



Parent Handbook 2025-26

Immaculate Conception School
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School Hours
8:20 a.m. – 3:15 p.m.

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WELCOME

Principal Letter

August 2025

Dear Immaculate Conception Students and Parents,

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

The teachers and I will enjoy working with you and your students this year, and we look forward to getting better acquainted. This handbook provides the guidelines regarding our school policies and procedures. Please take the time to thoroughly read it, and keep it handy for reference. Also be sure to complete the form in your beginning of the year forms through Digital Academy that states you agree to abide by what is in this handbook.

In order for our partnership to be effective, good communication will be critical. Please check our school app regularly for announcements and news, as well as checking on your accounts and your children's grades in Digital Academy, but also keep an eye out for emails or any printed materials sent home and always feel free to contact us with questions or concerns. May the upcoming year be filled with the excitement of learning and with the warmth of being part of God's loving family.

Sincerely,

Polly Muhlenkamp, Principal

History of School

Immaculate Conception School began educating children in a one-room school in 1871 in a frame building near the church. A two story brick building was erected in 1878, followed by a larger two floor school in 1898. The present building consists of two parts, the old grade school school, built in 1919 and the newer section built in 1961. Immaculate Conception High School was built in 1933 and closed in 1972. This building has been renamed the Parish Activity Center and houses our gymnasium, along with meeting rooms, rooms used for religious education, and other activities.

Mission Statement

Immaculate Conception Catholic School prepares students to meet the challenges of the future as leaders and as faith-filled disciples of Jesus. We foster an environment for the spiritual, intellectual, physical and social growth of each student while cultivating the potential of each learner.

Belief Statements

We believe that we pass to new generations the traditions of our faith and loving relationship with God.

We believe that parents, teachers, parish, and community are partners in education.

We believe that students of all ages should be taught and encouraged to be good stewards.

We believe that each student is a valued individual with unique physical, social, emotional, spiritual, and intellectual needs.

We believe that positive relationships and mutual respect among and between students and staff enhance the student's self-esteem.

We believe that all students can learn, and we provide instruction for the different learning styles of children.

We believe when given the appropriate opportunities, each child will develop his/her leadership potential.

We believe that to serve others is to serve God. We challenge our students to help those in need through charity, prayer, and service.

Philosophy Statement

Immaculate Conception School will challenge children of all abilities to achieve academic excellence, become life-long learners, and aspire to be responsible citizens devoted to Christ.

ACCREDITATION

Immaculate Conception School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

ADMINISTRATION

Immaculate Conception School is a parish school which operates under the authority of the Pastor, Fr. Rob Muhlenkamp, under the direction of the school principal, Mrs. Polly Muhlenkamp, with the assistance of a School Advisory Board, who help to oversee policies and finances.

RIGHT TO AMEND

This handbook is not a binding contract on IC School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from Immaculate Conception School solely because of race, color, national/ethnic origin, or ancestry.

Registration Requirements for All Students

1. All new families are encouraged to arrange a family conference and school tour to begin the admission process. Call the school at 419-586-2379 to arrange a meeting or e-mail the principal at polly.muhlenkamp@icschool-celina.org.
2. Admission shall not be based solely on ability or achievement. However, since Immaculate Conception School does not have appropriate educational facilities to meet the instructional needs of students who are severely developmentally or physically handicapped or those with severe behavioral or learning disorders, they shall not be admitted unless special arrangements have been made between the parents and the school administration.
3. The following forms must also be submitted when a student registers at Immaculate Conception School:
 - Birth certificate (certified copy from the Health Department)
 - Baptismal record if Catholic (and other sacramental records, if available)
 - Most recent report card, if older than kindergarten age
 - Any court documents related to custody (in cases of divorce, adoption, foster parenting, or other court ordered custody)
 - Immunization Record
4. Parents of students who are coming from another school will provide a signed release of records form, which allows IC School to request a child's academic and behavioral records from their previous school. Records from the previous school must be received prior to admission. These records will help to determine if IC School is an appropriate educational setting for the child.

5. If a child is on an Individualized Education Plan (IEP) for speech or learning disabilities, Immaculate Conception must review the IEP before admitting the child in order to assure we can meet the instructional needs of the child.
6. Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.
7. A new student entering IC School must present documented proof that he/she has received all immunizations prior to the first day of school.
8. Any new student to IC School is admitted on a probationary period for the first quarter. At the end of this probationary period, an assessment will be made by the administration, in conference with teachers and parents, to determine if the grade placement is proper or whether a different placement is appropriate in order to help the child be a successful learner.
9. Continued enrollment at Immaculate Conception School is dependent on the following factors:
 - Tuition and all other charges paid to date. Failure to keep tuition payments up to date may result in a denial of enrollment.
 - Maintenance of a satisfactory disciplinary record, as determined by the principal and faculty.
10. Registrations for students in grades K-6 that meet all requirements will be accepted on a space-available basis according to the following priorities:
 1. Students currently enrolled at IC
 2. Children of registered IC Parish members who currently have siblings enrolled at IC
 3. Children of non-parishioners who currently have siblings enrolled at IC.
 4. Children of registered IC Parish members enrolling a first child.
 5. Children of registered St. Isidore the Farmer family of parishes parish members.
 6. Children of non-cluster families enrolling a first child.

*Admission policy for Immaculate Conception Preschool is outlined in the preschool handbook.
(Adopted by the Immaculate Conception School Advisory Board 06.18.13)

School Age

In accordance with [Section 3321.01](#) of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between August 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

IC School highly recommends students entering kindergarten turn 5 prior to August 1 of the year of admittance.

Educating Students with Special Needs

IC School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs,

then the child may be offered the opportunity to enroll. Parents should plan to share the child's IEP with the principal prior to enrolling.

Admissions Process

Acceptance of registration at IC School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. If a student has applied for or has received a State of Ohio Scholarship, such as EdChoice or Jon Peterson, all forms and documentation must be submitted prior to acceptance for admission. Registration fees are NOT refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school and parish.

The process for admission and enrollment at IC School is as follows:

1. Set up a family tour and conference. Call the school office at 419-586-2379.
2. Go to www.icschool-celina.org, and from the Prospective Parents tab, choose "ENROLLMENT." This link will connect you with the Digital Academy website and the FACTS website. (Digital Academy is the company that manages our enrollment and tuition collection, while FACTS is the company that manages our financial aid applications for grades K-6).
3. Set up a Digital Academy account, using your e-mail and a password you choose.
4. Enroll your child by logging into your Digital Academy account and providing the requested information. You will be charged an annual \$50.00 REGISTRATION FEE (per child).
5. Apply for financial aid (optional) through FACTS (available for K-6 only). Returning families' deadline is February 20. There is a \$35.00 fee to apply for financial aid, and documentation such as tax forms are required to be uploaded. (If you need help with this process, please contact Mrs. Muhlenkamp.) In order to be considered for aid from the Archdiocesan Catholic Education Foundation, applications should be completed prior to February 20.
6. A finalized agreement will be sent out once grants and aid are determined. (These are typically sent out in May, once need-based grants are calculated.)

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Voluntary Withdrawal of Students

Parents may withdraw a student at any time during the school year. Parents should work with the administration to make the process as smooth as possible for students and teachers. Any school property, including, but not limited to, library books, novels, non-consumable textbooks, Chromebooks, etc., must be returned to the school.

Families will be charged a prorated tuition for the days the student is enrolled at Immaculate Conception School. Any outstanding fees for tuition, cafeteria, library books, or other outstanding fees must be paid. If they have paid an overage, it will be refunded to them. Records will be transferred to the school the student will be attending as soon as possible, once all fees have been settled.

FAITH FORMATION

Religious Education

IC School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with God's message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Sacramental Preparation

Our students who are Catholic will prepare for and receive the sacraments of Reconciliation and First Communion during the second grade year. Students will need to have been baptized prior to receiving these sacraments. Parents will be given guidance as to what students are learning and the particulars of the events surrounding these sacraments at parent meetings in the fall for reconciliation and in the winter for First Communion.

Parents of students who are not Catholic will be given choices in how their children may participate in any preparation and these events outside of participating in the classroom instruction given. Parents of non-Catholic students should feel free to reach out to the teacher or principal with any questions along the way as our Catholic students prepare for these sacraments. We want all students to be reassured of God's love and to feel as though they belong even if they cannot fully participate.

