



Immaculate Conception Catholic School Columbia Heights, Minnesota

ICCSonline.org

Immaculate Conception School

**Do what is right
not what is easy.**

2017-2018

*"And as for you, brothers and sisters,
never tire of doing what is good."*

2 Thessalonians 3:13

Kindergarten - 8th Grade Parent/Student Handbook 2017-18

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MISSION STATEMENT

The school of the Immaculate Conception is a Catholic community ministering to the children within the parish and throughout the surrounding neighborhoods. In the name of Jesus Christ, we are dedicated to fostering academic excellence, spiritual growth, and a strong commitment to living Gospel values.

CORE VALUES

Immaculate Conception School welcomes and loves all while nurturing God's gifts within us.

We believe that we must always:

- Respect others
- Respect authority
- Respect property
- Display responsibility
- Display appropriate social skills
- Display a desire for learning
- Promote Christian discipleship and service
- Promote a safe environment
- Promote kindness

IMMACULATE CONCEPTION SCHOOL PHILOSOPHY

We believe the purpose of Immaculate Conception Catholic School is to continue the tradition of Catholic education by spreading the Gospel message, worshiping together as a community, giving service to others and working together for social justice. We educate children spiritually, academically, emotionally, socially, physically, and aesthetically, taking into account each child's unique backgrounds, needs and abilities. We integrate the faith into all aspects of the curriculum and instill Christian values by our example.

ACCREDITATION

The Minnesota Nonpublic School Accrediting Association (MNSAA) accredits Immaculate Conception School on a 7 year cycle. Annually the school reports to this agency. Accreditation certificates and reports are available in the school office. For further information, please visit the parish website <http://www.ICCSonline.org>, click on accreditation tab or go to <http://www.mnsaa.org/>

HISTORY OF IMMACULATE CONCEPTION SCHOOL

The Church of the Immaculate Conception was founded in 1923. On May 25, 1939, Father Joseph Lapinski broke ground for Immaculate Conception School (ICS). The building was completed in the fall and the school opened with 224 students occupying six of the nine classrooms. Seven Sisters of St. Francis from Sylvania, Ohio staffed the school and lived in three rooms at the south end of the original building.

The Church of the Immaculate Conception continued to expand, and along with it, the school. By 1949, the school had reached an enrollment of slightly over 600. A new home/convent for the Sisters was built in 1949, and their residence area in the school was renovated into classrooms. At this time there were twelve classrooms with about fifty students per class. In 1950, 659 students were enrolled. It was evident that an addition to the school was necessary in order to continue to bring Catholic Education to the ever-growing parish population. In the fall of 1953, the building of the new addition to the school was underway. The new wing added eight more classrooms bringing the total number of rooms to twenty. The faculty increased to sixteen Sisters and five lay teachers. That year enrollment reached 1,123 students. The next few years saw the enrollment continue to grow, peaking at 1,223 students in 1961.

The year 1976 saw the groundbreaking for another addition to the building. The new section included a gymnasium facility, Faith Formation offices, and parish offices. That same year the structure that was the old church was renovated to become the present school auditorium. The lunchroom also received a new look that year. In 1989 the Sisters vacated the Convent and the parish began leasing the building to ELIM - a residence for single mothers and their children. Two years later, in 1991, Extended Day care services began operation in the school building.

In 1995, Extended Day moved its operation to the Rectory, as the priests no longer resided there. In 1998 the library became a Technology Center to house 20-30 computers with Internet access. In 1999 extensive work to the exterior of the buildings took place. The roofs were replaced and the exterior walls repaired. In 2001 the auditorium roof was replaced and the trim painted. Extended Day moved to rooms adjacent to the auditorium and the Rectory again became the new Pastor's residence. In 2003 the Convent was converted for parish use and offices formerly housed in the Rectory moved to the Convent.

Renovations in the cafeteria took place in 2003 and in the auditorium in 2004. A licensed Preschool Program opened in September of 2004 and was located on the first floor of the school.

During the 2009-2010 school year, ICS implemented a new school mission using the Self-Study and Strategic Plan developed during the MNSAA Accreditation process. ICS earned accredited status through MNSAA for 2009-2016, having been a MNSAA member since 1988. ICS also earned recognition for meeting Diocesan standards for teaching Religion.

The Extended Day care program was re-named Journeys in 2008. The program expanded its offerings to provide daytime care for students enrolled in the Preschool program. After-school activities expanded to include First Lego League.

Throughout the history of ICS, the athletic after-school offerings have developed a strong tradition of sports and tournaments. The sports offerings are inclusive and have a highly respected reputation in the community and the Catholic Athletic Association. Over the years, the school has had sports teams in soccer, volleyball, basketball, baseball and softball. Our easy access to nearby Huset Park has also allowed our outdoor programs to have great practice fields.

During the school years of 2011-2014, all classrooms received SMARTBoards, and iPads were purchased to assist the teachers in advancing the students' knowledge through technology. With wireless technology and devices in place, ICS was one of three Archdiocesan schools chosen in 2014 to partner with the University of

Notre Dame's Alliance for Catholic Education (ACE) to become the first Blended Learning Catholic School(s) in the Twin Cities.

In the summer of 2014, a full-size playground area was established and equipment was installed by parish and school volunteers for the students to use and enjoy during recess and physical education. The playground equipment was made possible through successful fundraising at our spring gala, known as the Queen of May Dinner and Auction, held the first Friday in May each year.

The 75th Anniversary of ICS was celebrated throughout 2014-15 with an All Class Reunion that was enjoyed by 600 plus guests. Alumni were invited to other school/parish events as well, and a historical mural was painted in the auditorium foyer, which highlights our school and church history, its founders, early teachers, Franciscan Sisters, principals and sacramental life of our students.

The school has continued to grow and change over the years. These new and positive changes include beautification of the building through the addition of outdoor signage and banners, a cafeteria mural, artwork throughout the building, and additional efforts which have enhanced our Catholicity and allowed the school to be a place where our students and staff feel at home.

The school was founded to foster Catholic and moral virtues, as well as to provide an excellent academic education. Through the continued support of Immaculate Conception parishioners, the school still stands as a beacon to the whole community of the Gospel message it imparts.

GENERAL INFORMATION

Organization: Grades K-8 (All-Day Kindergarten) and Licensed and Accredited Pre-K
 Faculty: Licensed Classroom Teachers
 Specialists: Computer, Music, Physical Education, Band and Spanish
 Special Services: Title I, Speech, Health Services, Breakfast & Hot Lunch (Food Service).
 Special Education Services through the Public School District.
 Sports and Activities: After school programs include: Soccer, Volleyball, Basketball, Softball,
 Baseball, Intramurals, Saturday Morning Club
 Extracurricular: Band (Gr. 4-8), Chorus (Gr. 4-8), Student Council (Gr. 5-8)

Hours of Operation **

Pre-K: for preschoolers 3- 5 years old

Option A	M - F (½ day)	8:00 a.m. - 11:00 a.m.
Option B	T, W & Th (full day)	8 a.m. – 3 p.m.
Option C	M - F (full day)	8 a.m. – 3 p.m.

