



Immaculate Conception School
Family Handbook
2024-2025

Our Mission

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

School Website (www.ic-school.org)

School Doors Open at 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 **Asst. Principal:** Mrs. Hocker

Dir. of Student Services: Mrs. Flanagan

Preschool Director: Mrs. Heim **Admission Director:** Mrs. Lewis

Office Manager/Administrator Asst: Mrs. Hachwa

Secretary: Mrs. Botos

Secretary: Mrs. Connelly

Preschool

Mrs. Heim

Mrs. Vaca-Guzman

Second Grade

Miss. Quesnell

Miss Stalnaker

Fifth Grade

Ms. Tyler

Mrs. Wood

Eighth Grade

Mr. Kersey

Mr. McCurdy

Speech: Mrs. Schafer

Kindergarten

Mrs. Ghaly

Miss Scholl

Third Grade

Mrs. Butchko

Mr. Stinnett

Sixth Grade

Miss Kraker

Mrs. Smith

Intervention

Mrs. Francis

Mrs. Eckstein

Tutor: Mrs. Hancart

First Grade

Miss Dannemiller

Mrs. Stropkai

Fourth Grade

Mrs. Bogner

Mrs. Johnson

Seventh Grade

Mrs. Bjorkman

Mr. Martello

Spanish: Ms. Prince

Music: Mrs. Miller

Tech: Mrs. Miller

Art: Mrs. Zilly

Band: Mr. Swanson

Counselor: Ms. Zak

P.E.: Mr. Scott

Nurse: Mrs. Farthing

Title I Read: Mrs. Echt

Psychologist: Mr. Nicely

Innovation: Mrs. Byrley

Tech Coordinator:

Teacher Aides

Mrs. Dormady

Mrs. Fetko

Miss Davis

Mrs. McCoy

Miss Davis

Mrs. Muetzel

Mrs. Westrick

Mrs. Sloan

Teacher Aides

Mrs. Eagan

Mrs. Floyd

Mrs. Lynch

Mrs. Sanchez

Mrs. Thompson

Miss. Cody

Mrs. Engelhardt

Cafeteria

Manager: Mrs. Nagy

Café Asst: Mrs. Silva

Café Asst: Ms. Gill

2024-25 SCHOOL CALENDAR OUTLINE

1st Quarter: August 21 - October 24, 2024

August 21 First Day of School
September 2 School Closed - Labor Day
September 27 School Closed – Staff PD/Retreat
October 24 1:30 Dismissal - End of First Quarter
October 25 School Closed - Long Fall Weekend

2nd Quarter: October 28 - January 17, 2025

November 7 1:30 Dismissal - Parent/Teacher Conferences
November 8 School Closed - Staff PD/Retreat
November 27-29 School Closed - Thanksgiving Vacation
December 2 School Closed - Staff PD/Retreat
December 20 1:30 Dismissal - Last Day before Christmas Break
January 6 Classes Resume
January 17 1:30 Dismissal - End of Second Quarter
January 20 School Closed - Martin Luther King Jr. Day

3rd Quarter: January 21 – April 4, 2025

February 6 1:30 Dismissal – P/T Conferences
February 7 School Closed - Staff PD
February 17 School Closed - Presidents’ Day
March 10-14 School Closed - Spring Break
March 17 School Closed - Staff PD
April 4 1:30 Dismissal - End of Third Quarter

4th Quarter: April 7 – June 5, 2025

April 17, 18, 21 School Closed - Holy Thursday, Good Friday,
Easter Monday
April 22 School Closed – Staff PD

May 9	School Closed – Long Spring Weekend/Comp for
Conferences	
May 26	School Closed - Memorial Day
June 4	Eighth Grade Baccalaureate Mass
June 5	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.

PRIVILEGE OF A CATHOLIC EDUCATION

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child.

Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall recruit and admit students of

any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extra-curricular activities.

Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.

Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll to circumvent the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school.