ACADEMIC PROGRAM

Academic Expectations

Students at IC School are exposed to a challenging, well-rounded curriculum. In addition to teaching core subjects, we also offer spiritual development through religion classes, service opportunities, and sacramental preparation, as well as music, art, PE, enrichment, and intervention opportunities. Additional support services may be available for students as needed, including Title Reading, Speech and Language Services, and Intervention services for students with learning disabilities.

Homework

Homework is assigned as a means of giving practice, reinforcing concepts on the individual level, evaluating progress, and developing good study/work habits. These objectives are essential to our purpose. Homework does not necessarily mean traditional, written work. Students may be requested to review class notes, read, work on projects, or study for a test, etc.

Guidelines for Homework Completion

Time for homework should be set aside after every school day. Students are assigned an amount of homework that is age appropriate for each grade. Reading and reviewing are important components as well as written work. The amount of time spent on homework each evening may vary according to the ability of the student. However, it should be within the range of the student's ability and of such a nature that the student can complete the work independently. The parent's/guardian's role is to support as a facilitator of good practices and check for completion. If you think that your child is spending an excessive amount of time on homework every night, please talk to his/her teacher about your concerns.

The following guidelines have been established for timing of daily homework:

Kindergarten	15 minutes
Grades 1 – 3	20 to 45 minutes
Grades 4 – 6	45 to 90 minutes

Grades and Grading

The purpose of assessing student work and performance, and issuing a grade is to inform the student, the teacher, and the family about the student's growth toward proficiency of the standards. Grades K-6 use the Archdiocese of Cincinnati recommended reporting structure for recording student progress.

Grades K-2 will be using the Archdiocesan Student Progress Update for the report card. These progress reports focus on areas of standards in each subject. Teachers will provide specific information concerning what is covered under each of the standards. Not every standard area will be assessed each quarter. Students may receive the following marks:

- 1 - demonstrates limited progress toward proficiency
- 2 - progressing toward proficiency
- 3 - frequently demonstrates proficiency
- 4 - consistently demonstrates or exceeds proficiency

Grades 3-6 will continue to use the Archdiocesan report card. Students may receive the following marks:

- | | | | |
|-----------------|--------------|---------------|-----------------|
| • A+ = 99-100% | A = 95 - 98% | A- = 93 - 94% | (Excellent) |
| • B+ = 91 - 92% | B = 87 - 90% | B- = 85 - 86% | (Good) |
| • C+ = 83 - 84% | C = 79 - 82% | C- = 77 - 78% | (Average) |
| • D+ = 75 - 76% | D = 72 - 74% | D- = 70 - 71% | (Below Average) |
| • F = 0 - 69% | | (Failing) | |

If parents have any questions about the child's mark, they should make an appointment to meet with the child's teacher.

Field Trips

A number of field trips are planned by the teachers each year to supplement what students are learning in the classroom. Parents are required to sign a permission slip for each field trip that requires transportation. **The permission slip will be a form in Digital Academy.** Walking field trip (less than 1 mile from school) permission is provided in a general form at the beginning of the year. Students who do not have a signed permission slip will not be permitted to go on the trip and will stay behind with another class for the day.

Parents may be asked to volunteer as chaperones, depending upon the nature of the trip. Class trips are meant to be an experience for the students as a class, and for that reason, younger brothers and sisters may not accompany parents who chaperone. Parents who wish to be chaperones on school field trips must complete a child protection training program, undergo an online background check, and remain current on the training in order to be in compliance with the Decree on Child Protection of the Archdiocese of Cincinnati. Chaperones need to give their undivided attention to ensuring the safety and well-being of their assigned group to the best of their ability.

While buses are the preferred transportation for field trips, if any parent agrees to drive on a field trip, the following conditions MUST be met:

1. The parent must fill out the field trip driver form and bring a copy of his/her driver's license and proof of insurance to the school office **PRIOR TO** the field trip. Copies of this documentation will be kept in the school office until after the field trip (and will then be shredded). This must be done prior to EACH field trip.
2. The drivers must travel directly to the field trip site in a caravan and return directly to school. If a vehicle emergency occurs, the parent should notify another car in the caravan to stop as well.

Field trips are *privileges* for students. Students may be denied participation if they fail to meet academic or behavioral requirements. If a student is denied participation in a field trip for these reasons, he or she must attend school and do required school work or the absence will be unexcused.

Promotion and Retention

Students who demonstrate the skills and knowledge necessary to be successful at the next level of learning are promoted. Decisions addressing academic achievement will be made on an individual basis.

Retention is deemed appropriate if the benefits to be expected from repeating a grade outweigh the negative aspects of retention, and the difficulties expected as a result of moving to the succeeding grade level outweigh the positive aspects which could be expected as a result of that move. Each retention consideration shall be approached on an individual basis, and will consider academic, social, emotional, and personal development.

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

If the parents disapprove of the proposal, the principal of the school, in consultation with the teacher(s), will make the determination as to whether retention is to be carried out. This determination will follow the considering of information pertinent to the issue. The decision will be indicated by the principal in writing. This decision will occur within twenty (20) days of the initial proposal to retain. This decision is final.

Students who receive an Ed Choice, Ed Choice Expansion, or Jon Peterson Scholarship are required to achieve a promotion score on the 3rd grade state Reading and Language Arts test or a permissible alternative test in order to be promoted to 4th grade. Parents may request in writing that the student be promoted to 4th grade, if the parents and teachers are in agreement that is the best plan for the student. The school will then provide continued reading intervention to help the student get to grade level.

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from IC School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. IC School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

IC School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Curriculum

IC School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students, regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. The report card grade for the Religion courses reflects the student's ability to understand the teachings of the Catholic Church. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

Standardized Testing

IC School follows the Archdiocese of Cincinnati and State of Ohio requirements regarding standardized testing. Students receiving State of Ohio scholarships may be required to participate in additional state testing. Immaculate Conception School will use i-Ready as its standardized testing program.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation. Immaculate Conception School grades 2-6 will participate in the ARK test (Assessment of Religion Knowledge).

Reporting Student Progress

IC School issues report cards to the families on a quarterly basis. Additionally, progress reports may be issued throughout each grading period. Student grades can be accessed at any time via Digital Academy.

Any parent of a student on an IEP or a service plan (speech only) will receive a quarterly progress report on the IEP goals. IC School will also supply a quarterly progress report to the Jon Peterson Scholarship site.

Awards

Students can earn various rewards for having good behavior, completing a certain number of lessons in the their i-Ready learning path, and be recognized for strong growth on i-Ready Diagnostics throughout the year.

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

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

Student Support Programs

IC School follows applicable guidelines for student support programs offered through these sources. In partnership with the local school district, the following student support services are offered:

Title 1 Reading for K-6

Special Education Intervention

Speech Language Intervention

Tutoring: Reading and Math, all grades

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties. Immaculate Conception School will make every reasonable effort to work with the parents and child in such a case.

ATTENDANCE

The School Day

The school office opens at 8:00am. Doors are unlocked for students at 7:55am. K-6 Students arriving at school before 8:10am are to go directly to the Lourdes Room, where supervision is provided for students. Students will be dismissed to classrooms at 8:10am. No student should go to a classroom prior to 8:10 without the specific permission of a teacher or staff member.

Daily Attendance

Regular attendance and punctuality are important to our students' growth and success in school. Each child has valuable contributions to make, and time spent in the classroom with the teacher and with fellow students cannot be replaced. School begins at **8:20 am** each morning for K-6 students.

[Section 3301-69-02](#) of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

Being on time for school is important. When students arrive late, it creates additional disruption to the classroom, and learning is missed. Students who arrive after 8:20 but before 9:50 am will be counted as tardy. The tardy will be unexcused unless there has been an appointment or other necessary reason (emergency, bus arriving late, etc.)

Students who arrive later than 9:50 am, leave before 1:45 pm, or miss more than one and a half hours of instructional time during the school day will be considered absent for a half day. A student who is not in attendance for at least 1 1/2 instructional hours will be considered absent the whole day.

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours. Whenever students miss school, they miss things that cannot be made up (class discussions, instruction, etc.).

The procedures for reporting an absence are the same as for illness.

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

necessary for a family to take a student out of school for an extended vacation (longer than one school day), the parents must obtain a ***Student Absence Notification*** form from the school office to complete and return, *at least one week before the absence*. (Note- vacations are not on the state's excused absence list, and therefore will be marked as unexcused absences. Any student with 20 or more unexcused absences will not be able to renew his/her state scholarship for the following year.)

