



Family Handbook

2022-2023

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

Important Numbers

School Phone 614-267-6579

School Fax 614-267-2549

Preschool Phone: 614-267-6579

Parish Office 614-267-9241

Aftercare 614-267-0239

www.ic-school.org

School Doors Open 7:50 a.m.

Tardy Bell Rings at 8:10 a.m.

Dismissal Begins at 2:45 p.m.

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FACULTY AND STAFF

Pastor: Fr. Hoover

Principal: Ms. Kent

Office Manager: Mrs. Hachwa

School Secretary: Ms. Connelly

School Secretary: Mrs. Sullivan

Preschool

Mrs. Heim

Mrs. Riat

Kindergarten

Miss Scholl

Mrs. Thompson

First Grade

Miss Dannemiller

Mrs. Helenthal

Second Grade

Mrs. Francis

Ms. Golamb

Third Grade

Mrs. Butchko

Mrs. Wood

Fourth Grade

Mrs. Bogner

Mrs. Johnson

Fifth Grade

Mrs. Mogan

Ms. Tyler

Sixth Grade

Mrs. Byrley

Mrs. Smith

Seventh Grade

Mrs. Bjorkman

Mrs. Keller

Eighth Grade

Mr. Kersey

Mr. McCurdy

Classroom Aides

Mrs. Dormady (PK)

Mrs. Fetko (PK)

Mrs. Eagan (PK)

Mrs. Lewis (K)

Mrs. Lynch (1)

Miss Johnson (2)

Mrs. Sapp (3)

Mrs. Muetzel (3)

Cafeteria

Mrs. Nagy

Mrs. Ryan

Mrs. Willison

Specialists

Spanish: Ms. Prince

Technology: Mr. Salyer

Library Aide: Mrs. Salyer

Psychologist: Mr. Nicely

Music/Technology: Mrs. Miller

Intervention Specialist: Mrs. Shambaugh

Physical Education: Mr. Scott

Reading Tutor: Mrs. Minardi

Art: Mrs. Zilly

Speech: Mrs. Schafer

Band: Mr. Swanson

Admission Director: Mrs. Lewis

2022-2023 SCHOOL CALENDAR

1st Quarter: August 24 - October 28

August 24	First Day of School
September 5	School Closed - Labor Day
September 30	School Closed – Retreat Day (Administrators only)
October 28	1:30 Dismissal - End of First Quarter

2nd Quarter: October 31 - January 20

November 10	1:30 Dismissal - Parent/Teacher Conferences
November 11	School Closed – Comp Day for Conferences
November 23-25	School Closed - Thanksgiving Vacation
December 20	1:30 Dismissal - Last Day before Christmas Break
January 4	Classes Resume
January 16	School Closed - Martin Luther King Jr. Day
January 20	1:30 Dismissal - End of Second Quarter

3rd Quarter: January 23 – March 31

February 16	1:30 Dismissal - Parent/Teacher Conferences
February 17	School Closed - Staff Retreat
February 20	School Closed - Presidents’ Day
March 13-17	School Closed - Spring Break
March 20	Classes Resume
March 31	1:30 Dismissal - End of Third Quarter

4th Quarter: April 3 – June 2

April 6-7	School Closed – Holy Thursday, Good Friday
April 10	School Closed - Easter Monday
May 29	School Closed - Memorial Day
June 1	Eighth Grade Baccalaureate Mass
June 2	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 Immaculate Conception 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 certificate (if Catholic) 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 can be made to parents regarding the appropriateness of kindergarten placement. Students will be accepted according to the following guidelines for two weeks following the opening day of registration:

1. Parishioners with siblings already in school
2. Parishioners with children 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

An application fee of \$200 must be paid when applying. When approved, the student can then enroll. Baptismal certificate (if Catholic) and birth certificates must be uploaded into FACTS SIS 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 questions regarding registration. New students entering grades 1-8 will be interviewed by the principal prior to full enrollment.

Nondiscriminatory Statement

Immaculate Conception School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in the administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Child Custody

The custodial parent is required to provide the school office with a certified copy of the most recent 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 is 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.

