



# **IMMACULATE CONCEPTION**

Student/Parent Handbook  
2012-2013

*Faith Community Excellence*

### **MISSION STATEMENT**

United by Catholic faith, our mission is to form a community of life-long learners growing in body, mind, and spirit.

April, 2012

### **SCHOOL PHILOSOPHY**

We, the community of Immaculate Conception School, believe that we are an extension of the Christian home and family, assisting in each child's spiritual growth in the Catholic tradition.

We facilitate learning, which encourages students to be intrinsically motivated learners. We foster an atmosphere that nurtures independent thinking. We utilize technology to access and apply information in the learning process.

We encourage each child to develop a strong sense of self-discipline and a respect for others. We rejoice in the individuality of each child.

### **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.

### **SCHOOL BELIEFS**

1. The student is the primary focus of all decision making of the school.
2. Each student is an individual child of God who is instructed in the basic teachings of Jesus Christ and the Catholic Church and is actively involved in his or her faith formation.
3. Curriculum and instructional practices incorporate a variety of learning strategies and assessments. These allow students to demonstrate understanding, to actively problem solve, and to continuously produce quality work.
4. Students, staff, and parents develop a sense of Christian Community demonstrated with mutual respect in a safe environment.

### **RACIAL NONDISCRIMINATORY STATEMENT**

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

### **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 ADMISSION OF STUDENTS**

### **Kindergarten Registration**

The date for kindergarten registration will be announced in the parish bulletin and locally publicized. To be enrolled in the I.C. Kindergarten, a child shall have reached the age of five years on or before the 30<sup>th</sup> day of September in the school year during which the child enters kindergarten. Baptismal and birth certificates, and social security card must be presented at the time of enrollment.

A registration fee must be paid at the time of registration. The registration fee is applied to your last tuition payment of the year due April 15<sup>th</sup>. Please see "Tuition Schedule" for further information on tuition payments.

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

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

### **Registration for Other Grades**

A registration fee of \$300, applicable to upcoming year's tuition, must be paid at the time of registration. Baptismal and birth certificates, and social security card must be presented at the time of registration. To be enrolled in first grade a child shall have reached the age of six years on or before the 30<sup>th</sup> day of September of the school year in which the child will enter first grade. Please contact Ms. Cavello in the school office for registration materials.

### **Child Custody**

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

### **2012-2013 TUITION SCHEDULE**

Tuition for the school year has been set by the Immaculate **Conception School Board** as follows:

A. *Parishioners	1 child	\$2920
	2 children	\$5220
	3 or more children	\$7100
B. Non-Participants		\$4190 per child
C. Kindergarten		\$3180

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

- Regular Mass Attendance
- Regular Offertory Contributions
- Participation in parish and/or school programs/activities

Tuition payments may be made in the following manner:

- FULL** - total tuition paid by July 15, 2012
- SEMESTER** - half tuition due by July 15, 2012 and the final half by December 15, 2012
- TEN EQUAL MONTHLY PAYMENTS** - one/tenth total tuition due by the 15<sup>th</sup> of each month beginning July 15, 2012.

### **Tuition Guidelines**

Families in need of tuition assistance should be aware that Diocesan tuition assistance and Columbus First Tuition Assistance Program is available. Information and forms are available through the office in the spring.

In accordance with Immaculate Conception Parish policy, the following guidelines are followed when reviewing delinquent accounts regularly throughout the year:

1. All accounts in which tuition agreements are not being met are reviewed regularly.
2. All non-current accounts are subject to grade/transcript withholding.
3. Accounts not one-half paid by November 15 will be reviewed before attendance for second semester.
4. Severely delinquent accounts which have not made acceptable arrangements will be recommended for dismissal.
5. Accounts that have unpaid balances at the end of the year and proven to be uncooperative and severely delinquent will be denied re-enrollment.
6. All tuition must be paid in full by April 15 to guarantee enrollment next year.
7. In accordance with Diocesan Policy 3240.1, permanent records of students whose financial obligations have not been met will be withheld. In addition, without prior arrangements, Immaculate Conception School will not accept a student whose financial obligation to another Catholic school has not been met.