Pre-K program offerings are based upon enrollment

School (K-8)

7:30 a.m	Breakfast program. Enter through Shrine door. Door #2.
7:30 a.m	Main Doors open-wait for 7:45 a.m. bell
7:45-8:00 a.m	Children enter school through main door. It is the responsibility of parents to get their children to school on time! After 8 am is considered tardy.
8:00 a.m	Beginning bell - Students are to be in their homerooms- attendance is taken
8:05 a.m	Prayer, announcements, classes begin
11:15 a.m	Recess
11:35 a.m	Lunch
3:00 p.m	Closing Bell; Dismissal Grades PreK -3
3:05 p.m	Grades 4-8 Dismissal

****Parents MUST make arrangements for their children after school. Students are not allowed to remain by the parish office area, outside the school, or on the IC campus without supervision.**

Pastor	Fr. John Mitchell	763-788-9062 x215	jmitchell@immac-church.org
Principal	Mrs. Jane Bona	763-788-9065 x220	jbona@immac-church.org
Admin Assist.	Ms. Breza	763-788-9065	bbreza@immac-church.org
Health Service	Mrs. Bridgeman	763-788-9065 x221	jbridgeman@immac-church.org
Dir. Advance/Disciple	Mrs. Mary Beth Pfeifer	763-788-9062 x203	mbpfeifer@immac-church.org

Teachers:

Pre School	Ms. Bridgeman	Mid. School Math	Mrs. Wall
	Mrs. Sheffield	Spanish	Ms. Falgetelli
		Technology	Mrs. Blake
Kindergarten	Ms. Piche'	Music (K-4 th)	Mrs. Wall
1 st Grade	Mrs. Kurt	Music (5 th – 8 th)	
2 nd Grade	Mrs. Kulikowski	Physical Education	Mr. Couillard
3 rd Grade	Mrs. Wallrich	Band	Mr. Hoffman/Ms. Giers
4 th Grade	Ms. Harlander	Pre-K Aide	Mrs. Hinrichs
5 th Grade (Soc St)	Mr. Kocon	Pre-K Aide	Ms. Ashmore
6 th Grade (Science)	Mrs. Pender	Pre-K Aide	Ms. Wadd
7 th -8 th Grade (LA)	Ms. Becker	Pre-K Aide	Mrs. Weil
		Food Service Mgr.	Ms. Zelinka

ABSENTEEISM (In accordance with MN State Statute 120A.22)

If a child will not be in school during the scheduled class day, **it is the responsibility of the parent to call the school office (763-788-9065) before 8:00 a.m. to report the reason for the absence.** If the school is not notified of the student's absence, it will be necessary for the school to call the parent/guardian at home or work. All absences from school will be recorded as either excused or un-excused. Parents/guardians are to contact the school office via phone or email to communicate regarding student absence. Please note that each student is responsible for making up work missed during their absence.

If an extended absence is anticipated, due to injury or illness, the school office and the teacher should be notified to make arrangements for make-up work.

Absences from school disrupt the sequence of learning for a child, and for that reason absence for special activities and vacations are strongly discouraged. *Please refer to the school calendar to plan family outings and vacations during school release days only.*

If a planned extended absence is going to occur, the required form needing to be completed is the **Request for Extended School Absence.** This form can be picked up in the school office and must be filled out prior to a planned absence of more than three days.

Being tardy for school and/or leaving before dismissal also interferes with student progress in school and constitutes a disturbance for all the members of the class. Students who are tardy must come to the school office to receive a tardy/entrance slip before being admitted to the classroom. **Students are considered tardy if they arrive after the 8:00 am bell. Students are absent one-half day if more than one class is missed before the 3:05 pm dismissal bell.** Parents are responsible for getting their children to school on time. By being tardy, students miss important information.

Parents will be notified by letter of a student's excessive tardiness (4 or more unexcused tardies in a grading period). Making up work is not the same as being present for classroom instruction and interaction. If any student accumulates an unreasonable number of un-excused tardies, the residential school district and/or county will be notified.

If dental, medical, or other important pre-scheduled appointments must be handled during school hours, the office must be informed by phone or written note. **Students will not be allowed to leave the school building during school hours for appointments unless a parent or delegated adult reports to the school office to pick them up.** Parents/guardians must come to the school office and sign students out when they leave and sign students in when they return.

ACCEPTABLE USE OF THE INTERNET AND RELATED TECHNOLOGY

It is the policy of Immaculate Conception School to require the responsible, legal, and ethical use of the Internet and related technologies by all students, employees, and volunteers of ICS. The purpose of our school's technology policy is to set forth guidelines for use of the school's computers/devices, access to the ICS computer system and acceptable, safe use of the internet – including all electronic devices/communication. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken for violations that are illegal, irresponsible, or unethical.

Students must sign the ICS Acceptable Use Policy in order to use computers, electronic devices and the internet. The ICS Acceptable Use Policy is as follows:

Immaculate Conception School's Acceptable Use Policy

Immaculate Conception School has actively pursued making advanced technology opportunities available to our students to further our educational goals. The Internet is part of this technology. It is a tool for lifelong learning. With this learning tool, students must understand and practice proper and ethical use as described below.

1. **PRIVILEGE:**

The use of the Internet, computers and related technology is a privilege, not a right. Internet access will only be granted to those students who have read and acknowledged their understanding of this policy. This access entails responsibility. Students are responsible for good behavior using technology just as they are in a classroom or any other area of the school. Students who use the internet/related technologies agree to act in an ethical and responsible manner. Inappropriate use may result in a cancellation of privileges, disciplinary action and/or appropriate legal action. The hardware and software are the property of Immaculate Conception School.

2. **ACCEPTABLE USE:**

The Internet/related technologies will be used only for purposes related to education, not for personal use. The students' acceptable use of the Internet/related technologies will include the following:

- Using technology to research, to complete personalized learning assignments and assigned classroom projects
- Taking online standardized tests
- Using software/technology as directed by a teacher/assignment
- Respecting and upholding copyright laws and other applicable laws or regulations
- Respecting the rights and privacy of others by not accessing others files
- Students may ask permission from a supervising adult to use their personal phone/technology device to contact a parent or guardian.