2022-2023 School Tuition

		Actual	Parish	Final
		Cost	Scholarship	Tuition
Parishioners	First Child	\$7,632	-\$1,679	\$5,953
	Second Child	\$7,632	-\$2,432	\$5,200
	Third Child	\$7,632	-\$3,435	\$4,197
	Fourth Child	\$7,632	-\$3,814	\$3,818
Non-participants		\$7,632		\$7,632

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 the 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.
- 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.

Questions regarding the Parish Grant applications should be directed to the Parish 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 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 functions.

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

867 Bethel Road
Columbus, Ohio 43214
614-336-2040
www.schoolbelles.com

School Days

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

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 with the top button buttoned.

Ties (7-8) A monogrammed Immaculate Conception tie is to be worn whenever the white oxford button down shirt is worn. The knot must be tied to cover the top button of the shirt. Ties are required from October 15 through October 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.

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:

Physical Education 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 physical education 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.

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.)

ATTENDANCE

Daily attendance at school is a basic requirement 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 student 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 certainly 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.

Student Wellness

Parents should assess the health and wellness of their child(ren) prior to sending them to school. If a student has a fever of 100.0 or higher, chills, loss of taste or smell, unexplained body aches, or contact with persons with contagious diseases, the student should remain at home. If a child exhibits any signs of illness, they will be sent home immediately.

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 after they return. **Any missed work must be completed within three days of their return to school.**

Tardiness

Timely arrival sets a child up for success and a positive start to the school day. 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 one 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 DISMISSAL

Morning Arrival

- Cars can either enter at the Oakland Park entrance, drop off their child in the alley, and exit at the Oakland Park exit, or enter the North Broadway entrance between the rectory and the Education Center and drop their child off behind the church. 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.
- Students should enter school through their grade level assigned doors and walk directly to their classrooms after drop-off.
 - Grades K, 2, 3 – enter via the NE Stairwell doors
 - Grades 1, 7, 8 – enter via the silver gym doors
 - Grades 4, 5, 6 – enter via the main lobby doors
- Parents should not enter the building to accompany their child except for special circumstances with the approval of the principal.

Afternoon Dismissal

- 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.
- Car riders will remain with staff members until your car pulls up through the alley near the coned section for student pick-up. It is highly recommended that students enter the vehicle from the passenger side.
- No dogs or other pets are permitted on the playground.

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 p.m.) in order to ensure a safe and efficient dismissal 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 FACTS 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 an alternate designated place and time.

Emergency School Closings

School closings declared because of hazardous or inclement weather conditions will be announced via the parent alert system through FACTS, local television, and local radio stations. Immaculate Conception School will be closed whenever the Columbus Catholic School system declares a day of no school. The only exception could be in cases where the buses are reason for the closure. In these cases, school closures will be determined on a day bay day basis.

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 security, 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 main lobby entrance doors, 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 Meetings

Meetings with parents may be held virtually or in person. This will be determined on an individual basis.

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 by the school and scheduled by the administration. At no time will video or audio recordings of the classroom be permitted. Visitors will be accompanied to and from the observation area. Parents may observe the classroom a maximum of three times per school year.

Volunteer Code of Conduct

Immaculate Conception School, in conjunction with the Diocese of Columbus, is committed to maintaining a safe environment for all children and youth engaged in ministries and activities on our campus. As part of this commitment, we require anyone over the age of 18 working with children to complete the Protecting God's Children certification program and submit for a background check. All parents/volunteers must also sign off on the Volunteer Code of Conduct prior to volunteering. (Opening of school forms) For more information on this program and to register, please visit the VIRTUS website.

ACADEMICS

Religion Program

All students are instructed in Religion daily and are taught by teachers certified through the Catechetical Institute. 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

Students are evaluated by varied assessments, observations on participation, and daily work. Complete progress reports are available to parents at the end of each quarter. Interim reports will no longer be used as the grade book will be viewable by parents at all times through FACTS. All parents are highly recommended to view their child's grades frequently.