### **ALL TUITION QUESTIONS SHOULD BE DIRECTED TO THE 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 will be refunded if there is not room in the grade that the child is eligible to attend or if it is determined by the family and school that a child is not ready to attend school.

### **UNIFORMS**

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

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

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

### **PHYS ED UNIFORM**

**Grade K-8** All students are to wear the uniform gray t-shirt with the Marian Cross and navy blue gym shorts also with the Marian Cross. Students must wear appropriate sneakers with laces or Velcro. Students in grades K-4 will wear their gym uniform all day. During winter uniform months (October 16-March 31) students in grades 1-4 must wear the PE uniform sweatpants over/instead of the uniform shorts.

### **ACCEPTABLE UNIFORM STUDENTS K-8**

**Slacks (boys and girls):** Must be navy blue. May be corduroy. No denim, stretch, stirrup, tight-fitting, cargo or fashion pants permitted. Must be straight-legged, appropriate fitting, dress style pants.

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

**Jumper (girls grades K-6):** Shall be blue/gray plaid designated as school uniform. Must be no shorter than 2 inches above the knee.

**Skirts (girls grades 7-8):** Shall be same as uniform jumper. Must be no shorter than 2 inches above the knee. Normal waistband shall not be altered (unless done by parents for size purposes).

**Shirts:** Required. Must be light blue or white, either oxford or polo style. Must have sleeves (long or short) and collar. Must be plain with no designs or monograms except trademark affixed by the manufacturer. **Shirts must be tucked into jumper/skirt/slacks at all times.**

**Sweater:** Permitted. Must be navy blue. May be V-neck or crew (round) neck. May be cabled or plain knit. May be pullover, cardigan or vest style. No oversized, open or decorative weaves.

**Sweatshirts/Fleece Jackets:** Students may wear an approved uniform sweatshirt/fleece jacket over their uniform shirt during cool weather. Approved sweatshirts/fleece jackets are gray with the school crest of the Marian Cross and are available at the School Days uniform store.

**Shoes:** Must be white, black, or brown. Athletic shoes are permitted. No contrasting laces; laces must be tied. No sandals, boots, or ballet flats. Shoes may NOT "light up."

**Socks:** Required. Must be solid white or navy blue. Tights or leggings are permitted under the skirt or jumper (must be white, gray, or navy blue). Crew socks must be worn with leggings.

**Turtlenecks:** Permitted during winter months. Must be solid white and worn under uniform shirt.

### **GENERAL PROVISIONS**

**Jewelry:** Only watches, single necklace, and small stud earrings are permitted. No hoops or dangling earrings. Boys may not wear earrings.

**Make-up:** Make up and nail polish are NOT permitted.

**Hairstyles:** Hair must be kept neat, combed, clean, and trimmed. Facial hair is not permitted. Tails, braids, feathers, and tinted or dyed hair are not permitted. The judgment of the principal is final in these matters.

**Winter Boots:** Boots are permitted during inclement weather. Students are expected to bring appropriate school shoes to change into during the school day.

### **SUMMER UNIFORM (April 1-October 15):**

Students (both boys and girls) may wear navy blue walking length shorts in place of uniform pants/skirts/jumpers.

### **SCOUT UNIFORMS**

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

### **NO UNIFORM DAYS**

During the school year there are no-uniform days. On these 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. A no-uniform day does not excuse the student from other provisions of the uniform policy (such as wearing make-up, jewelry, sandals, 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 misses 28 days whether the absences are excused or unexcused. Parents are primarily responsible for seeing that their children are in school.

The school recognizes that there are certain legitimate reasons for absences such as personal illness, illness in the family, death of a relative, etc. **When a student is going to be absent for any reason, the parent or guardian must call the school before 9 AM to report the absence.** Please let us know the nature of the illness. **The number to call is 267-6579.**

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. 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.

