and personally identifiable information (i.e. photos) regarding students will be released in various formats including websites throughout the school year. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. All parents are required to sign a form on a yearly basis giving permission to release information to the public.

TECHNOLOGY ACCEPTABLE USE POLICY

Schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

Terms and Conditions for Internet Access and Use

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are

expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, Instant Messenger, Facebook or MOOs; download or play games, subscribe to or access list servers; download music files or check, send, or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not use the Internet in any way which disrupts the service or its operation for others.
- Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.

Consequences for Inappropriate Use of the Internet

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner.

Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of network access for not less than 45

- school days.
- Notification of parents and administrators by phone or personal conference.
 - Referral to proper authorities for disciplinary and/or legal action.

Terms and Conditions for Technology Network and Equipment Use

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas. Any student who damages school equipment will be expected to pay for repair or replacement of that equipment.

Acceptable Use of Networks and Technology Equipment

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by

entering another person's password or accessing another person's files.

- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings of system configurations in any way.
- Do not alter, damage or vandalize Diocesan technology equipment or software in any way.
- Do not use Diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Technology

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by clarification of the acceptable use guidelines.
- Loss of access to Diocesan technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocesan or school equipment.

Conclusion

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The Diocese makes no guarantee that the functions or the services provided by or through

the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The Diocese will not be responsible for financial obligations arising from unauthorized use of the system.

STUDENT CODE OF CONDUCT

Students are expected to:

1. demonstrate a respect for school and personal property at all times.
2. conduct themselves in a Christian manner that will reflect positively on their family and themselves.
3. demonstrate concern for the welfare of others and self.
4. use appropriate, courteous, Christian language at all times.
5. demonstrate honest and ethical behavior in the pursuit of learning.

Grounds for Discipline

The purpose of disciplinary action is to assist the student in developing an understanding of his/her responsibility, to develop his/her academic potential, and to assist the student in learning to live in peace and harmony in a Christian environment.

Suspension and Expulsion

Suspension and expulsion may take place for conduct "...which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations of the diocese or school." (Diocesan Code 5114) A child who engages in disruptive conduct outside of the school that causes embarrassment to the school and/or the students may be suspended from the school at the discretion of the principal and/or the Discipline Committee. Any student under suspension or expulsion may lose his/her right to participate in extra curricular activities.

Discipline Committee

The purpose of the Discipline Committee is to follow due process procedures for disciplinary actions. A student needing to appear before the Discipline Committee must have a parent present at that meeting. Decisions of the Discipline Committee are final and binding.

Demerits

Demerits will be used to note infractions of school rules. A demerit can be given for the following reasons:

- Breaking of classroom / school rules
- Disrespect toward others
- Uniform violation
- Missing assignments
- Other inappropriate actions

Consequences for accumulated Demerits:

- First Demerit – Warning
- Second Demerit – Warning
- Third Demerit – Morning detention
- Fourth Demerit – Morning detention / phone call or e-mail to parents
- Fifth Demerit – Morning detention / meeting with principal
- Sixth Demerit – Intervention meeting with parents
- Discipline committee may be called for severe discipline cases at any time.
- Detentions

Demerits accumulate over the course of one month. All students begin each month with zero demerits. Resetting each month allows for the student to restart with new behavior practices.

Detentions

A detention form will be issued to students with accumulated tardies or extreme behaviors. Detentions are held on Tuesdays and Thursdays from 7:15 a.m. to 7:45 a.m. A staff member will meet the student at the main school entrance at 7:15 a.m. the day of the

detention.

If a student misses an assigned detention (unexcused), the student will be required to make up the original detention and will be automatically assigned a second detention.

Bullying

Immaculate Conception School and their staff will not tolerate any bullying on school grounds or at any school activity on or off campus. Bullying is a pattern of abuse over time and involves a student being "picked on". Bullying 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.

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.

Drug, Alcohol, and Tobacco Policy

Any student using or having in their possession any drugs, alcohol, tobacco, stimulants in pill or capsule form, or bringing said items on to school premises is subject to the following disciplinary action:

- Expulsion from school
- Participation in teen treatment program or in-patient treatment
- Other disciplinary action deemed appropriate

These guidelines also pertain to matches, lighters, and any other materials used in smoking.