If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the principal and/or pastor may ask the child at the elementary level and the principal and/or superintendent at the high school level to leave the school.

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.

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 expectations, 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.

APPLICATION AND ENROLLMENT

Application and enrollment for all students, preschool through eighth grade, is done through the FACTS SIS (Student Information System). Once a FACTS profile is created, an application can be submitted. There is a \$200 application fee for new families applying for kindergarten through 8th grade (\$100 for each additional child). There is a \$120 fee for those applying for preschool.

Once the APPLICATION has been reviewed and approved, you will be invited to ENROLL your child. The enrollment process requires parents to choose their tuition payment plan. New students entering grades 1-8 will be interviewed by the principal or designee before the offer to ENROLL is given. Students currently enrolled, are asked to RE-ENROLL each year to ensure they have priority placement. [Additional fees are charged by FACTS.] Please contact the Admissions Director for questions regarding registration.

Racial Nondiscrimination

Immaculate Conception School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. Immaculate Conception School will not discriminate on the basis of race, color, or ethnic origin in hiring its certified or non-certified personnel.

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.

Student Data and Records

Access to the information contained in a student's permanent record is restricted to certain persons.

Elementary schools may share student directory information with their assigned feeder high school(s) for the purposes of student recruitment. (Per Policy 2800)

Directory information regarding students will be released in various formats, including websites unless a parent/guardian notifies the school that such information is not to be released regarding- his/her child.

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 15.

2024-2025 School Tuition

Tuition for the 24-25 school year is \$8,373.

Tuition assistance is available.

STEP 1 – Apply or Renew the EdChoice Scholarship

STEP 2 – Apply for Tuition Assistance

To receive DIOCESAN or PARISH financial assistance for the 2024-25 school year, you must submit an application and all supporting documentation through FACTS Grant and Aid by March 15, 2024. <https://online.factsmgmt.com/aid>.

Families must submit the FACTS Grant and Aid financial assessment application to be eligible for the following sources of funding:

Emmaus Road Scholarship funds

Diocesan Tuition Assistance

School Scholarships and Parish Grants

Tuition Guidelines

Emmaus Road Scholarship and Diocese Tuition Assistance are available for all families seeking tuition assistance. The deadline to apply for the scholarship or assistance through FACTS Grant and Aide is March 15th. A specific link for tuition assistance from Immaculate Conception School will be found in the FACTS Family Portal or provided upon request.

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 are 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 tuition should be directed to the parish office.

Tuition Refund Policy

If 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 the administration believes 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 the 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.

School uniforms may be purchased at: School Closet and School Days 73 N. Stygler Rd. Gahanna, Oh. 614-476-4104 www.schoolcloset.com
OR order online via School Belles (<https://www.schoolbelles.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 will be worn with the white oxford button-down shirt from October 15 through April 14. The knot must be tied to cover the top button of the shirt.

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. Shirts are white knit long or short-sleeved polo or white oxford button-down dress shirts. 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, leggings, faded blue pants, stirrup, tight-fitting or extreme styles will be permitted.

GENERAL FOR BOTH BOYS AND GIRLS

Physical Education Uniforms –Grades 4-8 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. (Grades K-3 do not change for physical education 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 purchased at the uniform store, 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. (Belts are not required for kindergarteners.)

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 one set of small stud earring is 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. Tinted, highlighted, or dyed hair is not permitted. The judgment of the principal is final in these matters.

Warm Weather Uniforms: (April 15 through October 14)

Students may wear solid navy blue uniform shorts during this designated period. 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.) Length of non-uniform shorts, skirts or dresses must be similar to the length of the school uniform – approximately 2 inches about the knee.

ACADEMICS

Religious Education

All students receive religious instruction in the Catholic faith daily. Students 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

Varied assessments, observations on participation, and daily work evaluate students. Complete progress reports are available to parents at the end of each quarter. The grade book is always viewable by parents through FACTS. All parents are highly recommended to view their child's grades frequently.