Parents should also recognize that it is difficult, if not impossible, to determine exactly what work might be missed during an extended absence. Teachers may supply some of the routine basic work, but will not be required to give complete assignments prior to a family leaving on vacation. They will keep track of all work missed while the child is absent, and the work will be available when the child returns. We do recommend the parent communicate with the teacher while the student is out to see if there is additional work they can complete. Students will have the number of days they are out to make up the work they missed.

Teachers will not be required to do remote learning in order for a family to have access while on vacation.

Make Up Work

Whenever students are absent, they will need to make up work they have missed. Students are not expected to have all work completed the next day when they are absent due to illness, but generally have as many days to complete work as they are absent with an illness. When parents report a student's absence, they should give directions concerning homework for the day. Options include:

- Pick up from the cabinet outside the office after 3:00 pm.
- Have work sent home with a sibling, relative, or a student who lives near your family.
- Special requests can be made to pick up work from the office at an earlier time that is more convenient.
- Wait until student returns.
- Tests and quizzes will need to be taken when the student returns to school.

When parents notify us of an absence in advance (an appointment, funeral, etc.), work may be requested from the teacher in advance. If more than one day is requested, parents should understand that students will still need to check with teachers upon return to be sure nothing is missed, as it is nearly impossible to be sure of what work the students will have that far in advance.

Excessive Absence and Tardiness

If a child is tardy (unexcused) **more than 5 times in one quarter**, a conference will be requested with the parents and student by the principal to help set up an intervention plan. Students may be required to make up for class time missed at recess time or after school. At **10 or more unexcused tardies in a quarter or 20 or more within the year**, the principal may call upon law enforcement to assist in intervention and help insure the child gets to school on time.

If a student is **absent 5 or more days in one quarter (even if excused)**, the principal may contact the parents for a conference to set up an intervention plan. Students may be required to make up class time missed at recess time or after school. Failure to cooperate with an intervention plan may initiate the assistance of law enforcement to reduce the number of student absences. **Any student missing more than twenty (20) school days (excused and unexcused) may**

be required to attend summer school or may be recommended for retention in his/her grade level. If an illness or injury will require an extended absence for a student, parents are asked to provide documentation from a medical professional as to the amount of time and reasons for any lengthy absence. Parents are asked to work closely with school personnel to insure the student is able to make up for missed instructional time.

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

Excessive unexcused absence or tardiness may result in a failure to pass the current grade. The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Reporting An Absence

1. The parent will notify the **school office** before 8:20 am on the day the student is absent stating the reason the child will not be in school. The school office opens at 8:00 am. If you call before that time, a message may be left on the answering machine. **Parents also have the option of filling out a student absence form in the school app.** *In order that we can assist the health department in noting the types of illnesses students are experiencing, please include the symptoms your child is experiencing when reporting their absence.* Please also note what to do about homework (send it with a student, parent pick up, etc.).
2. A written note can be sent to the office with a brother or sister of the absent child stating the reason for the absence. This note will serve the same purpose as a telephone call. A verbal notification by a sibling will **not** be acceptable. *Notification must come from a parent.*
3. Notice may be given in advance for absences such as funerals, appointments, etc.
4. If the school has not heard from the parent on the morning the child is absent, the school will attempt to contact the absent child's parents or guardian by phone.

These procedures are to ensure the safety of your children. If parents do not contact the school by 8:20 when a child is absent, it will be necessary for us to call them in order to account for every child. If a parent cannot be reached, we will attempt to call the listed emergency contacts, and if none can be reached, the school may call the truant officer or law enforcement. With these procedures, there will be more immediate follow-up for any missing child.

An unexcused absence from school will warrant proper corrective action.

Change in “Going Home”

At the beginning of the school year, parents are to indicate what the usual rule should be for students going home (picked up, walk, bus, etc.). There are times when it is necessary for a child to go home a different way or to go to someone else’s home other than where he/she usually goes. When this happens, the school office **must** be notified via note sent in, phone call, or use of the change in going home form on the school app (prior to 2:15pm) to explain what the child is to do.

It is the policy of the Celina City Schools that pupils will not be discharged from their school bus at any place other than their regular destination without written permission from their parents and their school principal. Send a note to school with your child to explain what is to happen. The school office will confer with the bus garage regarding the change. School bus drivers can only discharge students at stops that are on their regularly scheduled routes. Celina Schools do not allow students to ride a bus other than their own.

If your child regularly rides the bus and you intend to pick him/her up, it is **essential** that you write a note to the teacher and advise him/her of your plans **or** call the school office. (If no note or call is received, your child will be placed on the bus.) Please **DO NOT USE** email or other messaging for this, as a message may not be seen in time. If another parent or someone else is picking up your child, please be sure the school knows about this. We cannot release a child to someone without a parents’ permission. There is also a form on the school app for this purpose, but it must be completed prior to 2:15 to insure it is seen in time to get the proper information to a teacher. **Under no circumstances will a student be permitted to go home a way other than the usual plan without a parents’ written or phoned-in permission.**

Arrival/Dismissal Times and Procedures

Classes for Grades K-6 will begin at 8:20 and classes will end at 3:15. Students are to enter the building upon arriving at school. If they arrive before 8:10, they should go directly to the Lourdes Room. There will be no supervision on the playground before school. *Students should not arrive before 7:55 unless they ride a bus or have the prior permission of the principal.* Students who arrive after the 8:20 bell will be counted as tardy and should report directly to the school office.

Preschool drop off and pick up procedures are specified in the Preschool Handbook.

AM Drop-off, K-6

Buses will unload on Wayne Street and bus students will enter the main doors near the office. Students who walk to school may also enter the main doors near the office. Students who are dropped off by parents or others should be dropped off on the playground and enter Door #7 (at the west end of the playground), which will be unlocked ONLY during the entrance period to school. This door will be unlocked from 7:55-8:20 each school morning. Any students arriving after 8:20 will need to press the button by the door to be admitted and check into the office. Parents or others who are dropping off students should drive through the parking lot on the south side of the school. Children can safely exit cars near the playground and proceed to Door #7 for entrance. Parents can exit the parking lot via Anthony Street between the church and the rectory or may continue through to Sugar Street. (We suggest the Anthony Street exit for K-6 to avoid the AM preschool congestion.) If you need to park and come into school with your child, please use the

designated parking areas on the east and south sides of school or park along Walnut, Anthony, or Sugar streets. You should not park on Wayne Street or on the playground area.

Pick-Up, K-6

Bus students will be dismissed at the Wayne Street doors (#1 and #2) and board the transfer bus on Wayne Street at 3:15.

In order to reduce congestion in the pickup lines after school, we will continue the following plan for pick-ups at dismissal time:

Parents or others who are picking up ONLY students in grades 3 - 6 should park in the parking lot by the Parish Activity Center. Those students will be dismissed from the door on the east end of the building as soon as the buses are loaded and will walk to the corner, accompanied by a teacher, and cross the corner of Wayne Street and Walnut Street where there is a stop sign for traffic and the safety patrol can assist to insure safe crossing. The students will then be able to get into cars, and parents may proceed to go home. It will be in the best interest of reducing traffic issues if parents pull in the lot from Walnut Street and exit the lot onto Wayne Street.

Families with ANY student in grades K-2 will continue to use the pickup line between the church and the school or to park along Anthony or Sugar Streets. If you park along the streets, you should get out of your car and come meet your children to help insure they are safe in the busy traffic. If you are unable to get out of your car because you have other young children, then please get into the pickup line and drive through. If you are wanting to let your children play or to talk with a teacher or other parents, please park in the lot space or along the street and get out of your car. **And for the safety of all children, please drive slowly and do not pass one another in the pick-up line.**

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

Immaculate Conception School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Immaculate Conception School when determining whether to admit or retain a student.

Gender Identity

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, the school will consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

HEALTH AND SAFETY

Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

Administration of Medication

Immaculate Conception School follows the following Archdiocese of Cincinnati mandate and [Section 3313.713](#) of the Ohio Revised Code regarding administering medication to students.

Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin and end;
 - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
 - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;

- 5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

- (1) The student's name and address;
- (2) The names and dose of the medication contained in the autoinjector;
- (3) The date the administration of the medication is to begin and end, if known;
- (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
- (5) Circumstances in which the autoinjector should be used;
- (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
- (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
- (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- (9) At least one emergency telephone number for contacting the prescriber in an emergency;
- (10) At least one emergency telephone number for contacting the parent/guardian; and
- (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization: **Administration of Medication Form**. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication brought to the school must be in its **original container** and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

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

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

DIABETIC CARE POLICY

Immaculate Conception School complies with [Section 3313.7112](#) of the Ohio Revised Code regarding diabetes care.