Weapons and Dangerous Objects

No weapons, explosive devices, or objects which a reasonable person might consider injurious to others or inappropriate in a Christian academic setting will be tolerated. Consequences for such behavior or any behavior in violation of state, municipal, or school law will be decided individually but may include suspension, expulsion, and/or monetary restitution for property damage.

STUDENT HEALTH

If parents ask school personnel to dispense any kind of medication to their child, prescription or non-prescription, the school office must have on file the completed Prescribed Medication Authorization Form. Copies of both prescription and non-prescription medication form can be found on the school website.

Please keep your child at home if any of the following symptoms are present: sore throat, fever, cough, runny nose, swollen glands, skin rash, nausea, vomiting, diarrhea, severe headache, head lice. Students with a temperature of 100 degrees or more will be sent home.

A parent request for a student recovering from an illness to remain inside during recess will be honored but after three days must be accompanied by a doctor's explanation stating why the child is well enough to be in school but unwell enough to be outside for fifteen minute recess.

Guidelines for Medication at School

- All medication must be in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
- Students must have a signed Medication Authorization form from the parent or guardian and properly completed by the health care provider.

- The school nurse may not give over-the-counter medications unless prescribed by a doctor. A Medication Authorization form must be completed.
- No verbal orders can be taken. Any changes in medication must also be in writing from the health care provider.
- Any student needing to take medication during school hours must have authorization by the health care provider can be on a prescription pad or other form, as long as it has all the information required on the Medication Authorization form. It can be attached to the form signed by the parent. The form must be renewed each year or if the medication or dosage is changed.
- Medications ordered three times a day or less, unless a time is specified, may not need to be taken at school. The medication should be given before school, after school and at bedtime.
- No injectable medications will be given by school personnel unless prescribed by a doctor.
- At the end of the school year, or if the medication is discontinued, the parent must pick up any remaining medication, or sign a release form. If the medication is not picked up by the specified date, it will be disposed of.

Head Lice

Head Lice are wingless insects that live close to the scalp and feed on human blood. Almost anyone can get head lice and it's most often spread by head-to-head contact. Please contact the school nurse if you suspect that your child has head lice. The nurse can look for evidence of lice and discuss treatment options. Children can be readmitted to school once they have been treated, if there are no live bugs and no nits within a quarter inch of the scalp.

HOME AND SCHOOL BY-LAWS

Article I: Name

The name of this organization shall be Immaculate Conception Home and School Association dba Immaculate Conception Home and School Association, hereinafter referred to as "IC HASA" or "HASA".

Article II: Mission Statement

The mission of the Immaculate Conception Home and School Association is to enable a partnership between the family and the school in support of our children's Catholic education. Specifically HASA will conduct fundraising events to financially support the school. HASA encourages and facilitates parent involvement and assist with social and scholarly events to enhance the school community and increase academic enrichment opportunities.

Article III: Members

Any parent, guardian, or adult standing in loco parentis for a student at the school whose dues are current may be a member in good standing. HASA dues are to be paid at the beginning of each school year with the dues rate approved the previous year. The Pastor, IC Principal and any teacher employed at the school may be ex officio members. The HASA President and the officers shall have voting rights and be considered voting members. All members of HASA must have dues current by September 30th of any given school year.

Article IV: Officers

Section 1. Officers. The officers shall be a president, vice president, secretary, treasurer and executive parent at large. Current officers shall be identified (see attachment 1) each year as follows:

- a) President. The president shall preside over meetings of the HASA organization, prepare the agenda, send notices of meetings, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b) Vice President. The vice presidents shall assist the president and carry out the president's duties in his or her absence or

inability to serve. The vice-president shall also serve as president elect.

- c) Secretary. The secretary shall keep all records of the organization, take and record minutes and handle school correspondence. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d) Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the president and principal. He or she will present a financial statement at every meeting and at other times of the year when requested by the President of HASA or the IC Principal.
- e) Executive Parent at Large. The executive parents at large shall attend meetings of the HASA organization as parent officer representatives of the grade groups: k-2, 3-5, and 6-8 respectively and report any specific committee or room parent needs for those groups. There shall be one member and not to exceed two members of each grade group.