Homework

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and foster habits of independent study. Students and caregivers can expect an average of 10 minutes of homework per grade level, starting in first grade. (First grade, 10 minutes, Second grade, 20 minutes, Third grade, 30 minutes, etc.)

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.
- Sixth-grade students 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 consider the estimates, ratings, and recommendations of the teachers, intervention specialists, counselor, psychologist, etc.

Textbooks

Each student will be issued one set of consumable 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 if applicable on non-consumable textbooks. Online textbooks are a frequent option by many publishers for student use at home.

High School Attendance Area

Diocesan policy states, “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.

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 parent or guardian's signature. 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.** The student must inquire about classwork missed during any illness or vacation after they return. Any missed work must be completed within **three days** after the student's return to school.

ARRIVAL AND DISMISSAL

Morning Arrival

- Car riders can enter the lot via the Oakland Park entrance, drop off their child in the alley, and exit at the Oakland Park exit. Cars can also enter the EN 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, helping the flow of traffic. If your child needs assistance getting out of the vehicle, please use the parking lot behind the rectory.

- Bus riders and some walkers will enter the EN Broadway doors from the bus loop.
- Students should enter school through their grade level assigned doors and walk directly to their classrooms after drop-off.
 - Grades K, 1, 2, 3 – enter via the NE Stairwell doors
 - Grades 4, 5, 6, 7, 8 – 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.

TARDINESS

- Timely arrival sets a child up for success and a positive start to the school day. The school day begins promptly at 8:10 a.m. Students are expected to be in their classroom and ready to learn at that time. 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 sets each child up for their greatest success in school and is appreciated by the school staff and by your child's peers.

Afternoon Dismissal

- Dismissal begins at 2:45 p.m.
- Students must identify as either a walker which includes park and pick up, bicyclist, car rider, or bus rider.
- If a parent/guardian will be late for pickup, please contact the school office.
- Students not picked up by 3:15 p.m. will be sent to the aftercare facility at the IC Educational Center; a convenience fee of \$25 will be charged to FACTS each day this occurs.
- All students and parents must use the crosswalk near the basketball hoops 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 EN Broadway doors and use the crosswalk in front of the school.
- Walkers living on Oakland Park or north of the school, will exit on the alley side of the building, walk down the sidewalk, 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 child or walk their child to their car, 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 into 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 parking lot 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 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 have an updated emergency medical authorization form on file. If you should change your address or cell number (work or home), please inform the school office of these changes so our records remain current.

School Crisis Plan

Immaculate Conception School will implement its crisis plan in the event of an intruder or crisis scenario. 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 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. A phone message will be sent to the first phone number listed in FACTS. 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 the sole reason for the closure. In these cases, school closures will be determined on a day-by-day basis.

Safety Patrol

Students in the sixth, seventh, and eighth grade are our safety patrol members. Patrol members are stationed by the Oakland Park cross walk, and at the front of the school/EN 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.

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 a 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.

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.

PARENTS AND VOLUNTEERS

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 when entering.

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 prior to volunteering.

Parent Meetings

Most meetings with parents will be held in person. For extenuating circumstances, virtual meetings can be an option. This will be determined on a case by case basis.

Parent Observations

Parents are welcome to observe their child’s classroom. 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. Observers must remain silent during their observation to avoid student distraction. 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 before volunteering. (Found in FACTS enrollment documents.) For more information on PGC, BCI, FBI checks and to register, please visit the VIRTUS website or go to: <https://columbuscatholic.org/safe>

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 of lunch is \$3.30 a day. Each lunch period is 25 minutes long.

The lunch schedule is as follows:

Kindergarten 11:05-11:30am	First Grade 11:10-11:35am	Second Grade 11:15-11:40am
Third Grade 11:30-11:55am	Fourth Grade 11:35-12:00pm	Fifth Grade 11:40-12:05pm
Sixth Grade 11:55-12:20pm	Seventh Grade 12:00-12:25pm	Eighth Grade 12:05-12:35pm

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, smart watches, 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 to reclaim the phone.