Immaculate Conception School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
 - a) The name and address of the student;
 - b) The school and class in which the student is enrolled;
 - c) The name of the drug and the dosage to be administered;
 - d) The times or intervals at which each dosage of the drug is to be administered;
 - e) The date the administration of the drug is to begin;
 - f) The date the administration of the drug is to cease;
 - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
 - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

Seizure Action Plans

[ORC 3313.7117](#) requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

Policy On Student Use of Marijuana

Immaculate Conception School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Immaculate Conception School maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Child Protection

IC School follows all Archdiocese of Cincinnati mandates and [Section 2151.421](#) of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Immunizations

Ohio law (ORC Sections 3701.13 and 3313.671) requires children attending pre-school and grades K-12 to be immunized against certain vaccine preventable diseases. Up to date protection against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, hepatitis B and chickenpox are required for kindergarten. (Please see Appendix B, Immunization Schedule). An updated immunization record is to be provided to the school by parents **before** the first day of school.

If a parent does not have a child immunized due to philosophical or medical reasons, the parent is required to sign an exemption form. **When signing the exemption form, the parent is acknowledging that the child may be required to stay home from school if there is an outbreak of a vaccine preventable disease.** The purpose of exclusion is to protect the child who is vulnerable to the disease and to prevent a greater spread of the disease. The time of exclusion from school will be determined based on the incubation period of the disease and will be calculated from the most recent case disclosed. This may also be enforced if there is an outbreak in the public schools due to the fact that students may be exposed to germs on the buses.

Health Screenings

Vision and hearing screenings shall be provided regularly. Students in grades K, 1, 3, and 5 will be screened for hearing by the speech teacher in the fall. Students in Grades K, 1, 3, and 5 will also be screened in vision by trained volunteer nurses. Students in other grades may be screened by request of parents or teachers.

Safety Plan

Immaculate Conception School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a

variety of natural and man-made crisis situations. Immaculate Conception School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

Wellness Plan

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

Several important points in the policy are:

- For classroom celebrations, there will be fewer sugary treats, more healthy snacks, and a limited amount of food.
- When children bring birthday treats from home, they will be limited to one small item per child, and a non-food treat or healthy snack is encouraged.
- In the "Offer versus Serve" program in the cafeteria, a child may decline one or two side items but will be encouraged to eat what he takes and to try a variety of items. If the lunch includes several items the child cannot eat, he should pack a lunch that day.
- Lunch brought from home should be healthy foods; no soft drinks or fast food items should be packed.
- Students are encouraged to participate in physical activities during Physical Education class and recess times as well as activities outside of school time in order to grow in fitness and coordination.
- Getting adequate sleep is important to students' performance in school the next day, so we encourage parents to set an appropriate bedtime for their children.

Our hope is that this policy will promote the health and well-being of our families. Parent involvement is valuable to its success.

Immaculate Conception School contracts with Foundations Behavioral Health Services to provide guidance to our students on social and emotional issues and provide counseling services in Immaculate Conception School.

STUDENT CODE OF CONDUCT

The Conduct Code is a set of rules designed to maintain a Christian atmosphere in Immaculate Conception School and to assist students in developing the attitudes and behaviors to help them live as a disciple of Jesus. This code is in effect at those times when a student is scheduled to be in attendance during regular school sessions, traveling to and from school, in attendance at extra-curricular activities at school or other places, and whenever a student may be engaged in serious misconduct related to the school or its staff, which may include activities involving social media and other communications.

Parents are expected to help students understand the Conduct Code and to assist teachers in reinforcing appropriate behaviors. Teachers and staff members will be responsible to maintain order throughout the school by enforcing the conduct code in a fair and consistent manner, and they will keep parents informed on behavioral issues that arise as needed. The principal will support teachers and parents in their efforts and will take an active role in dealing with chronic or severe behaviors.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the parish, school, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the teacher and/or school administration.

IC School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

General Behavioral Expectations

The following rules are the expectations for students:

1. Students will attend school and be on time for classes unless they are ill, have a doctor's appointment, or have a request for absence that has been approved.
2. Students will be in their assigned rooms and under the direction of the assigned teacher at any time during the school day. They may only leave the designated area with the permission of the teacher. They are expected to follow appropriate rules and routines for the area they are in (playground, cafeteria, etc.).
3. Students will participate in the classroom and do the assigned work according to the direction of the teacher. Students are expected to work cooperatively with the teacher and with other students.
4. Students will complete any assigned homework diligently and on time.
5. Students will show respect for a teacher by being attentive in class and by following directions the first time they are given.
6. Students will treat others with respect (teachers, staff, students, volunteers, etc.)
7. Students will respect the property of the school and of others and treat it with care.
8. Students will walk, not run, in the school hallways.
9. Students will remain quiet in the school hallways at all times including going to or coming from recess.
10. Students will adhere to the school dress code. (Please see "Dress Code" on p. 37)
11. Students will help to keep the school neat and clean by cleaning up after themselves.

12. Students may not bring any items to school that are unsafe to themselves or others (including but not limited to: weapons, look-alike weapons, drugs, alcohol, tobacco, etc.).

Each classroom will use a clipboard to track student behavior throughout the week, and a report will be sent home for parents to sign once each week. This chart will include all behavioral issues from anywhere within the school, and students will earn the negative consequences for getting a certain number of chart marks in a week. There will also be monthly rewards for students who have a minimal number of chart marks.

Teachers and/or the principal reserve the right to add additional consequences for students as they feel it is necessary.

Detention Procedures

1. A teacher or the principal may give a detention.
2. The detention will be for thirty minutes after school (3:15-3:45) or sixty minutes after school (3:15-4:15), at the discretion of the teacher or principal.
3. The parent will be notified at least one school day before the detention is to be served.
4. The detention will be served regardless of extra-curricular activities.
5. The date for the detention may be moved if the first date chosen provides a particular hardship for the family, due to transportation or work schedules.
6. The student will spend the time in one of the following ways, depending on the reason he/she has received the detention: working on missed assignments or other class work, reflecting upon the student's choices (usually with a written assignment), or doing an appropriate "chore."
7. Parents are responsible to arrange transportation home for the student.

Detentions, Suspensions, Expulsions

Certain serious offenses cannot be tolerated at school and will be directly referred to the principal. These include:

1. Deliberate disrespect or disobedience to a teacher or staff member.
2. Fighting.
3. Any activity that harms the safety of another or threatens to do so.
4. Bullying or harassment, including sexual harassment.
5. Theft.
6. Damage to school property or the property of others.
7. Cheating.
8. Lying.
9. Possession or use of alcohol, drugs, tobacco or any substance that is harmful or appears as a harmful substance.
10. The possession of any weapons or look-alike weapons.
11. Repeated or chronic misconduct or conduct that severely disrupts school activity.

The principal (in conjunction with the teachers, as needed) may use one or more of the following consequences when these offenses occur:

1. Conference with student, teacher, principal, and/or parents.

2. Detention after school hours (Any grade).
3. Missed recess time.
4. Isolation during lunch period.
5. Required assessments by a specialized mental health agency.
6. In school suspension of ½ - 3 days.
7. Out of school suspension of 1-3 days.
8. Expulsion.

Parents will be notified whenever a student receives consequences for a serious offense. Students will still receive a chart mark for these offenses in addition to whatever consequence is given for the offense.

Procedures to be Followed in Cases of Suspension and Expulsion

Required Assessment by Specialized Agency Procedures

1. The principal may require that a student be assessed by a specialized agency when behaviors are very concerning (i.e. seriously threatening actions, drug/alcohol issues, etc.).
2. The parents will be notified in writing if such an assessment is required for continued enrollment at I.C.
3. The parents will be provided a list of agencies that can perform such assessments. Parents may choose another agency that has the appropriate professionals on staff.
4. Parents are responsible for setting up the assessment and any fees incurred as part of the assessment.
5. The assessment must be signed by a professional at the agency and must be returned to school before the student may return to the school.
6. If a treatment plan is prescribed by the agency, the parents must agree to follow it.