3. **UNACCEPTABLE USE:**

The students' unacceptable use of the internet/related technologies will include the following:

- Accessing materials that are inconsistent with the school's Core Values, Behavior Management Plan and educational goals
- Causing damage deliberately or willfully to computer equipment or data
- Taking, sending, displaying, accessing or printing offensive or inappropriate messages or pictures, **INCLUDING ALL FORMS OF SOCIAL MEDIA**
- Accessing another individual's accounts, materials, information or files without permission
- Attempting to gain access to server information not open to the public
- Revealing identifying information (name, age, address, phone number, photo, parents' names) for yourself or another without your teacher's permission
- Engaging in any use that disrupts the educational or administrative goals of ICS
- Changing ANY settings on the computer/related technologies
- Participation in using technology in any other way that is deemed inappropriate by ICS teachers/administration, **INCLUDING SOCIAL MEDIA SITES**
- Using personal phone/technology devices within the school building

As a user of the Immaculate Conception School's Internet/related technologies, I agree to comply with the rules set forth in the Acceptable Use Policy and to use the ICS technologies in a constructive and ethical manner. I understand that any violations of the above regulations may result in disciplinary action, the loss of computer privileges, and/or appropriate legal action. (Student signs form)

As a parent or guardian of a student at ICS, I have read the Acceptable Use Policy and the above information. I understand that the school reserves the absolute right to access students' data on computers,

or related technologies at any time without prior notice or consent. I also understand that all students are required to strictly adhere to the school's Acceptable Use Policy and that any violation may result in appropriate disciplinary action up to and including expulsion and referral to law enforcement authorities. I agree to indemnify ICS from any losses, costs or damages including reasonable attorneys' fees, incurred by ICS relating to or arising out of any breach of this Acceptable Use Policy. (Parent/Guardian's sign form).

ADMISSIONS (Non-Discrimination Policy)

Immaculate Conception School admits students of any gender, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It accepts students of any religious conviction; however each student is considered part of the total Christian school community and is expected to participate in all classes and activities.

ANTI-BULLYING PLEDGE – Students (In accordance with MN State Statute 121A.031) – This statute states “bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive. In such instances, there is an actual or perceived imbalance of power between the person engaging in prohibited conduct and the target of the behavior; the harassing conduct is repeated or forms a pattern. Bullying behavior is such that it materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. “Cyberbullying” is included and is defined as bullying using technology or other electronic communication, including but not limited to a post on a social network, internet or website, transmitted through a computer, cell phone, or other electronic device.

The students of Immaculate Conception School agree to join together to prevent bullying at our school. We believe that everyone should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion or nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying behavior will not be tolerated on school property or via social media. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

Students will be educated about bullying. After materials are covered in the classroom; a copy of the pledge (see below) will be given to the student to sign.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty or administrative member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to classroom activities and assemblies dealing with bullying.

I acknowledge that where I am a bully or see someone being bullied, if I don't report or stop the bullying, I am guilty of not acting according to this pledge.

ANTI-BULLYING PLEDGE – Parents (In accordance with MN State Statute 121A.031 – see previously stated statute)

We the parents of Immaculate Conception School students agree to join together to prevent bullying at our school. We believe that everyone should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion or nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying behavior will not be tolerated on school property or via social media. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

A copy of this document will be sent home to be signed by the parent(s) and returned to school.

By signing this pledge, we the parents agree to:

1. Keep ourselves and our children informed and aware of school anti-bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about schoolwork, friendships, relationships and appropriate use of technology.
4. Emphasize to our children their responsibility to report honestly and immediately all possible incidents of bullying to a faculty member.
5. Inform faculty of changes in our child's behavior or circumstances at home that may change a child's behavior at school.
6. Alert faculty if any bullying has occurred.

ASSESSMENT/TESTING

Students, at different grade levels, take standardized tests in the Fall, Winter and Spring as determined by the staff. These tests measure the student's level of achievement in reading and math skills. The tests are designed to help both students and teachers. They help students find out how much they have learned and what they still need to learn and they provide teachers with information that is helpful in improving the quality of instruction at each student's "just right" learning level.

ARRIVAL-DISMISSAL

Arrival: Students who are not bused are not to be in the building until 7:45 a.m., with the exception of students having breakfast. Breakfast is available for students at 7:30 AM, when students enter the cafeteria, via the Shrine door, door number 2. When students arrive at school, by any means of transportation, they may not leave the school grounds.

Dismissal: When the dismissal bells ring, teachers lead students who take the bus, are walkers or bikers, and those picked up by a designated driver safely out of the building. Teachers monitor the safety of the students up to that point. Once the students leave the building, it is the responsibility of the parent and student to continue home safely. *Parents must come to the sidewalk in front of the parish office to pick up their child for safety reasons. **If a parent does not pick up their child by 3:15 pm they will be sent to the school office. At 3:30 pm, if the child is not picked up, they will be sent to Journeys and the parents will be charged for the time spent in the program.***

Changes in Dismissal/Transportation: Legal ramifications require written authorization for transportation changes. A written note will be needed for any variance in regularly scheduled transportation. **Phone calls and/or verbal permissions requesting transportation changes are not allowed, as they do not protect the school from liability. Bus drivers are not allowed to drop a student at any other bus stop without written permission.**

PARENT TRANSPORTATION PROCEDURES

Drop-off/Morning Procedure- Parents will enter the school parking lot from Jackson Street. Parents who are dropping off students will use the drop off lane. Drive vehicles as far forward as possible. Parents who are walking in with children, proceed to Area B, park, and walk in (Maps are available on the website, in the school office, and in the back of this Parent-Student Handbook). Do NOT park in Area A or cross the drop-off lane.

Pick-up/Afternoon Procedure- All vehicles must park and parents come to the safety zone.

BAND

Instrumental band provided through the services of Totino-Grace High School is conducted one day a week at ICS. Group lessons are available for grades 4-8. Parents make fees and instrument arrangements with the band director. It is the responsibility of the student to make up any work missed while at band. If homework is not current, students jeopardize remaining in the band program. Refer to Extracurricular Activities section.

BEHAVIOR MANAGEMENT PLAN (Overall Statement of Belief)

We at Immaculate Conception School expect our students to treat everyone with respect and in a Christian manner. We see discipline as an opportunity to teach common Catholic moral principles. Thus, the aim of our behavior management policy is self-discipline and assisting the individual student in developing the knowledge and skills needed for living a responsible, Christian-centered life. Both home and school are responsible for a child's growth in personal behavior. When a student registers at Immaculate Conception, he/she thereby agrees to accept the terms of our Behavior Management Plan as set forth in this handbook.

Purpose of the ICS Behavior Management Plan

We believe the school community, including students, parents, teachers, administration, and the church, must work together to provide a safe supportive, Christian value based environment that promotes teaching and learning. These are our Core Values:

We believe that we must always:

- Respect others
- Respect authority
- Respect property
- Display responsibility
- Display appropriate social skills
- Display a desire for learning
- Promote Christian discipleship and service
- Promote a safe environment
- Promote kindness

Specific Rules

The flexibility built into the system allows for consideration of all circumstances in an attempt to administer reasonable, timely and fair justice. The intent is to help the student resolve the situation, and learn to display the appropriate behavior.

1. Minor Infractions for Grades K-8
2. Major Infractions for Grades K-8

1: Minor Infractions for Grades K-8 (teacher responsibility, handled through classroom learning models).