Students may not wear or 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 would be those students 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 graduation date. All parents are required to sign a yearly form providing 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 Internet must support 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 inappropriate or inaccurate information, the Department believes that the benefits to students' access to the Internet 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 Internet behavior, just like 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 is never to view, send, or access materials 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 Instagram; download or play games, subscribe to or access list servers; download music files or check, send, or receive e-mail unless a teacher grants prior permission.
- Do not give out any personal information, including names, addresses, phone numbers, or credit card information about 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 intrude into other people's files.
- Plagiarism: Presenting another person's work or AI generated work as your own constitutes academic dishonesty. This can include deliberate and non-deliberate use of other's or AI generated work and will result in disciplinary action.
- 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 are responsible for using the Internet appropriately. 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 network access privilege 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.

Probation

A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency. These procedures shall be followed for probation. In parochial schools, the pastor shall be notified in advance that the student will be placed on probation and that a conference will be held.

- A conference including parents, student, principal, and, if appropriate, teacher(s), shall be held to discuss the problem and the terms of the probation.

- A written account shall be made of the conditions of the probation as discussed in the conference. The student and parent shall be made aware of the terms of the probation and that the student has been given a specified period of time in which to show improvement.

- The statement of probation conditions shall be signed by the parents, student, and principal. A copy of the statement shall be given to the parents and one copy kept on file in the school office.

- Parents must be notified in writing when the probation is terminated or if it is to be extended.

Suspension and Expulsion

Suspension and expulsion may occur for conduct "...which disrupts the school's academic atmosphere, 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.

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 Tuesday and Thursday 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 automatically be 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 can include 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, including the use of social media, 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, or stimulants in pill or capsule form or bringing said items onto 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 violating state, municipal, or school law will be decided individually but may include suspension, expulsion, and/or monetary restitution for property damage.

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.

f) Committee or Activity Chair. Any Executive Parent at Large or HASA member may act as “chair” of a committee and/or activities, and shall be confirmed by majority vote of the voting members and IC Principal at formation.

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 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. Committee Focus Areas

The HASA organization has three focus areas that all activities and/or committees should support. New activities and/or committees must be approved by a majority vote of the voting members and IC Principal. These three focus areas 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 organization's regular meeting shall be on the second Tuesday of every month during the school year at 7 p.m., 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 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 the IC Principal or (if Principal is unavailable) the HASA President.

Section 5. Reports

The treasurer shall prepare a monthly financial report.

Section 6. Dissolution

Upon the organization's dissolution, 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.

Section 8. Cash Advances

When it is necessary to help alleviate the burden of expenses for events and activities sponsored by HASA, cash advances are permissible, provided the following:

- No more than \$500 can be advanced at a time, and receipts must be provided to the Treasurer to cover the advance before more funds can be disbursed.
- If funds are not used and/or receipts are not provided, the cash must be returned within two months of disbursement.
- The chair of the standing committee requesting funds shall assume responsibility for the advances and keep detailed records of disbursements;

The exception to this process is cash or the purchase of gift cards provided to homeroom teachers for use to set up their rooms.

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 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 with an unresolved problem are advised to first meet with the teacher and second with the principal. Rarely, after exhausting the first two steps, a parent may feel the necessity of pursuing the matter with the pastor. The pastor decides 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 board should hear the issue. Teachers wishing to bring matters before the Board should first consult the principal and pastor before contacting the Board.

Amendment

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Acknowledgment

I have read and agree to abide by the Parent/Student Handbook policies. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the school in its sole discretion, without notice. The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator’s Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator’s Manual that governs.

I have read and agree to abide by the policies contained in the Immaculate Conception School Family Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the school in its sole discretion, without notice. The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator’s Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator’s Manual that governs.

Parents/Guardians must electronically sign this agreement through the FACTS family portal prior to your child arriving on the first day of school.