Suspension Procedures

1. The principal may suspend a student.
2. Suspensions can be for one half (1/2) to three (3) days.
3. The principal will give notice of intended suspension to the student stating the reasons and the length of time for the suspension.
4. The student will then have an opportunity to appear at an informal hearing before the principal and to explain his/her actions. The hearing will immediately follow the presentation of the notice.
5. Following the informal hearing, the principal will notify the parents or guardian giving them an opportunity for a conference to discuss the reasons for the suspension.
6. Suspensions may be in-school or out of school. In-school suspension means the student will be at school and expected to do class work but will be isolated from his/her classmates throughout the day. An out of school suspension means the student will not be permitted to attend school and will receive an unexcused absence. However, the student will be provided class work and is expected to have it completed upon returning to school. There will not be an academic penalty as part of student discipline. If the student does not complete the work while on suspension, he/she may have an after school detention in order to get it completed.
7. Students will not be allowed to attend or participate in any extra-curricular activities during suspension.

Expulsion Procedures

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

Parents have the right to appeal, in writing, to the superintendent of schools for the Archdiocese. The decision of the superintendent to uphold the school or to order the reinstatement of the student is final.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Harassment, Intimidation, and Bullying Policy

It is the policy of Immaculate Conception School (the "School") that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
 - Physical violence and/or attacks;
 - Threats, taunts, and intimidation through words and/or gestures;
 - Extortion, damage, or stealing of money and/or possessions;
 - Exclusion from the peer group or spreading rumors; and
 - Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”).
- Examples of cyber-bullying include, but are not limited to, the following:
- Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All school personnel must cooperate with investigations by outside agencies.

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the school to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Bus Conduct

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

Bicycle Riding

Students who ride their bicycles or scooters to school will park them in the rack provided. They should be walked on the school grounds and may not be ridden on the school grounds at any time during the school day. All students are asked to leave the bicycles alone and not to tamper with them at any time. Students riding bicycles before entering school grounds should be careful when riding on the sidewalks, so as not to aggravate or injure the walkers. At no time are bicycles or scooters to be ridden on the grass. Students failing to observe these regulations may lose their privilege of riding bicycles to school. Students who ride bicycles to school will still require a note or phone call from a parent to ride the bike home, if it is not their usual mode of transportation.

Cell Phones and Other Electronics

If electronic devices such as cell phones, iPads, e-readers, or electronic games are brought to school for any reason, they are to remain **turned off and in a student's book bag during the school day. This also includes watches which can be used for texting or accessing the internet.** The responsibility for such devices is solely that of the student and parent. Electronic devices are not to be used during indoor or outdoor recess or any other time they are not closely supervised, such as an after school practice. Rare exceptions may be made for actual class presentations or other unusual circumstances. Students will not be given access to the school's wireless network on a personal device unless there is a compelling reason approved by the principal. If a student has a device out at a time he/she should not, the teacher may take the device and keep it until the end of the day. For repeated incidents, the device will be taken to the office and a parent will need to pick it up. *The only exception is for devices that are used to monitor a health situation, such as diabetes, and they are only to be used for purposes related to that need.*

Identification of Students' Property

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

Search and Seizure

Immaculate Conception School reserves the right to search and inspect school property used by students at any time. Immaculate Conception School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Cheating and Plagiarism

Plagiarism is the act of using the ideas or words of others as one's own. Students are instructed regarding the nature of plagiarism. Students are expected to acknowledge the ideas and words of others appropriately through conventional standards.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

SCHOOL DRESS CODE

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

The following are expectations for dress at Immaculate Conception:

1. Students will have their hair properly groomed and in a style that is not a distraction to others.
2. Students will wear shirts/tops that are appropriate for school purposes. Printed messages or pictures must not conflict with our message and purpose as a Catholic school. Tops must cover both shoulders with at least 1-inch wide straps and should cover the midriff. *Under clothing should always be covered.*
3. Students may wear jeans, athletic pants, or other pants. Girls may also wear skirts, dresses, jumpers or skorts. **Clothing should be clean and free from rips or tears.** All skirts, dresses, jumpers, or skorts should be a modest length (finger-tip length is a good guide).
4. Excessively tight clothing is not permitted.
5. Students must wear shoes. (Socks or hosiery are recommended with most shoes). **All** sandals must have heel straps to help insure the safety of students. High-heeled shoes are not appropriate for normal school wear. For gym class, students **must** wear tennis shoes.
6. Students are not to wear hats in the school building, nor coats or jackets that are intended for outdoor wear.
7. Makeup is not permitted for normal school days. Moderate makeup may be used for special occasions on older students (May Crowning, 6th grade recognition, etc.).
8. Students are expected to wear an outer garment for outdoor recess as long as temperatures are below 50 degrees (grades 3-6) or 60 degrees (Preschool – grade 2). It is important that parents keep an eye on weather forecasts and try to send students with appropriate outdoor clothing so they can play outdoors at recess. When wind chill temperatures are below 20 degrees or it is raining or extra slippery, we will have recess indoors.

WARM WEATHER ATTIRE

During the first and fourth quarters of the school year, on days when hot weather warrants cooler attire, students may dress according to these expectations:

1. Shorts or capri pants may be worn. Shorts **MUST** be at least fingertip in length and **MUST** have a hemmed or cuffed bottom (no "cut-offs").
2. No spaghetti strap tops, halter-tops, or low-cut necklines.
3. Tank tops are to be in good taste. They must cover both shoulders with at least a 1-inch strap, and the armholes must be tight enough that under clothing is not visible; a t-shirt is to be worn under loose-fitting tanks or tops.

MASS DAY ATTIRE

Since Mass day is special for us at Immaculate Conception School, students' clothes should reflect this. Students should dress according to these expectations:

1. No jeans, athletic pants, or shorts. (During the 1st and 4th quarters, girls may wear nice Capri pants). Rompers are considered to be shorts and are not appropriate for Mass attire. Girls may wear shorts under a dress or skirt as long as the dress or skirt covers the shorts.

2. No t-shirts or sweatshirts. No other shirts with printed messages or pictures. Very small logos are permitted. Students who have a ministry at church must remove outer garments such as a hoodie or jacket and clothing must follow Mass Day attire guidelines.

Students will be permitted to change clothes after Mass only when it is considered necessary for the activities of the day (i.e., on very warm days or when there is a special school activity).

FIELD TRIP DRESS

Certain field trips (such as the symphony or Northern Area Mass) require students to dress in Mass attire. For other field trips, each student should have an I.C. t-shirt (any style) or a plain royal blue t-shirt or polo shirt to wear. This will provide for easy identification of our students on the trip.

MUSIC PROGRAMS

For school music programs, each child from K-6 will be asked to wear nice, dressy clothing. No t-shirts, sweatshirts, shirts with printed messages/ pictures, jeans or sweat pants. Parents will be notified of any exceptions to this at least 3 weeks in advance of the program. (Some students may wear school-supplied costumes.)

SPIRIT DAYS

Occasionally, there are spirit days or other "dress-up" days to celebrate various occasions or sponsored by student council. On these days, unusual dress such as pajamas, silly socks, or hats may be allowed. Students are encouraged to participate in such "dress-up" days as they can, but are never penalized for not participating. Regular dress code expectations apply on dress-up days, except for the particular items allowed. For example, shoes must always be worn; shorts should always be finger-tip length, etc. The spirit dress should never cause a major disruption to the learning process (no excessive jewelry, face painting, etc.).

CONSEQUENCES

Students who do not follow dress code policies, including Mass dress, will receive a chart mark for not following the dress code policies.

PARENT/GUARDIAN INFORMATION

Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Parents are asked to download the school's app and check it regularly for updates and information. In addition, parents should check email with some regularity for any correspondence from the school. Parents should also use the school app as the main form of communication with the school staff, understanding that teachers are not always able to answer parents immediately when they are teaching students or even outside school hours. They are also welcome to use email. If they would like a teacher to call them, they should reach out via app message or email or call the school and leave a message asking the teacher to call them – we will not disturb a classroom for a teacher to take a parent phone call.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Parents are welcome to schedule a conference with their child's teacher(s) whenever they feel one is needed, but these need to be arranged beforehand with the teacher.

Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences for all students in the fall and per teacher or parent request in the spring. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

School Website

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

Digital Academy

I.C. School uses Digital Academy for an online gradebook, attendance register, tuition account, lunch program manager, and school forms. All parents will have a login to Digital Academy in order to be able to track lunch accounts and will also be able to see their children's grades, averages, and any missing assignments.