1. Disrupting class
2. Showing disrespect for others
3. Showing disrespect for property
4. Using inappropriate language
5. Homework expectations not met by students
6. Failure to return required parent signatures
7. Chewing gum or eating candy during class
8. Infraction regarding Acceptable Use of Internet and Technology Policy, see pages 7-9, (which includes use of personal phone/technology device within the school building)

Disciplinary Actions for Minor Infractions for Grades K-8

Classroom Learning models are based upon a gradual set of consequences which may include, corrective actions, removal from activity, and/or detention. The purpose of a detention is to provide the student an opportunity to reflect upon the direction and seriousness of their action. Conduct Referral Forms (Pink slips) are not usually the first course of action for a minor infraction. However, multiple or repeated minor infractions could warrant a Conduct Referral Form. Please see the section below for more information on Conduct Referral Forms.

2: Major Infractions for Grades K-8 (teacher and administrator responsibility)

1. Use of profane/vulgar language, written or verbal
2. Malicious damage to school or campus property
3. Fighting or any harassment/bullying of fellow students/staff
4. Possession of drugs, alcohol or pornographic materials
5. Smoking or any kind of tobacco use on Immaculate Conception property
6. Acts of lying, cheating or stealing
7. Serious or continued disregard for classroom rules or school policies
8. Disrespect and/or open defiance of teachers, other school personnel and all adults
9. Leaving the premises without parental and school permission
10. Possession of a weapon
11. Bus violations
12. Truancy
13. Threat to do violence
14. Repeated minor infractions or a major infraction regarding Acceptable Use Of Internet and Technology Policy, see pages 7-9, (which includes use of personal phone/technology device within the school building)

Disciplinary Actions for Major Infractions for Grades K-8

Conduct Referral Form

A Conduct Referral Form will be written out by the witnessing adult when a student is disciplined and is required to spend time after school sitting quietly, or performing a task (or tasks) as a natural consequence of inappropriate behavior. Consequences will be escalated depending upon the severity of the infraction.

Parent Notification

A parent will be notified the day of the **major** infraction and the consequence will be served **as soon as possible** (natural consequence, after school detention, and in-school suspension) or **within 48 hours depending on parent notification**.

Copies of the Conduct Referral Form will be sent home (parents will be notified that this form is coming home) to be signed by parent(s)/guardian(s) and returned. The principal and teacher will be given copies of the forms and a copy will be kept on file - not in his or her cumulative file.

General Discipline Guidelines

A student who receives multiple conduct referral forms in a single school year will be subject to increasingly severe disciplinary action according to the following guidelines:

	Consequence
1st Conduct Referral Form 2 nd Conduct Referral Form 3 rd Conduct Referral Form	Appropriate consequences will be determined by the staff.
4 th Conduct Referral Form	In-School Suspension: Removal of a student from his/her classroom by the Principal, for a period of time. Class work will be assigned and completed.
5 th Conduct Referral Form	Out-of-School Suspension: Temporary removal of a student from the school by the Principal. While at home, class work will be assigned and completed. In addition, a student who has been on an out-of-school suspension is placed on probation for the remainder of the school year. Probation: Places a student in a precarious position. The conditions of "Probation" will be in writing. A violation of the behavior contract (any serious violations or repeated violations) could result in <i>expulsion</i> . In either case, a formal letter from the Principal will be mailed home.
6 th Conduct Referral Form	Expulsion: The Principal and Pastor have the authority to expel a student as a result of a serious violation or infraction or upon receiving 6 Conduct Referral Forms in a school year. A formal letter from the Principal will be mailed to the home with documentation.

Dispute Resolution Procedure

The Dispute Procedure describes the steps to raise and resolve concerns with the application of discipline procedures.

- Work with the teacher first. The teachers do have the best interests of your student at heart. Work in an open and honest fashion to resolve differences. Remember that your actions are modeled by your child.
- If you and the teacher can't resolve your differences, involve the principal.
- The Pastor has final authority over all matters at the school.

Parental cooperation is essential for the welfare of all students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their child(ren) and sever the relationship with the school.

BICYCLES/ROLLER BLADES/SKATEBOARDS/SCOOTERS

Immaculate Conception School is not responsible for damaged or lost bicycles on the school grounds. Bicycles may not be taken into the school building.

Roller blades, skateboards, and scooters are the parents and student's responsibility. They are to be stored in the student's locker and not used during the class day. None of these items are allowed in the gym or school.

BOOKS

Immaculate Conception School and the State of Minnesota through State Law, Chapter 733 Textbook Law, loan textbooks and workbooks to the students. All books received are expected to be handled with care. Books that are damaged will need to be replaced or repaired. Students will be assessed a monetary fine according to the degree of damage.

BUILDING AND GROUNDS SAFETY - VISITORS

The following procedures are established to ensure safety during school hours:

- Prior to 7:30 am all school doors are locked. At 7:30 am only the parish/school front entry doors are unlocked until 8:15 am, after which they are locked again. Visitors are admitted to the school during school hours by means of a buzzer system controlled by the parish office receptionist.
- Parents, visitors, and/or volunteers need to check into the office and sign in when they are in school. (This is not necessary when bringing children to school or picking them up from school.) Visitors need to sign out when they leave the building.
- **Parents are not to interrupt classroom instruction. Parents/guardians are to report to the school office. The office will contact the classroom to have the student released.**

BUS

District 13 provides bus service for grade school students K-12 who reside in District 13 and are beyond designated walking areas. Any questions about bus scheduling should be directed to Linda Andert at District 13 (763-528-4424). Other issues or concerns regarding bus service you may contact the bus company directly ... Lorenz (763-201-8890).

The bus company policy does not allow students to switch buses. The only reason for a bus switch would be a change of address.

BUS SAFETY: In the fall, classroom teachers instruct students in bus safety. Students practice safe evacuation procedures.

BUS MISCONDUCT: K-12 Transportation Services uses written notification to parents and the school of misconduct. Immaculate Conception School uses the discipline procedures outlined under "Major Infractions" to handle bus misconduct.

CHILD ABUSE AND NEGLECT REPORTING (In accordance with MN State Statute 626.556 and the policy from the Office for the Protection of Children and Youth)

Under Minnesota Statute, a professional or professional's delegate who is engaged in the practice of education (including teachers, administrators, coaches, day care providers, counselors, paraprofessionals, and bus drivers) is mandated to report if he/she knows or has reason to believe that a child is being neglected or physically or sexually abused, or that a child has been neglected or physically or sexually abused within the preceding 3 years.

COMMUNICATIONS

The school will send home a communication envelope each Thursday with the youngest child in each family for parents/guardians to read. The student's responsibility is to return the envelope by the following Tuesday morning. The same envelope will be used all year.

COUNSELING

ICS has contracted with Dr. Steve Kahn and Kelley Stoneburner for counseling services for grades K-8. Services are available to students, parents, and faculty. Parent approval is required for services to be administered. This year, Ms. Stoneburner is scheduled 1 day every other week.

CRIMINAL BACKGROUND CHECKS

It is policy in all schools, in the Archdiocese, that criminal background checks are performed on all employees as well as volunteers who have regular or unsupervised contact with minors. (See Volunteer Section.)