Section 2. Eligibility and Term. Members shall be eligible for office if they are HASA members in good standing. The treasurer shall serve no less than 2 years. The term for all other offices is one year. In the event that there are no replacements for an officer position at the end of the school year, standing officers may be voted in for another term.

Section 3. Officer Recruitment. Officers of HASA shall be selected by current HASA members in good standing in April and shall assume office in May. In the event that there are multiple volunteers for any of the officer positions, said officer position shall be filled through an election conducted by the current HASA officers. Each person elected shall hold only one office at a time.

Section 4. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, any HASA member in good standing may fill the vacancy.

Section 5. Removal From Office. Any Officer may be subject to removal for cause by the unanimous vote of the other voting

members of HASA. Officers agree to attend all regularly scheduled HASA meetings. Officers may be absent with prior notice and approval by the president. Any officer absent from more than consecutive meetings without approval by the president shall be subject to removal.

Article V: Committees

Section 1. Membership. Committees may consist of HASA members and officers with the president acting as an ex officio member of all committees. Any HASA member in good standing may act as “chair” of a standing committee, and shall be confirmed by the voting members and principal at the beginning of each school year. Committee chairs shall be confirmed no later than October 1st of any given school year.

Section 2. Standing Committees: The following committees shall be held by the HASA organization: Fundraising, Hospitality, School Support, Social and Academic Enrichment and Teacher Appreciation.

- a) Fundraising. Fundraising committees include, but are not exclusive to: Box Tops for Education, Christmas Boutique, Sleigh Ride, Pancake Breakfast, Buckeye Preparation and Sale, School Supply Sale, Spaghetti Dinner, Dining Out, and Sale of Spirit Wear.
- b) Hospitality. The hospitality committees include those who provide receptions and parties through the school year to coincide with First Communion, Confirmation, graduation, Parish Hospitality Sunday/Catholic Schools Week, and other requested events sponsored by the school. HASA also sponsors a mentor program to provide support for all families new to Immaculate Conception School by connecting them with an existing family.
- c) School Support. The school support committee assists the school with advertising, communications, room parents, a uniform exchange and an emergency tuition assistance fund.
- d) Social and Academic Enrichment. The social and academic enrichment committees assist the school with events and programs that enhance the social and academic experience for students. Socially, organizing a dance club and the junior high dances with other diocesan schools, these committees also organize volunteer support staff for the junior high

musical. HASA financially supports the IC Science Olympiad program, an organization of volunteer coaches and student teams who participate in local and other central Ohio elementary competitions, by providing registration fees and start up costs. HASA also financially supports the visiting author program providing students with an opportunity to meet and attend presentations by popular children's authors, as well as financially supporting the Artist in the Schools program, which provides musical, performing or visual arts enrichment to the students. HASA financially assists the class field trips.

- e) Teacher Appreciation. The teacher appreciation committee provides the faculty and staff with start up funds for classroom needs at the beginning of each academic year, as well as organize various opportunities to thank teachers, maintain a positive morale throughout the academic year and provide financial support for continuing education and development of the faculty and staff.

Section 3. Additional Committees.

The HASA president and voting members may appoint committees as needed.

Article VI: Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the third Tuesday of every month during the school year at 7:00 PM, or at a time and place determined by the HASA members at least one month before the meeting.

Section 2. Special Meetings. Special meetings may be called by the president and/or any two officers of HASA. Notice of the meeting shall be sent at least 5 days prior to the meeting by email or telephone calls.

Section 3. Voting. Voting shall be conducted during regularly scheduled meetings by the HASA voting members. Should a matter requiring a vote be taken before a regularly scheduled meeting, the voting officers may elect to have an interim meeting or vote via email. Voting via emails or interim meeting must meet a quorum, and be won by simple majority. Officers may vote in favor, not in favor, or abstain.

Article VII: Finances

Section 1. A tentative budget shall be drafted prior to the beginning of each school year and approved by a majority vote of the voting members at the first meeting.