Student vacations scheduled while school is in session are strongly discouraged. **Teachers are not obligated to provide homework in advance for vacationing students.**

### **Tardiness**

Students are to be present for the 8:00am bell. The tardy bell rings at 8:10am. Students must report to the office if they arrive after the tardy bell. A student with three tardies in a month will serve an after school detention (until 3:30 PM). 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.

### **EMERGENCY MEDICAL INFORMATION**

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 notify the school office so that our records will remain current.

### **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 prior to the normal dismissal time.

### **Emergency School Closing**

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

### **LUNCH PROGRAM**

Immaculate Conception School offers a hot lunch five days a week. The cost is \$3.00 per lunch. Milk is available to students each day at lunchtime. The school provides fat free chocolate and 1% white milk. This can be purchased by an annual payment of \$75.00. Payment must be made by the time school opens.

### **SAFETY PATROL**

Students in the seventh and eighth grade provide a safety patrol for the students of the school. This is done with the cooperation of the American Automobile Association (AAA). Patrol members are stationed at the sidewalk by kindergarten, 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.

### **LOST AND FOUND**

"Lost and Found" articles are kept in a container on the stage in the gym. At the end of each quarter we will donate unclaimed items to a worthy charity.

### **ARRIVAL AND DEPARTURE**

#### **A.M. Drop-Off Rules**

1. All cars are to enter at the Oakland Park entrance, drop off their child in the alley, and exit at the Oakland Park exit. Please pull up as far as possible to the cones so that multiple cars can drop off at the same time. Please have your child ready to exit as soon as you stop to help the flow of traffic.
2. Parents are not permitted on the playground in the morning.
3. Parents are not permitted to enter the building to accompany their child to class.
4. Kindergarten parents will use the lane in front of the Children's Center and students must be able to exit the car themselves. If your child needs assistance getting out of the vehicle, please use the parking lot behind the rectory.

### **P.M Pick-up Procedures**

1. All walkers should go home immediately after school and not hang around.
2. All students and parents must use the crosswalk to walk between the school and the parking lot. There is no walking between cars.
3. Walkers should go out the front doors of the building to EN Broadway if they live south of the school and use the crosswalk and crossing guard in front of the school.
4. 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 at all.
5. Students are to wait on the school side of the cones while waiting on parents to pick them up.
6. No dogs or other pets are permitted on the playground.
7. Parents should not use cell phones during pick-up and drop-off procedures.

### **School Visitors/Volunteers**

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

All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the "Protecting God's Children" workshop. A copy of the BCI report and attendance at the PGC workshop must be given to the school office.

### **Parent/Teacher Conferences**

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

### **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.

### **Religion Program**

Students are instructed in Religion daily and are taught by teachers certified through the Diocesan Religious Education Program. All children are required to participate. Each class will attend Mass, a Para liturgy, or have a presentation on Christian character formation weekly.

### **Directory and Personally Identifiable Information Release**

Directory information and personally identifiable information (i.e. photos) regarding students will be released in various formats including websites unless a parent notifies the school, in writing, on or before the first day of school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

### **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, MUDs, or MOOs; download or play games, subscribe to or access list servers; download music files or check, send, or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not use the Internet in any way which disrupts the service or its operation for others.
- Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.

### **Consequences for Inappropriate Use of the Internet**

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of network access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

### **Terms and Conditions for Technology Network and Equipment Use**

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

### **Acceptable Use of Networks and Technology Equipment**

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

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.



- Do not alter the computers or change the settings of system configurations in any way.
- Do not alter, damage or vandalize Diocesan technology equipment or software in any way.
- Do not use Diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

### **Consequences for Inappropriate Use of Network or Technology Equipment**

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.

### **EVALUATION**

**Parents:** Parents may wish to observe their student in the classroom setting. First, the parent must obtain written approval from the principal. Next, the parent must contact the teacher to schedule an appropriate time.

**Students:** In accordance with present diocesan regulations, the Terra Nova Achievement Test is given in grades 3-8. These tests help measure individual and class growth, evaluate teaching effectiveness, design curriculum, and assist in correct placement.