Tuition and lunch accounts are also managed in Digital Academy. Tuition accounts are set up as automatic payments, according to family preferences. Families may make payments to lunch accounts in Digital Academy as well. In addition, some incidental charges, such as preschool snack fees, band fees, and field trip fees, may be able to be paid online through Digital Academy. *(Families always have an option of paying by cash or check, but please send any money in an*

envelope clearly marked with your child's name(s) and the purpose for the money!) Digital Academy charges the following fees: \$1.00 for withdrawals from a checking account or a 3% fee on any credit card payment.

Mass emails and text messages may also be sent from Digital Academy.

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Immaculate Conception School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. Immaculate Conception School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Emergency Closings

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

In the case of a delay or cancellation, IC School will send out a text message through Digital Academy. Radio announcements will also be made over the following local radio stations: WCSM (96.7FM or 1350 AM) and WKKI/K-94 (94.3 FM.)

Delay schedules will be as follows:

2 hour delay – K-6 start at 10:20; (on a band day, band will be held at 10:00)
AM Preschool 10:15-12:15; PM Preschool 1:00-3:00

Make-up Days Policy

Beginning with the 2014-15 school year, Immaculate Conception is required to count its instructional time by hours rather than days. The Archdiocese of Cincinnati requires that we are in school a minimum of 1030 hours, even after all delays and cancellations. Our school's schedule allows for 6.17 instructional hours each day (the lunch period cannot be counted.) Our present calendar provides for 1122 hours for the 2025-26 school year.

In order that we may preserve and provide a consistent and excellent education for all children and be most certain that we will not need to add days on to the end of the year, we will establish the following make-up days policy:

1. We will generally allow for 8 days to be missed due to weather or other emergencies before doing make-up days. This parts from our former practice of 5 days because we understand how difficult it is for families to manage e-learning days.

2. We may use e-learning days as makeup days for up to 3 school days, if we miss more than 8 days due to weather or other emergencies. These will be announced at the time the closure is announced and teachers will have work posted in Google classroom by 10:00 am. Students will be expected to complete the work in as timely a manner as possible, but we are aware that not every student may have access to a computer or other materials at that time (at a sitter or day care, etc.), so the **work will technically be due 1 week from the assigned e-learning day.** *If other variances are needed (borrowing a Chromebook, printed materials, etc.), it is a parent's responsibility to request this from the school/teacher.*

3. If we feel it is in our students' best interest to make up the school time from more cancellations, the makeup days will be announced at least 1 week ahead of time to allow families time to adjust plans, if needed. The following dates MAY be used as makeup days during the 2025-26 school year:

December 1
February 16

January 16
April 2

February 13
April 6

4. Since we must count hours, numerous school delays may create situations where learning time needs to be made up as well. As long as cancellations are not excessive, delays should not cause us to use a makeup day. But the school reserves the right to make a decision that we feel will be in the best interest of our students.

Parent/Guardian Service Requirements

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

One area that especially needs volunteers is our cafeteria, where parents, grandparents and other parishioners help serve the meals. Volunteers are also appreciated in classrooms and in the library for school projects, either on a regular basis or for special programs. Volunteers are also needed for fundraising activities and the marketing committee. Please call the school office to offer your time and talents. Parent volunteers, like all visitors, MUST CHECK IN AT THE SCHOOL OFFICE each time they arrive at school. Cafeteria workers will check in at the cafeteria.

Volunteers who work around or with students must pass an online criminal background check, be trained in a child protection program through the Archdiocese of Cincinnati, and keep current on the quarterly bulletins in Safe Parish to learn about the Church's commitment to keep children safe and be in compliance with the Decree on Child Protection. (This includes parents or grandparents who want to chaperone on class

field trips or volunteer for one time activities such as Field Day.) Information may be obtained from Mrs. Muhlenkamp.

Volunteers must complete the online background check and the training through Safe Parish (the link is on our website's home page). There is a \$25 charge for the background check, which the participant should pay. If this expense provides a hardship for the family, they may request reimbursement from the school.

Any parent who gets the training to participate needs to stay active and complete quarterly training bulletins 4 times a year while their children are here in school. It just makes this work better at the school if once someone has received the training, they stay active rather than becoming inactive and then wanting to be made active again.

Social Media

Immaculate Conception School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

Immaculate Conception School does have a page on Facebook, and families who use Facebook are encouraged to "like" this page in order to receive any updates through it. However, students should not attempt to contact any staff members directly through Facebook or other social media. Any other social media that may be used by Immaculate Conception School should also be treated in the same manner. All members of the Immaculate Conception School community are reminded to respect the privacy of others and use these communication tools responsibly.

No student or volunteer is ever permitted to use a technology device to take pictures or record video and post it on any social media or distribute it through texting or other electronic communication without the specific permission of a teacher or the principal. **NO PARENT may post any picture of another student on any social media site, even if they copy it from a school communication or if they are from a school activity. Photos from school activities should be forwarded to school personnel to post.**

Student Directory

A family directory of all students and parents will be printed and includes all contact information. This directory is intended for the use of school personnel only and will not be released to the public. The directory is available to organizations such as PTO who are directly related to the school and who may use the information to seek out assistance in fundraising projects or other like purposes.

It is our school policy not to release student or family contact information to another parent or any other party without the express consent of the parent involved. It is important to respect a family's right to privacy.

Technology

Use of the internet at Immaculate Conception School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document is Appendix A

in this handbook and a signature of a parent agreeing to it is required in the beginning of the year forms..

While Immaculate Conception School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is fool-proof. It is always the responsibility of the user to comply with IC School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Chromebook Use

Each K-6 student is issued a Chromebook to use for their i-Ready learning path and other purposes assigned by their teachers during the school day. The students are expected to take care of the devices and immediately report any issues to their teachers. These are not permitted to leave school grounds unless a student needs to use one to complete work at home due to an absence or an e-learning day, and at that time, parents must sign an agreement before the device can be taken out of the building. If a student causes damage to their (or another student's) Chromebook, the damages will be assessed to their account and will be expected to be paid by the parent. A list of common damages and those costs will be made available to parents at the beginning of the year. If the damage is found not to be the fault of the student, no fees will be assessed to the student.

Theft or Loss of Personal Property

IC School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not IC School, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, IC School will report to authorities and prosecute all thefts or vandalism to property.

Tuition

Tuition for IC School is set every year after deliberations by the School Advisory Board and final approval by the Pastor of IC Parish. EdChoice Information, Tuition Aid forms, FACTS Payment Plan forms, and additional tuition information and deadlines for the next school year will be sent home and made available on our website in January.

Use of Student Pictures/Information

Parents will be asked to complete a form to give permission to use their child's picture in various publications at the beginning of the year. Once that form is turned in, any changes to those permissions must be made in writing to the principal of the school.

Visitors

Parents are welcome to visit their children's classrooms; however, the school office must be aware of all visitors. Parents and visitors must CHECK IN AT THE SCHOOL OFFICE whenever they come to school. School doors are locked during the day, and parents and other visitors must ring the bell to be let in at the main office and then check into the school office. Parents should also make prior arrangements with the teacher or principal if coming to visit a classroom.

Volunteer Organizations

Immaculate Conception School has an active **Parent Teacher Organization** which does many activities to support the school, and all parents of preschool through 6th grade students are considered members of the organization. The organization holds meetings 2-4 times each year. The meetings usually last about 1 hour and are held at 6:00 p.m. in the Lourdes Room at school.

Parents are encouraged to sign up to help with various projects throughout the year. PTO projects include:

- Fundraisers to help support the school
- treats for students on various special days usually including All Saints Day, Feast of the Immaculate Conception, and Catholic Schools Week
- a father-daughter dance and mother-son event

PTO provides at least \$20,000 to our annual fundraising goal, pays for all bussing for our field trips, purchases water for our cafeteria, and helps to purchase various supplies and other needs for our classrooms. Several fundraisers will be planned throughout the year – watch communications for more information.

Current PTO Officers are:

- Heidi Henry, President, heidihenry27@gmail.com, 614-787-8153
- Sarah Kittle, Vice President, sarah_hipp@yahoo.com, 419-733-9295
- Staci Clutter, Secretary, stacilclutter@gmail.com, 419-953-3910
- Emily Martens, Treasurer, emysnow9@gmail.com, 419-733-7751

Immaculate Conception has a **School Advisory Board** to oversee the general policies and finances of the school. Members must be active members of St. Isidore Family of Parishes, and 25-35% of the members may be current school parents. Meetings are held monthly during the school year. New members are nominated by current members and are discerned by the Executive Committee, then asked if they will accept the position. Members serve a three-year term, which may be renewed once.