CUSTODY

Divorced or separated parents or other guardian relationships of ICS students must file a **court-certified copy of the custody section** of the divorce or separation decree with the principal's office when it's regarding the custody of a student who attends ICS. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

EXTRACURRICULAR ACTIVITIES (Grades 1-8)

Extracurricular activities support our educational program and provide opportunities for students to participate in activities outside (and possibly during) the normal school day. Extracurricular activities include, but are not limited to sports, band, chorus, and altar serving activities. An appropriate extracurricular fee may be charged to help offset the cost for these programs.

To ensure a positive experience, we want to put a major emphasis on the care and respect of self, others, and the facilities we use. All school rules apply before, during, and after each activity. We expect students to be respectful, cooperative, and demonstrate responsible behavior. Students must remember that they are representing the school during these activities.

Eligibility for extracurricular participation will be considered on an individual basis contingent on effort, behavior, following school policies, and ensuring that all activity fees are paid. More than one pink slip detention during a quarter or season may disqualify a student from participation in an

extracurricular activity. Parents assume responsibility of monitoring student effort and academic progress when determining whether their child should be involved in extracurricular activities.

Interscholastic Athletics

Immaculate Conception School participates in interscholastic athletics. The program is a continuation in a student's development. The program consists of volleyball, soccer, basketball, softball, and baseball. CAA (Catholic Athletic Association) includes an interscholastic program that is handled by the Athletic Director with the principal as overall supervisor. Each adult acting as a coach or volunteer must have a background check done and attend a Virtus training session before becoming active in the position they are to hold. Goals of the program are:

- 1) Athletics provide a good form of self-discipline and continue the atmosphere of the school day, but in a different light.
- 2) Athletics teach students to participate cooperatively (whether they win or lose) when they are representing Immaculate Conception School and when they are representing other teams in the community.
- 3) Athletics provide another area in which a student can successfully achieve.
- 4) Athletics help build good sportsmanship in players.

General Rules

- 1) Students are not allowed in the gym without a supervising adult present.
- 2) If practice does not start right after school, students/families must arrange for supervision between school dismissal and start of practice/game. This should be done on a school telephone with the consent of school staff.
- 3) Transportation to and from practice or games is the responsibility of the student and parent. It is not the responsibility of the school.
- 3) Coaches and team members must conduct themselves in a Christian manner.
- 4) All participants must turn in signed permission slips and all fees must be paid in full at the beginning of the particular sport season.

Attendance and Game Play

- 1) A student not in school for the PM session, which starts at 12:00, does not play the day of the game.
- 2) Attendance at practice is required if the student wishes to play and remain on the team. The coach may excuse a player from practice.

Participation

The Director/Group Leader will hand out participation rules at the start of each season when a team/group meeting takes place. All students may sign up for membership on sports teams and in extracurricular activities. The school is committed to providing everyone a fair chance to participate. The decision of the coach or group leader, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final.

FIELD TRIPS

Field trips are part of the overall curriculum. Students engage in a field trip experience to help achieve educational goals. Students will be charged for transportation and for admission fees. Parents will be notified about these trips and will be required to complete the formal permission request. *ALL parents, chaperones, and volunteers MUST have completed the Essential 3: Virtus Training, Background Check, and Code of Conduct to participate in the field trip.*

GRIEVANCE POLICY

This policy provides a process to resolve disputes that may arise among parents, school staff members, and volunteer representatives of the school.

The following steps should be taken by the person seeking resolution; steps are successive only if resolution is not achieved:

- Step 1: Discussion on a person to person level (i.e, parent and teacher)
- Step 2: Discussion with immediate supervisor (parent, teacher, principal)
- Step 3: Discussions with Principal
- Step 4: Written request to Pastor

HEALTH SERVICES- ILLNESS, IMMUNIZATIONS, MEDICATIONS

A health aide will be in the building as scheduled by District 13. The District 13 school nurse is not in the building on a regular basis, but arrangements can be made for a student or parent to speak with them about a personal health problem, health information, or consultation. PLEASE CONSULT YOUR PHYSICIAN FOR CARE OF INJURIES OCCURRING OUTSIDE OF SCHOOL.

Emergency Information: Current emergency information is required for each student. A form is filled out by the parent for each child at the beginning of each school year. In case of an emergency, the procedure will be to contact the parent at home or work. Parents should make arrangements for proper care in case your child should meet with an accident or become too ill to remain in school at a time you are away from home. The school must be notified if any changes occur (address, telephone number, physician, dentist, work telephone number, etc.) during the school year.

Illness: If your child has any symptoms of illness while they are at home please do not send your child to school. Sending your sick child to school would only begin the process of infecting other students in the classroom, teachers and staff.

If a child becomes ill at school, the teacher or school office will contact the parents. A child will be sent home if they have:

- A fever (100 degrees or more)
- Vomited or had diarrhea
- Undiagnosed rash, lesions, or any suspected communicable disease/illness
- Undiagnosed drainage from eyes
- Head Lice: a child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nits are seen. Exclusion will be made if nits are found. Check your child's head on a regular basis and notify the school if you find head lice on any member of your family.

A child may come back to school when he/she has been well for 24 hours without the use of medications (e.g. to stop vomiting, diarrhea, or hold a fever down) or when a physician has authorized in writing that the child may return to school.

Physicals/Immunizations: Physical examinations are required for all children entering Preschool, Kindergarten and Grade 7. There is a specific Preschool physical exam form (Health Care Summary for Child Care Attendance #H-300) required by the State of Minnesota (included in the registration packet) that needs to be completed and signed by a doctor.

It is recommended that all current 6th graders, going into 7th grade who participate in any physical activities or sports have a “Sports Physical”, but it is not required by the state of Minnesota.

All students entering Preschool, Kindergarten and grade 7 must show proof of immunizations. The school must retain documentation of immunizations. **YOUR CHILD WILL NOT BE ALLOWED TO ENTER SCHOOL UNTIL THE IMMUNIZATION REQUIREMENTS HAVE BEEN MET.**

Screening Programs: Height, weight, vision and hearing screening is done every year. Students with known concerns will be routinely monitored.

Medication Policy: (In accordance with MN Statute 126.201) Administration of Medication by School Personnel. In December 2007 the following policies were passed by the School Advisory Council.

ICS Purpose: The purpose of this policy is to set forth the provisions that must be followed when administrating nonemergency prescription medication at school.

ICS General Statement of Policy: ICS acknowledges that some students may require prescribed medication during school hours. Columbia Heights District licensed school nurse or trained health service personnel, the principal, school administrative assistant, or teacher will administer prescribed medications in accordance with law and ICS procedures. The school’s Medication Authorization Form must be completed and on file for the administration of medication to occur.

HOME AND SCHOOL ASSOCIATION/SCHOOL ADVISORY COUNCIL

Immaculate Conception School Advisory Council is a leadership group that acts in an advisory capacity to the principal. The Home and School Association is a sub-component of the School Advisory Council. Funds raised by the School Advisory Council or Home and School are used for items or projects to enhance the student environment and educational experience. The existence of this organization is based on parents volunteering.