Honor Roll and Merit Roll

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

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

SCHOOL LUNCH PROGRAM

Immaculate Conception School offers a hot lunch five days a week for grades K-8. Lunch is purchased through **your prepaid account** via FACTS. The cost is \$3.00 a day. Milk and water are available to students each day 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 stored in the lower hallway near the elevator. We encourage students/parents to retrieve lost items multiple times a year. 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, iPads, 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 accompany the student in order to reclaim the phone.

Students may not have any electronic device that is able to pair with a watch, 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 can 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 a re-clarification of the acceptable use guidelines.
- Loss of privilege of network access from 3 to 45 school days, depending on the severity of the incident.
- 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:

The following items are not permitted

- 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.
- Creating or willfully disseminating 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.
- Attempting to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- Attempting 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.
- Downloading, installing or running any software without the express permission of your teacher or the network administrator.
- Altering the computers or changing the settings of system configurations in any way.
- Altering, damaging or vandalizing Diocesan technology equipment or software in any way.
- Using Diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.

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 extracurricular activities.

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 also.

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 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.

Good Hygiene Practices

It is very important that students maintain good hygiene practices while they are at school. Students should wash their hands for a minimum of 20 seconds before eating food, before and after treating a cut or wound, after using the restroom, after blowing his/her nose, after coughing, after sneezing, and after touching garbage.

Washing hands with soap and water is the best way to get rid of germs, but in the case where handwashing is not possible, hand sanitizer is an acceptable substitute.

ASBESTOS INFORMATION

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or “AHERA” (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and will develop and Asbestos Management Plan for each school. This is to:

“Ensure that workers and building occupants, organizations, or parent teacher organization, are informed at least once each school year about inspections, response actions, and post response action activities, including periodic re-inspections and surveillance activities that are planned or are in progress.”

“Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM.” Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months.

Each of the school buildings will have an Asbestos Management Plan that is available for review. The AMPs will be available at the school office once the comprehensive plan is complete.

HOME AND SCHOOL ASSOCIATION 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 and community-building activities in support of the school. HASA encourages and facilitates parent involvement and assists 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, officers, and executive members-at-large 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 IC 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 President 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 IC 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: preschool-2, 3-5, and 6-8 respectively and report any specific committee or room parent needs for those groups, serving as a conduit for information from HASA to IC families and vice versa. There shall be at least two, and not to exceed three, Executive Parents at Large for each grade group.

Any Executive Parent at Large may act as “chair” of a Standing Committee, and shall be confirmed by majority vote of the voting members and IC Principal at the beginning of each school year.

Standing Committee chairs shall be confirmed no later than October 1st of any given school year.

Section 2. Eligibility and Term

Members shall be eligible for office if they are HASA members in good standing. The President, Vice President, Secretary, and Treasurer shall serve no less than two years. The term for all other offices is three years. 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 and IC Principal. 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 two 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 majority vote of the voting members and IC Principal at the first meeting each school year. Committee chairs shall be confirmed no later than October 1st of any given school year.

Section 2. Standing Committees

The HASA organization has three Standing Committees with sub-committees approved by a majority vote of the voting members and IC Principal at the first meeting of each school year.

These three Standing Committees are: Fundraising, Family Engagement, Academic & School Enrichment.

a) Fundraising. Committee participants spearhead and are involved with efforts to financially support the school.

b) Family Engagement. Committee participants facilitate family involvement with school activities and events.

c) Academic & School Enrichment. Committee participants spearhead initiatives and activities to maintain positive morale of IC teachers and staff, deliver events and programs that enhance the students’ social and academic school experience, and provide IC families, and the broader parish community with access to enrichment opportunities and resources.

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. Budget

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. Records

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. Expenditures

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

Section 4. Signatories

The bank account should have four (4) officers as authorized signatories. These shall be: the HASA treasurer, the HASA President, the school IC 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/or IC Principal.

Section 5. Reports

The treasurer shall prepare a monthly financial report.

Section 6. Dissolution

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. Fiscal Years

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

HASA reports to and is under the administrative supervision, management, and control of the IC Principal.

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 al 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.

Acknowledgement of Risks

Updated: August 1, 2022

We, the parent(s) and student who are signing this student handbook for Immaculate Conception School acknowledge and agree that, as a student at the School and as a parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable disease (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.