Students are also evaluated by teacher-made tests, observations on participation, and daily work. Complete progress reports are sent to every child at the end of each quarter and interim reports are sent halfway through each quarter.

**Teachers:** Teachers are evaluated by the principal on a yearly basis as established by the Diocesan Department of Education. The diocesan instrument for evaluation is used.

**Principal:** The principal is evaluated by the Diocesan Department of Education with input by the pastor, teachers, parents, and students. The diocesan forms are utilized for this.

### **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 teacher or teachers and school counselor (if available) about the student.

### **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.

## **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 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.

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

### **Procedures for Discipline:**

#### **GRADES K-4**

1 <sup>st</sup> infraction	Verbal Warning
2 <sup>nd</sup> infraction	Loss of Recess
3 <sup>rd</sup> infraction	Contact Parents
4 <sup>th</sup> infraction	Parent/Teacher Conference
5 <sup>th</sup> infraction	Discipline Committee meeting with parents and student

#### **GRADES 5-8**

1 <sup>ST</sup> infraction	Verbal Warning
2 <sup>nd</sup> infraction	Contact Parents
3 <sup>rd</sup> infraction	After school detention (parents are notified)
4 <sup>th</sup> infraction	Parent/Teacher Conference
5 <sup>th</sup> infraction	Discipline Committee meeting with parents and student

### **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.

Any student under suspension or expulsion may lose his/her right to participate in extra curricular activities.

**Electronic Devices:** Students may not bring to school any electronic devices such as, but not limited to, iPods, cd players, tape players, video games, e-readers, etc. Students may have a cell phone. The cell phone must be turned off and kept in the student's book bag during school hours. Cell phones that are discovered turned on during school hours will be confiscated.

### **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. 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.
- Any student needing to take medication during school hours 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 injectable medications will be given by school personnel except for emergency medications, such as epinephrine pens or Glucagon.
- No verbal orders can be taken. Any changes in medication must also be in writing from the health care provider.
- The 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.
- 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.

### **Lice Policy**

The following procedures will take place when it is discovered that a student has head lice:

- The infected student(s) parent must immediately notify the school nurse or school official that their child has an active case of head lice or has been in contact with a child/family with head lice.
- The infected child will be removed from school upon discovery of head lice so that the child's parents can administer appropriate medical treatment.
- The school nurse or a school official will consult with the affected child's parent(s) to educate them as to the nature of lice infestation, appropriate medical treatment, the screening of other family members, and household treatment to avoid re-infestation. Printed material will be given to the family concerning the above measures.
- The child will be readmitted to school as early as the next school day if proof of treatment is provided to the school nurse, no active infestation is detected, and there are no nits within a quarter inch of the scalp.
- On discovery of an active case of head lice, the school nurse or school official will screen the infected child's grade and any siblings. Screening will continue for a period of at least three weeks or until the class is nit free.
- Appropriate anti-infestation measures will be taken in the classroom(s) where the infestation was found. This will include student education as to the spread of lice and the appropriate cleaning of the room.
- A letter will be sent home to all parents in the grade where an infestation is discovered stating that lice has been discovered and appropriate detection and prevention measures to be taken at home.
- ***The school principal may exclude from school a child(ren) if it is determined that a family has not followed proper procedures to eradicate the infestation. This includes the use of pediculicide shampoos and evidence of the removal of nits.***

### **FIELD TRIP POLICY**

It is the policy of Immaculate Conception School that all field trips that are not within walking distance of the school are to use buses as the method of transportation. This policy is adopted for reasons of safety and ease in administration. Parents who are not chaperoning the students on the buses may attend using their own transportation. If there is not room at the field trip site for additional attendees, parents will be notified prior to the trip. For students unable to afford the cost of the bus transportation, the school will provide financial assistance. **A signed permission slip must be on file in the school office for a student to participate in a class field trip.** All parent chaperones must have on file a BCI report and Protecting God's Children Certificate.