HOMEWORK AND MAKE UP WORK

Homework is due by assigned due dates. There will be occasions when there is a valid reason for not completing homework on time and this will be taken into consideration by the teacher. (Sports or other after school/evening activities students are involved in are not considered to be a valid reason). Students should expect daily homework. Work time is available during the day and it is the student’s responsibility to use their time wisely.

All assignments are posted in the classroom and students are to place these assignments in their Assignment Books. Students and parents may also refer to the School TIES website (or other applicable teacher communications). There is a link to School TIES under parent resources on the school website. It is the student’s responsibility to write down the assignments and complete those assignments in the appropriate time frame.

If a student is absent, it is the student’s responsibility to find out what the missing assignments are and the specific deadlines. School absences do not excuse a student from completing their assignments.

Make-Up Assignments: When a child is absent, make-up work is the responsibility of the student and parents. When parents call to report their student absent a request can be made to have the assignments and materials available in the office for pick-up, or to be sent home with a sibling. For long term absences a *Request for Extended School Absence* form must be completed and assignment arrangements and deadlines must be discussed with the teacher and the school office.

HONOR ROLL

The Honor Roll recognizes Middle School Students for their academic achievement. Students earn a certificate and participate in the Honor Roll Breakfast.

- High Honors - grade point average of 3.67- 4.0
- Honors - grade point average of 3.00-3.66
- Any student who earns lower than a C- in any class will be unable to earn Honor Roll recognition.

HOT LUNCH AND MILK

Immaculate Conception School participates in the MN School Nutrition Program and offers nutritional lunches daily. Free and/or reduced lunches are available to families who meet MN eligibility regulations. We strongly encourage families who think they might meet criteria to apply. School personnel handle applications and eligibility confidentially. (ICS receives Title I funding based on families receiving free and/or reduced meals. Your participation helps the entire Immaculate Conception Community.) Contact the school at 763-788-9065 x222 with questions or to obtain forms.

Menus are sent home monthly to order hot meals for your student. Whether you receive free, reduced or pay full price for meals, every student wanting a hot meal **MUST** place a monthly order. If no hot lunch orders are received by the deadline date, staff will assume the student will be bringing a cold lunch from home. The minimum amount put into a breakfast/lunch account is \$10. Should the account drop below this amount you will be notified that the account is low or has fallen in arrears.

All children remain at school during lunch time. Immaculate Conception encourages all students to eat a healthy lunch, and we support the drinking of milk, water, and fruit juices with lunch. Carbonated pop and fast food meals are not allowed in the lunchroom.

INVITATIONS AND GIFTS

We ask that you not send invitations for birthdays, sleepovers, etc. to school. If any students in the classroom are not being included it may cause hard feelings for those children not being invited. We urge invitations to be sent by mail. This courtesy should also apply to the exchange of any gifts.

LOCKERS

Some classrooms and the gym area are equipped with lockers. The lockers are school property and may be inspected without notice by teachers and administration.

LOST AND FOUND

Items that are found are kept in bins located in the school office and in the gym area. *Reminder: Please label all belongings so lost items can be claimed.* Long term lost and found items will be displayed at the end of the school year for owners to claim. After that, any remaining items will be donated to a non-profit organization.

NON-CUSTODIAL PARENT

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. See also Custody section.

PHYSICAL EDUCATION

Physical education classes in grades PreK-8 are taught at Immaculate Conception School. Tennis shoes are required for all students in grades PreK-8 and a t-shirt or non-uniform sweatshirt and shorts (fall between mid-thigh and knee) or sweat pants for grades K-8. Being dressed appropriately for class is considered part of the grade.

PICTURES

Student pictures will be taken in the Fall. The date is listed on the monthly school calendar. Parents have the option of purchasing the pictures. Purchases are not required. All students will be photographed in order to be included in the class photo. A make-up date will be offered for re-takes and for those absent on the original date. Please refer to the photography company policy regarding re-takes.

PRECIOUS STATUS APP

Precious Status is a mobile app that connects educators to families. This app will be used by teachers to communicate with parents. Parents receive the communication if they have downloaded the app to their mobile device. For instructions on how to download the correct app, please ask Mary Beth Pfeifer, Director of Advancement and Discipleship. The app will be used to share photos with families from the classroom activities or as reminders.

PROGRESS REPORTING

Students and parents receive information regularly on student progress in many forms: feedback on daily work, tests, projects, conversations with teachers, etc. A written report of student progress is given twice per quarter, once with interims and once with report cards in grades K-8.

Grading symbols used at Immaculate Conception School:

Grades Kindergarten – 2nd

- 4 = Exceeds Standard
- 3 = Meets Standard
- 2 = Partially Meets Standard
- 1 = Below Standard
- N/A = Not assessed at this time

Grades 3rd – 8th

93-100	A		77-79.99	C+		0-62.99	D-
90-92.99	A-		73-76.99	C			
87-89.99	B+		70-72.99	C-			
83-86.99	B		67-69.99	D+			
80-82.99	B-		63-66.99	D			

RECESS

We expect all students to participate in recess. Children should not be in school if they are too ill to go outdoors. Exceptions will be made for written doctor's orders.

RIGHT TO AMEND

Since situations can arise that are not foreseen at the time of writing a handbook, the principal reserves the right to amend the handbook. Parents and students will be notified of any amendments in a timely fashion. Amendments will be distributed in written form via the communication envelope, email or special distribution.

SAFETY DRILLS (In accordance with MN State Statute 121A.037)

Fire, tornado evacuation, and lockdown drills are held on a periodic basis for safety. All plans have been reviewed by local safety officials.

SCHOOL CLOSINGS

An emergency school closing due to severe weather, or for any other reason, will be posted on the school website at: ICCSonline.org. It will also be announced over WCCO radio (830 AM) and television (Channel 4). *Any weather announcement closing Columbia Heights District 13 will include Immaculate Conception School as we follow ISD #13 procedures.*

SECURITY SWIPE CARD

For the safety and security of the students, staff and volunteers, Immaculate Conception School has installed a security swipe card system within its buildings. Anyone who needs to enter the building will need to ring the doorbell for the staff in the Parish Office to buzz them in. The visitor will need to sign in at the Parish Office and sign out a security swipe card to authorize their actual entry into the school facility. Visitors should sign in again at the school office. Upon completing one's business within the school, the visitor needs to sign out from the Parish Office and return the security swipe card at that time.

Should anyone forget to return the swipe card at the end of their visit, they will be contacted to return the card, or will be invoiced \$10 for the non-returned or lost card. The card will be immediately deactivated for school use.

SEXUAL HARASSMENT/HARASSMENT (In accordance with MN State Statute 121A.031)

It is the policy of Immaculate Conception School to provide a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, principal, parents, vendors, volunteers, coaches, guests, and others, who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonable interference with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, and marital status, status with regard to public assistance, religion, gender, and sexual orientation.