Section 2. The treasurer shall keep accurate records of any disbursements, income and bank account information. All reimbursements will require presentation of receipt of expenditure.

Section 3. Expenditure on behalf of HASA, shall first be approved by the IC principal. If the principal is unavailable, the Pastor shall assume right to approve.

Section 4. The bank account should have 4 officers as authorized signatories. These shall be: the HASA treasurer, the HASA president, the school principal and the Pastor. The president should authorize each check before written by the treasurer. All checks written shall require two signatures. These shall be: the HASA treasurer and/or president and the school principal.

Section 5. The treasurer shall prepare a monthly financial report.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the voting members approval, spent for the benefit of the school. Any remaining funds shall be released to the IC Principal.

Section 7. The fiscal year shall coordinate with the school year.

Article VIII: Amendments

The By-Laws may be altered, repealed, or amended by a majority of the HASA voting members.

Article IX: School organizational structure

H&S reports to and is under the administrative supervision, management and control of the Principal.

ATHLECTIC ASSOCIATION BY-LAWS

ARTICLE I: Immaculate Conception Athletic Association

The Immaculate Conception (Parish) Athletic Association, hereinafter referred to as the Association and/or the I. C. A. A., shall be governed by the Association board and voting members.

ARTICLE II: Goals and Objectives

1. Goals

- To develop and administer a wholesome and fun co-curricular athletic program open to all students for participation who are members of Immaculate Conception Parish and/or attend Immaculate Conception School.
- To attract as many students as possible to participate in an organized physical activity.
- To create a genuine interest in physical education and recreation which will carry into later life.
- To provide a program that is conducive to skill development for all participants and that prepares athletes for higher levels of competition and participation.
- To present competitive athletic representation from (I. C. Parish school) Immaculate Conception Parish and/or School in Diocesan athletic sponsored programs.

2. Objectives

- To develop a program of positive learning experiences which convey a healthy attitude toward sports and recreation.
- To motivate the athletes to achieve and excel in certain fundamental skills involved in sports activities.
- To develop a respect for self, for others and self-discipline.

3. The Association respectfully asks that each coach emphasize the following:

- The players are to have fun, play to win, and learn to accept defeat.
- The coach should demand that instructions be followed, encourage good sportsmanship, teach skill development, and develop self-confidence and self-esteem through positive remarks.

- The coach should demand respect for authority, encourage tenacity, create enthusiasm, and prepare the athlete for competition at the high school level.

ARTICLE III: Membership

1. Members

The Association is open to any adult of Immaculate Conception Parish who has:

- The sincere desire to contribute to reaching goals and objectives of the Association.
- The will to administer policy and procedure.
- The will to regularly attend Association meetings and to share thoughts and ideas.

2. Voting rights of Association members

- An eligible Association member must be present to vote.
- To qualify for voting, he or she must have attended at least three regular Association meetings with the previous 12 months.

ARTICLE IV: Officers and administrative structure

1. Election

- The Association will elect officers once every two years (odd yrs.).
- The Association will appoint a nominating committee during the March meeting of an election year.
- Nominations will be presented during the April Association meeting.
- Floor nominations and elections will held during the May Association meeting.

2. Terms of office

The term of elected officers will be for two years commencing on June 1, following the Association's May elections.

3. Officers

Officers to be elected: President; Vice President; Treasurer; Secretary; Boys' Athletic Director; and Girls' Athletic Director.

4. Officers and their duties

- President: The president shall preside over all meetings of the Association and be present during the annual Parish

planning meeting. He or she shall also perform such duties that customarily pertain to the office of president (see Roberts Rules of Order), or serve in a way that may be directed by resolution of the Association.

- Vice President: The vice president shall exercise all the powers, authority, and duties of the president during the absence of the latter or in the event of their inability to act. He or she shall perform such other duties as directed by resolution of the Association board.
- Secretary: The secretary shall maintain and prepare a complete record of all meetings of the Association. He or she shall give proper notice of all meetings and prepare correspondence when necessary.
- Treasurer: The treasurer shall have custody of all funds, securities, valuable papers and other assets of the Association. He or she shall sign all checks and orders for disbursement of Association funds, and shall provide and maintain full and complete records of all assets and liabilities of the Association. The treasurer shall perform duties that customarily pertain to the office of treasurer (see Roberts Rules of Order), or serve in a way that may be directed by resolution of the Association.
- Boys' and Girls' Athletic Directors: The boys and girls athletic directors are responsible for the ongoing sports program to make certain that student participation lists, coaches, entry fees, tournament fees, etc., are all registered, appointed and in on time. Secondly, they are to insure that there is enough equipment and that it is in safe playing condition.