Volunteers

Volunteers are essential to the well-being of our school programs. We welcome parent/guardian and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the Safe Parish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled Safe Parish training bulletins in order to volunteer at IC School. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on

Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form prior to volunteering.

GENERAL SCHOOL INFORMATION

Extra-Curricular Activities and Sports

Sports Program – Boys and girls in grades five and six may join the basketball teams, if there is adequate interest for a team. Girls in grades five and six may join the volleyball teams, and basketball teams, if there is adequate interest. These teams participate in area leagues. Some years these programs are open to students in 4th grade, if more students are needed to form a team.

Student Leadership – This organization allows students to develop leadership skills within the school. Fifth and sixth graders may volunteer to serve on the leadership team.

Safety Patrol – The Safety Patrol assists children in safely crossing streets and in the pick-up line in the vicinity of school immediately after school in the afternoon. All students, regardless of age, must obey traffic laws and must listen to the directions of the patrol members. The fifth and sixth grade students on Safety Patrol learn to be responsible and to provide valuable help to other students.

Any other program using the school grounds outside of school time must be approved by the principal and the parish staff. Any program or meeting without such approval in writing is expressly forbidden. It is considered best practice that a school staff member be present for any such activities when feasible, and at least two adults who are not husband and wife MUST be in attendance.

Requirements for participation in extra-curricular activities: All students must maintain at least a "C" average in all subject areas or have special permission from their teachers and the principal to remain eligible for participation in any of the extra-curricular activities.

Parents are asked to be timely in picking their students up from any extracurricular activities. The two adults who are present when these activities take place are required to stay until all students are picked up, and it is important to be considerate of the extra time they are giving the students. If a parent will not be able to pick your child up on time, perhaps it is possible to find another parent who is willing to take your child home or perhaps your child may walk to the library or other public place where he/she can be picked up later. Please remember that no one will usually be in the office during this time for you to call.

A student who is suspended from school will not be allowed to participate in athletics or other extracurricular activities at IC School during such suspension. The suspended student will not be allowed to begin participating in IC School sports until the date that he/she is eligible to start school after the suspension.

When a student is participating in an extracurricular activity during after school hours, he or she is expected to be respectful and behave as the student is required to behave during school hours. Students who do not conduct themselves accordingly may be referred by the activity leader to the principal for disciplinary action.

Fundraising

IC School has developed a fundraising committee. This committee will do a yearly mailing that will ask all parishioners and alumni to donate to IC School. This committee oversees the total fundraising efforts for the school, including ongoing events like SCRIP sales, and annual events such as the school carnival and dinner auction. The fundraising committee is always open to suggestions and ideas as they come along. Families of I.C. students are asked to support the fundraising efforts as they are able. The support can be in the form of prayer, positive words, and/or participation.

RAISERIGHT PROGRAM

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

RASIERIGHT is available each business day in the rectory office from 9:00 am – 5:00 pm. It is also sold after all the weekend Masses at I.C. In addition, orders can be sent into school and cards sent home with students or orders can be placed online.

Parents may also enroll in the Presto Pay program and pay for orders directly through their checking account. Families with a Presto Pay account may also purchase SCRIP Now! this can be printed for immediate use or kept in a "SCRIP Wallet" on your phone to use electronically. The RAISERIGHT Program has now added an app called "Raise Right" for android and apple devices. Scrip Now may be purchased directly on your phone and kept in your SCRIP wallet to use at stores and other places (the usability may vary by merchant.) **The current code to use to sign up for Raise Right is 527B974721654.**

Gifts

Students should not receive birthday gifts of flowers or balloon bouquets at school due to the distraction this can cause in the classroom. Parents who wish to give these to their children should plan to do so outside of school.

Parties

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

AT HOME: If a student is planning a home party, invitations to that party may be distributed at school only if all the boys or all the girls in a given classroom are invited. If only a few children from a class are to be invited, invitations must be delivered outside of the school day, in

consideration of the feelings of those excluded. Arrangements for the party should be made with all the children's feelings in mind.

Library/Media Center

Students have a regularly scheduled library period in our school library. Students are permitted to check out books of their choice from the library at this time, but they are to be returned by the due date of two weeks later or renewed. Students should take good care of our library books and return them in a timely manner. Any books that are not returned in an appropriate time or are lost or damaged will need to be replaced at the cost of the student/parents.

Lost and Found

Our Lost and Found shelf is located in the 2nd floor art storage room. Occasionally, pictures of items may be placed on the app to help in claiming the items. Items will stay for a minimum of 2 weeks before being thrown out or donated to Good Will.

Lunch Program

Lunch cost for the 2025-26 school year will be \$3.35. Students (except K) may order extras of one or two items, **but the extras must be paid for (even if a student is on free lunch)**. An extra entrée will be \$2.35; an extra fruit, vegetable, or dessert will be \$1.00. Extra milk cartons are \$0.45 each. Adult regular lunches will be \$4.30. An adult extra entrée will be \$2.80, with extra fruits or vegetables being \$1.50.

*Families should convey to the homeroom teacher any restrictions about extras (only fruits and vegetables, only milk, only once per week, none allowed, etc.). **Once a family is notified that a student's lunch account is at or below \$0.00, that student will not be permitted to purchase extras until their account has a balance higher than \$5.00.** Parents can check in at Digital Academy to keep an eye on what extras students are purchasing and to keep lunch balances up to date.*

A hot lunch is available each school day to all students in grade kindergarten through six. A peanut butter sandwich may be substituted for the entrée, if a student tells the teacher in the morning when the lunch count is taken. The rest of the meal will be served with the peanut butter sandwich replacing the main entree. Extra sandwiches/pizza **MUST** also be ordered at the time of the lunch count. *We will not serve additional extras after students have been served this year.*

Parents may see the balance on their child(ren)'s lunch accounts in Digital Academy. The cafeteria will send email or text reminders to parents when accounts are low or depleted. Payments to lunch accounts may be made in the following ways:

- Electronic payment from checking account or credit card account directly in Digital Academy
- Send in check or cash in an envelope marked with child's name and purpose

If a student loses or forgets lunch money, he/she may "charge" his lunch. Please pay these charges off as soon as possible. If money is owed at the end of the year, we will hold the report card until the bill is settled.

IC School uses an "Offer versus Serve" program, as permitted by the Ohio Division of the School Food Service. Intended to reduce food waste, this program allows students to decline one or two

food items they do not plan to eat. Students must take the meat component (the main item on the menu), but may decline one or two of the side items (e.g., vegetable, fruit, rolls, milk, French fries.) The price for lunch remains the same, even if items are declined.

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

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

Free/Reduced Lunch Program

Government free or reduced-price lunches are offered each year. Papers are sent home at the beginning of the year explaining the program as well as who is eligible to receive free or reduced-price lunches for their child/ren attending Immaculate Conception School. These papers are provided to all families in order that there is no stigma in asking for them. We encourage all those families who meet the requirements of this federal lunch program to take advantage of the free or reduced-price lunches for their child(ren).

Families who qualify for free lunch in grades K-4 may also choose to participate in the backpack program from CALL ministries. This program provides nutritious foods to feed your child over the weekend. A letter about this will be sent when a family qualifies for free lunch and must be signed and returned if you want your child to participate.

Telephone Calls

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

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

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

APPENDICES

APPENDIX A - RESPONSIBLE USE OF TECHNOLOGY POLICY

**Catholic School Office
Archdiocese of Cincinnati**

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGICAL RESOURCES

Catholic schools in the Archdiocese of Cincinnati are using the Internet and technological equipment/resources (i.e. computers, laptops, iPads, tablets, scanners, printers, cameras, email, software, and all other electronic devices and programs) (the Internet and all technological equipment/resources are referred to collectively in this Policy as "Technological Resources") to enhance student learning and to provide a quality educational experience for all students. Use of a school's Technological Resources is strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, school personnel will make reasonable efforts to ensure that the school's Technological Resources, during school hours and while on school grounds, are used appropriately by the student or adult user. Parents/guardians and students are solely responsible for use of the school's Technological Resources at home, off school property, and/or outside of school hours.

USER AGREEMENT/PARENT PERMISSION FORM

In order to ensure the proper use of the school's Technological Resources, it is necessary that each student user, his/her parent/guardian, and each adult user annually sign the attached User Agreement/Parent Permission Form. The signed form must be on file at the school before any Technological Resources are provided to or accessed by the student or adult user. Signing the form means that the student user, his/her parent/guardian, and the adult user will abide by the terms and conditions set forth in this Policy.