One particular category of *harassment*, *sexual harassment*, consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature, which substantially interferes with an individual's employment or education, or creates a hostile, intimidating environment. Submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, graphics or any media graphic
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- creating a hostile, intimidating, or offensive environment.

Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely, but firmly, advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, or if a request to stop is not respected, he or she should report the incident to an appropriate official (principal, teacher, or in the case of a complaint against the principal, to the Pastor).

All complaints of harassment will be handled promptly and completely. The facts shall determine the response to each complaint. Each situation will be handled with discretion and sensitivity.

STATE AND FEDERAL PROGRAMS: Title I and MN Textbook Funds

Title I (Federal Program) Qualifying students receive supplemental services in the areas of reading and/or math on site (1st through 3rd grade).

Guidance: (State Program) Students have access to Dr. Steven Kahn, on site psychologist, and his counseling staff.

Special Education: Schools in Minnesota are required to serve the special education needs of children from birth to age 22, or the completion of high school. The areas of delay or disability include sensory, physical, mental or social/emotional. If a child qualifies for special education services and meets the eligibility criteria, the school district is responsible for serving the child's special education needs. Immaculate Conception will assist the family in working with the district to obtain services needed. Please consult with your student's teacher and the school principal to start any assessment processes.

If you have questions about any of these programs, please contact the school principal.

STUDENT RECORDS (In accordance with the Family Educational Rights and Privacy Act)

The school maintains records of students while they are in attendance. Records or data may mean any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance data
- Health data
- Family background information
- Official correspondence

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance of requesting to review records. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days.

When a student is going to be leaving ICS and transferring to a new school, the parents/guardians of that child are asked to inform the ICS office of the move as soon as possible. The new school will have had the student's parents/guardians sign a form authorizing the release of the student's ICS records. The official records will be sent directly to the new school upon review that all ICS owned items in the student's possession have been returned and all bills/outstanding balances are paid in full.

TEACHER ONLINE COMMUNICATION/SCHOOL TIES

Most teachers have their own web page on School TIES with grade specific updates and a listing of classroom assignments for the parents to view. Some teachers may choose another format such as an app or blog. The Athletic Director lists practices, game schedules, and locations on his School TIES web page. They will be updated as needed and posted by the teacher no later than 6:00 pm. The assignment notebook is the primary tool for students to track their work.

School TIES web pages will show you the current week's assignments, due dates, how to contact us, and links to learning resources. The link is available under parent resources on the school website at <http://school.iccsonline.org/ties>

TELEPHONE

Incoming calls/leaving messages

- If you wish to speak with a teacher, please leave a message with the teacher or administrative assistant of available times you can be reached. Teachers make every effort to return calls the same day they are received. Teachers do have voice mail, but the ring is generally on silent. Teachers are able to check messages twice per day.
- If there are messages that need to be given to students during the school day, please leave these messages before 11:15 am preferably with the Administrative Assistant in the school office.
- ***Telephone calls are not allowed for transportation changes. Legal ramifications require written authorization for any variance in regularly scheduled transportation.***
- Students are not allowed to use personal phone/technology devices within the school building. Therefore, any urgent communications for your child are to be made through the school office or teacher's classroom telephone.

TOBACCO USE

Our school and playground areas are entirely smoke free. Smoking or any kind of tobacco use (cigarettes, cigars, pipes, chewing tobacco, e-cigarettes, etc...) will not be allowed on Immaculate Conception property.

TUITION ASSISTANCE

The Church of Immaculate Conception School offers tuition assistance to families with children enrolled in the parish school (K-8th grade). Full scholarships are not awarded. An application form must be completed. Forms are available online via Tuition Aid Data Service (TADS), www.mytads.com. Applications and the information contained in them are confidential. Early learning scholarships may be available for the Pre-K students. Please inquire for more information.

TUITION PAYMENT PLANS: TADS (Tuition Aid Data Services)

Choose a payment plan: Parent(s) or legal guardian(s) may choose any one of the four options listed below for the payment of tuition. ***Parents must use TADS for all payment plans and must complete a TADS enrollment form.*** TADS is used to secure the school tuition income to reduce school administrative costs and be an effective measure to collect tuition, thus no exceptions to the following plans will be considered.

Full Payment

Full payment by July 5 or July 20, 2017. [No processing fee, per family, per year]. If full payment is not received by July 20, 2017, you will need to enroll in one of the options listed below.

Semi-Annual Payments

Semi-Annual payments are due July 5, 2017 or July 20, 2017, and January 5, 2018 or January 20, 2018. [No processing fee, per family, per year].

Quarterly Payments

Quarterly payments are due July 5, 2017, October 5, 2017, January 5, 2018, and April 5, 2018 or July 20, 2017, October 20, 2017, January 20, 2018 and April 20, 2018. [A 45.00 enrollment fee, per family, per year].

Monthly Payments (All tuition payments must be completed by June 30, 2018.)

Monthly payment plans are with payment due dates of either the 5th or 20th of each month. [A \$45.00 enrollment fee payment, per family, per year is required.]

For the quarterly and monthly plans: a one-time assessment fee of \$45 will be withdrawn from the designated account. This fee is not part of the down payment of the tuition and is non-refundable. For more information please see the TADS enrollment form in the enrollment packet.

TUITION POLICY

- Any parent or guardian who chooses to enroll a child or children at Immaculate Conception School accepts full responsibility for paying the total cost of the student(s)' education.
- **A \$100 Registration Fee per student enrolling in PreK through 8th Grade (both returning and new students) is due at time of registration.** *The registration fee is Non-Refundable.*

Registration fee can be reduced to:

\$75 if **all** registration paperwork is completed and returned by the deadline (April 1, 2018) **AND** the automatic bank withdrawal method of payment is chosen **or** tuition is paid in full at registration.

- **Additional Fees due with first (1st) invoice**
PK Snack Fee - \$80 (PK students) - \$40.00 on 1st invoice and \$40.00 billed in January 2018
Technology Fee - \$75.00 (All students)
Science Fee - \$10.00 (K-8 students)
- **Summer and Late Registrations**
The payments will be spread over the months remaining in the payment plan chosen (e.g. A student enrolls August 15, 2017 and the family has chosen the monthly payment plan. Since the monthly plan operates from July-June (over 12 months) and this family didn't register the child until August, the full tuition cost would be spread over 10 months (September-June) versus the 12 month standard plan).

Any new family registering after October 1, 2017 will pay a pro-rated tuition based on the student's actual first day of attendance in school.

UNIFORM POLICY

Uniforms provide Immaculate Conception School identity and also reflect Christian values such as humility, simplicity, and modesty. They instill a sense of pride and confidence in our students and reduce competition regarding clothing, current fads, and expensive name brands. Having uniformity among students decreases focus on appearance, so students can concentrate on the value and purpose of their education. Uniforms should be neat, clean, in good condition, and fit properly, to promote comfort and utility. It is the **parent's responsibility** to see that the uniform policy is observed.