5. The Board

The Association Board shall consist of the President; Vice President; Treasurer; Secretary; Boys' Athletic Director and Girls' Athletic Director.

6. Commissioners

- Commissioners annually appointed coordinator of a specific sport reporting directly to the Boys and/or Girls Athletic Director(s). Previous experience will be a consideration during their selection process, which will be made by the Athletic Directors. All commissioner appointments will be approved by the Association board. Commissioner positions

will be for: golf; football; volleyball; soccer; girls basketball; boys basketball; track and field; baseball; softball and C.Y.O.

- Duties will include ...
 1. Assuring compliance and adherence to all Association and Diocesan rules and regulations.
 2. Active involvement recruiting coach candidates.
 3. Must attend all pre-season coaches meetings.
 4. Keep inventory of uniforms and equipment (including distribution and collection) with reports made available to the Athletic Directors, Uniform Coordinator and Equipment Manager.

7. Committees

Special committee chairpersons will be appointed by the president and approved by the Association Board's August meeting.

Committee chairs and their duties include:

- Uniform Coordinator - Inventory management of all uniforms, including distribution and collection through commissioners.
- Equipment Manager - Inventory management of all equipment (balls, bags, first aid kits, etc.), including distribution and collection through commissioners.
- Public Relations/Communications - Maintaining web site; parish bulletin, pulpit and school announcements
- Gym Program - Manages I.C. gym for diocesan games. Includes setup, concession sales, volunteer coordination and cleanup.
- Golf Outing Fundraiser - Makes location reservations; sells corporate sponsorships; handles any promotion of event and gives detailed reports to the Board.
- Sub Sale Fundraiser - Makes location reservations; purchases supplies; coordinates volunteers, distribution and collection of product handles any promotion of event and gives detailed reports to the Board.
- Adult Dance Fundraiser - Makes location and music reservations; sells corporate sponsorships; handles any promotion of event and gives detailed reports to the Board.
- Skating Party Fundraiser - Makes location reservation; handles any promotion of event and gives detailed reports to the Board.

- 8th Grade Banquet - Reserves caterer, speaker for specified date. Sends invitations to parish administrators (pastor, principal, parish admin., etc.), 8th grade teachers, parents and students. Handles ballot distribution for Mark Zack awards. Plaques will be ordered by a board member. Decoration of Marian Hall for the event.
- Trophy Case - Collects all trophies at the end of season; records the coach and class information beneath trophies. Groups/sorts all trophies by class. Upon arrival of a graduating classes' 8th Grade Banquet, the Trophy Case Chair will gather that classes' trophies; remove labels for placement on a school plaque; and prepare the (label-less) trophies for a "drawing" for the graduating class.
- Team Photos - Schedules team photo dates for Fall, Winter and Spring sports. Manages team of people calling coaches for picture-taking time slots; distribution of order forms and photos.

ARTICLE V: Meetings

1. Date and time

A regular meeting of the Association shall be held on the first Tuesday of every month, at 7:30 p.m. unless the Board orders otherwise in advance.

2. Special meetings

A special meeting may be held upon the call of the president in advance notice to all board members eight days prior to the special meeting. The purpose of the meeting shall be set forth in the notice.

ARTICLE VI: Parliamentary Authority

1. Robert's Rules

The rules contained in the modern edition of Robert's Rules of Order shall govern the Association in all cases where the bylaws are not clear. It

should also be noted that this Association's bylaws may be superseded by the rules of the Immaculate Conception Parish Administration and/or the requirements of the Diocese of Columbus.