Each school must have on file a signed Responsible Use of Technology Policy – User Agreement/Parent Permission Form for any student user, his/her parent/guardian, and each adult user (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) who use the school's Technological Resources. All Technological Resources are strictly limited to educational purposes. Students are not allowed to access personal accounts using any of the school's Technological Resources. School personnel (administrators, faculty and staff members) are allowed to access personal accounts using the school's Technological Resources but are subject to responsible use provisions herein. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. Any Technological Resources provided to a user remain the property of the school. The school reserves the right to search and inspect school property, including any computer, laptop, iPad, tablet, school

email or other Technological Resources at any time and for any reason. When using any of the school's Technological Resources, the user shall have no expectation of privacy.

The school shall provide access to Technological Resources for educational purposes only. The school shall also provide training for students and teachers related to appropriate online behavior, including interaction with other individuals on social networking sites, cyber-bullying awareness, and reporting the misuse of technology. The school shall take reasonable measures to guard against student access, during school hours and while on school grounds, to objectionable material through the school's Technological Resources. Unauthorized disclosure, use, or dissemination of personal information regarding minors is forbidden.

STUDENT USER, HIS/HER PARENT/GUARDIAN, AND ADULT USER RESPONSIBILITY

The user shall access and use the school's Technological Resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school account. Passwords are to be guarded and not displayed or shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of the school's Technological Resources are prohibited. Unauthorized access, including hacking or use of another person's credentials or account, is strictly forbidden. The user agrees not to bypass or attempt to bypass the school's firewall or filters, nor to harm or alter school property, including any of the school's Technological Resources. The user agrees not to change any computer settings, hardware, software, parts, or cabling. The user agrees not to pirate, nor to submit, publish, display, distribute, send, or view any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, bullying, racially offensive, or illegal material at any time, on or off school property; nor shall the user encourage the use, sale, or distribution of alcohol, drugs, or controlled substances. Any use in violation of law is prohibited. Any commercial use of the school's Technological Resources is strictly forbidden. Unless authorized by the school, the user agrees not to access chat rooms, newsgroups, listserves, instant messaging, or a personal webpage. The user agrees not to download anything without permission. The user agrees he/she will not damage the school's Technological Resources, including computers, computer systems, and computer networks. Personal technology equipment brought to school is subject to the procedures outlined in this Policy. If the student user, his/her parent/guardian, or the adult user becomes aware of inappropriate, illegal, or non-educational material being used, accessed, sent, received, or displayed through the school's Technological Resources, he/she agrees to immediately report the matter to the principal or supervisor. Student users and their parents/guardians agree that they are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.

DISCIPLINARY ACTION

The school may take disciplinary action against any user who violates the Responsible Use of Technology Policy, or other school or Archdiocesan policies, through use of the school's Technological Resources. Disciplinary action may include, but is not limited to, revocation of access to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

APPENDIX B – IMMUNIZATION SCHEDULE



Preschool and Kindergarten *Vaccine recommendations*

Prior to beginning school, all preschoolers are required to be up to date on the following immunizations:

- Dtap vaccine
- Polio vaccine
- M-M-R vaccine
- Varicella (Chickenpox) vaccine
- Hepatitis B vaccine
- Hepatitis A vaccine
- Haemophilus (HIB) vaccine
- Influenza vaccine

Prior to Kindergarten, and beginning at 4 years of age, the following immunizations are recommended:

- Dtap vaccine: 5TH DOSE **REQUIRED**
- Polio vaccine: 4TH DOSE **REQUIRED**
- M-M-R vaccine 2ND DOSE **REQUIRED**
- Varivax (chickenpox) vaccine 2ND DOSE **REQUIRED**
- Hepatitis B (3 doses correctly spaced) 3RD DOSE **REQUIRED**
- COVID-19 vaccine (Children age 5 years and older) **RECOMMENDED**
- Influenza vaccine **RECOMMENDED**

For more information go to www.immunize.org or call Mercer County Health District and ask to speak to a nurse.

The vaccines can be administered at your doctor's office, pharmacy, or the Mercer County Health District.

Please call 419-586-3251 option 2 to schedule your appointment.

Appointments are available Monday through Friday. **Late appointment every Thursday.

*We are contracted with many insurance carriers and will bill the insurance as a courtesy. Please bring all your insurance cards to your appointment. Please verify with your insurance carrier via website, or call the 1-800 number on your card to prior to appointment to verify insurance coverage. **Federally provided vaccines will not be denied due to inability to pay.** *

220 W. Livingston St.-B152, Celina, Ohio 45822

Phone: 419-586-3251 Fax: 419-586-2583 – E-mail: healthdistrict@mchdohio.org

Website: www.mchdohio.org An Equal Opportunity Employer

APPENDIX C – ADMINISTRATION OF MEDICATION FORM

Administration of Medication Form

Parent/Provider Request for School Personnel to Administer Medicine

School: _____ School Fax Number: _____

Please **answer all questions** and return this completed form to your student's principal or school nurse.

Student Name: _____ Date of Birth: _____ Home Phone: _____

TO BE COMPLETED BY THE STUDENT'S PROVIDER (Physician/Nurse Practitioner/Dentist)

Name of Medication: _____ Dosage: _____

Frequency: _____ How Administered: _____ Date to Begin Medication: _____

Permission for this medication is only valid through the end of the current school year. EXCEPTION: For emergency medications for asthma, anaphylaxis, seizures or diabetes, this permission can be valid for 3 years. A provider order is required for any changes in this medication.

Date to Terminate Emergency Medication: _____ (3 years)

Please attach an emergency action plan with procedures to be followed if emergency medication does not alleviate student's emergency.

For Epinephrine orders only: _____ I have determined that this student is capable of possessing and using this auto injector/epipen appropriately and have provided the student with training in the proper use of the auto-injector.

Possible side effects that should be reported to the physician:

Possible side effects to another student whom the medication is NOT prescribed who receives a dose: _____

TO BE COMPLETED BY THE STUDENT'S PARENT OR ELIGIBLE STUDENT

The medicine must be in pill, capsule, liquid, auto-injector or inhaler form; and must be clearly marked from the pharmacist. The label must show the student's name, medication name, dosage directions, doctor, and prescription number.

Pharmacy: _____ Phone Number: _____

As the parent/guardian of this student (or eligible student), I give permission for the principal or designee to administer the prescribed medication. The undersigned agrees not to file or make any claim for negligence in connection with the administration or non-administration of this medicine(s) and further agrees to hold them harmless from any liability incurred as a result of the administration or non-administration of any medicines.

Please check the following if applicable:

For Students with Asthma:

_____ As the parent/guardian of this student, or myself, an eligible student, I authorize the student (or myself) to possess and use an asthma inhaler as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school participates

For Students with EpiPen/Twinject/Auto Injector:

_____ As the parent/guardian of this student, or myself, an eligible student, I authorize the student to possess and use an Epinephrine Auto-Injector, as prescribed, at the school and any activity, event, or program in which the student's school participates. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. **I will provide a backup dose of the medication to the school as required by law.**

Name of Parent/Guardian/Eligible Student (please print): _____

Signature of Parent/Guardian/Eligible Student: _____ Date: _____

Primary Emergency Phone: _____ Secondary Emergency Phone: _____

APPENDIX D – SCHOOL CALENDAR

Immaculate Conception School

2025-26 School Calendar

P	Progress Reports
TI	Teacher Inservice
C	Conferences
F	First Day for Students
L	Last Day for Students
Q	End of Quarter
	No School

August				
M	T	W	T	F
				1
4	5	6	7	8
TI 11	TI 12	13	14	15
18	F 19	20	21	22
25	26	27	28	29

September				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October				
M	T	W	T	F
		1	2	3
TI 6	7	8	9	10
13	14	15	16	17
20	21	22	23	Q 24
27	28	29	30	31

November				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	C 26	27	28

December				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January				
M	T	W	T	F
			1	2
5	6	7	8	Q 9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	Q 13
16	17	18	19	20
23	24	25	26	27
30	31			

	Christmas Break			
	Martin Luther King Day			

	Presidents' Day			
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	Easter Break			
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April				
M	T	W	T	F
		1	C 2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	L 22
25	26	27	28	29

June				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

	Easter Break			
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**	Celina Elem off/IC on			
	Memorial Day			