2. Amending the Association Bylaws

Amendment of this document can only be accomplished by presenting the proposed amendment at three consecutive regularly scheduled Association meetings. After the proposed amendment has

been presented three times, it will be voted on and will require a majority vote of all eligible voting members who are present for passage. If the Association deems it appropriate, a proposed amendment may be referred to a committee majority vote of all Association members present for further study and revision before formal presentation.

ARTICLE VIII: Amendments

1. Policies and Procedures [Approved June 6, 2006]

The Association shall recognize “I. C. A. A. Policies and Procedures” as a set of documents guiding the organization’s policies for operation. This may include how to handle special situations that arise over time, or to state the official policy of the Association regarding specific circumstances. The document may be changed with a Board Member majority vote during the course of a regular meeting.

SCHOOL ADVISORY BOARD BY-LAWS

Article I

The Immaculate Conception Advisory Board of Education exists to give the Catholic Lay Community a voice in education decision making and to guide Catholic Educators in providing academic and religious programs for the students.

Article II

The purpose of the Advisory Board of Education is to encourage Christian education within the Immaculate Conception School Community. The board will do this by evaluating existing programs and by making recommendations for improvement. The Board will attempt early to set goals and to designate specific areas for review to provide ongoing evaluation. In development of its policies, the Board must insure that these follow the intent and spirit of the policies laid down for the Diocesan system by the Diocesan Board of Education. The Board will maintain said policy by:

- Seeking a better understanding and wider support of Catholic Education within the school community.
- Being responsible for the approval of the annual budget and for securing adherence to the budget.
- Evaluating administrative personnel according to the current Diocesan Policy.

Article III

Membership:

- The Pastor will serve ex-officio on the School Board as a voting member.
- The principal will serve ex-officio on the Advisory Board as non-voting member. Parish Administrator will serve as ex-officio on the Advisory Board as a non-voting member.
- A member of the Home and School Association, Athletic Association and I.C. Faculty Representative and a Watterson Representative will be invited to serve as non-voting observers to the Advisory Board.

- The Board will consist of nine members of the Parish and or school community and will serve a term of three years. Terms will begin July 1 of each year.
- Election of Members: A call for nomination to the Advisory Board will be sent home in the Friday envelopes in early March and will be included in the early March Sunday bulletins. When nominations have been received, the President will contact each nominee requesting a biographical information form.
- Advisory Board members will be elected by a majority vote of the Parish and School Communities. Ballots will be sent home to parents of current students in the Friday News in early April and will be due back to the school office. Voting will also occur after all masses on one weekend in early April. In the event of a tie, the Advisory Board will vote to break the tie. The President will notify all candidates of the outcome, and will inform the Parish of those elected to the Advisory Board. Newly elected members will be invited to the final advisory board meeting of the school year.

Article IV

Officers:

- The officers of the Board will consist of the President and Secretary. The President will preside at meetings of the Advisory Board. The Secretary will maintain written records of all acts of the Advisory Board, will submit the minutes of the meetings for publication in the newsletter, and will handle all correspondence.
- All voting members of the Advisory Board are eligible for these offices.
- The President of the Advisory Board will be a second year member or first year member of the Board elected by a majority of all members of the Advisory Board.
- The President will appoint a Secretary from the Board.

Article V

Regular meetings will be held on the third Thursday of each month except June, July and December. The President as needed will call special meetings. Attendance is encouraged.

Article VI

The President will fill any vacancy in the Advisory Board membership caused by resigning Board members by nominating the next in line candidate from the most recent Board election. The new member will fill out the term of the resigning member.

Article VII

The constitution may be amended by any regular or special meeting by a majority vote of all members.

Statement from the Immaculate Conception School Advisory Board

The functions of the Advisory Board of Education are clearly defined in Article II of the Constitution. However, parents who have an unresolved problem are advised that they must first meet with the teacher and secondly with the principal. Rarely, after exhausting the first two steps a parent may feel the necessity of pursuing the matter with the pastor. It is then the pastor's decision whether or not the matter should be brought forward for the Advisory Board to hear. The pastor will notify the teacher, principal and the Advisory Board if he feels the issue should be heard by the board. Teachers wishing to bring matters before the Board should first consult the principal and pastor before contacting the Board.