Uniforms are available at *Donald's Uniform*. ICS logo sweatshirts and ½-zip sweatshirts are available from *Embroidery and More*. If uniform clothing can be found at another store and is exact in color and appearance, they may be substituted.

Elementary School Uniform for Grades K-5

Boys' Uniform

The boys' uniform consists of navy blue pants/shorts and royal blue polo knit shirts. A royal blue ICS sweatshirt or navy blue sweater vest may be worn over the polo shirt. Please see specifications for each item below.

Pants:	Plain, straight leg, navy blue (cotton/polyester)
Shorts:	Navy blue uniform shorts (cotton/polyester)
Belt:	Solid colored navy, black, or brown
Shirt:	Royal blue polo knit (long or short sleeves)
Sweatshirt:	Sweatshirt or ½-zip sweatshirt (both in royal blue) with ICS logo
Vest:	Navy blue sweater vest
Socks:	Solid navy or solid white
Shoes:	Non-skid soled dress or tennis shoes

Girls' Uniform

The girls' uniform consists of a plaid jumper, plaid skort (skirt with shorts), or navy blue pants/shorts with a white/light blue oxford blouse, white knit shirt, or white turtleneck. A royal blue ICS sweatshirt or navy blue sweater vest may be worn over the shirt. Please see specifications for each item below.

Jumper:	Plaid #76 at <i>Donald's Uniform</i>
Skort:	<u>Grades K-3 only.</u> Plaid #76 at <i>Donald's Uniform</i>
Pants:	Plain, straight leg, navy blue (cotton/polyester)
Shorts:	Navy blue uniform shorts (cotton/polyester)
Belt:	Solid colored navy, black, or brown
Blouse/shirt:	White or light blue oxford blouse, white knit shirt (long or short sleeves), or white turtleneck
Sweatshirt:	Sweatshirt or ½-zip sweatshirt (both in royal blue) with ICS logo
Vest:	Navy blue sweater vest
Socks/tights:	Solid navy or solid white (If leggings are worn, they must be solid black or navy and must not be shorter than the socks. Socks need to cover the bottom of leggings.)
Shoes:	Non-skid soled dress or tennis shoes

Middle School Uniform for Grades 6-8

Boys' Uniform

The boys' uniform consists of navy blue pants/shorts and white/light blue oxford shirts. A royal blue ICS sweatshirt or navy blue sweater vest may be worn over the shirt. Please see specifications for each item below.

Pants:	Plain, straight leg, navy blue (cotton/polyester)
Shorts:	Navy blue uniform shorts (cotton/polyester)
Belt:	Solid colored navy, black, or brown
Shirt:	White or light blue oxford shirt (long or short sleeves)
Sweatshirt:	Sweatshirt or ½-zip sweatshirt (both in royal blue) with ICS logo
Vest:	Navy blue sweater vest
Socks:	Solid navy or solid white
Shoes:	Non-skid soled dress or tennis shoes

Girls' Uniform

The girls' uniform consists of a plaid skirt and vest worn with a white/light blue oxford shirt or white turtleneck *or* navy blue pants/shorts with a white/light blue oxford shirt or white turtleneck. A royal blue ICS sweatshirt or navy blue sweater vest may be worn over the shirt (and in place of the plaid vest).

Please see specifications for each item below.

Skirt:	Plaid #76 at <i>Donald's Uniform</i>
Vest:	Plaid #76 at <i>Donald's Uniform</i> or navy blue sweater vest
Pants:	Plain, straight leg, navy blue (cotton/polyester)
Shorts:	Navy blue uniform shorts (cotton/polyester)
Belt:	Solid colored navy, black, or brown
Shirt:	White or light blue oxford shirt (long or short sleeves) or white turtleneck
Sweatshirt:	Sweatshirt or ½-zip sweatshirt (both in royal blue) with ICS logo
Socks/tights:	Solid navy or solid white (If leggings are worn, they must be solid black or navy and must not be shorter than the socks. Socks need to cover the bottom of leggings.)
Shoes:	Non-skid soled dress or tennis shoes

General Guidelines for UNIFORM and OUT OF UNIFORM Dress Code

- Students must be in uniform on all school days unless noted on the school calendar that it is Marathon T-shirt day or they have earned a dress down coupon and presented the coupon to their teacher in the morning.
- Dress down coupons may not be used on days when the students attend church for weekly Mass. Only the school uniform is to be worn on Mass days. Uniform shorts may be worn for weekly mass and must come to the knee.
- If a child comes to school without proper uniform attire, parent will be notified by the school office. If the child comes again out of uniform, the parent will receive a call and will be asked to bring the correct uniform.
- Only plain white T-shirts are to be worn under uniform shirts.
- No cap sleeves are allowed in place of short sleeves.
- All shirts, blouses, and turtlenecks must be tucked in.
- Shirts must have collars with a classic point or buttoned down collar.
- Plaid vests should hang to cover the front chest area.
- Only the official sweatshirt or ½-zip sweatshirt (both in royal blue) with ICS logo may be worn. Sweatshirts are either properly worn or stored in locker/coat room. They should not be tied around the body.
- No jeans, cargo/multi-pocketed pants, flared/wide leg, carpenter style, pants with pocket flaps, oversized pants, pants with logos, sweatpants, nylon athletic pants, long underwear or zip-off pants are allowed.
- No capris, crop/low-rise pants, short leggings (that are shorter than socks), stirrups, knit/stretch pants, joggers, or skin tight/form fitting pants/leg coverings are allowed.
- Pants/shorts/skorts/skirts must all be worn at the waist.
- No brand logos, trim, embroidery, lace, decorative stitching, or character decorations allowed.
- Shorts must fall between mid-thigh and knee.
- Skirts are not to be rolled at the waist. Jumpers, skirts, and skorts must be knee length (within 1 inch above or below the kneecap).
- No midriff, crop tops, or tank tops are allowed.
- Belts should be simple and solid colored. No decorations allowed.
- Socks must be worn with all footwear. (No-show socks are not allowed.)
- Tennis socks, socks with logos, or ICS multi-colored sport socks are not allowed.
- No sandals, open-toe, or open-back shoes are allowed.

- No boots are allowed in the classroom.
- No heelys or roller shoes are allowed.
- No hoops, dangle, or large earrings of any kind are allowed. Earrings must be posts and no larger than a dime in size.
- No facial jewelry, tattoos, or body piercing.
- Make-up is not allowed.
- Hair should be a natural color.
- No distracting hairstyles are allowed (Mohawks, shaved head sections, undercuts, etc.).
- No bandanas may be worn.
- Headbands may be worn by girls, but cannot be distracting.

DONALD’S UNIFORM

<http://www.donaldsuniform.com>

Donald’s – St. Paul
972 Payne Avenue
St. Paul, MN 55130
651-776-2723

Donald’s – Eden Prairie
6407 City West Parkway
Eden Prairie, MN 55344
952-942-7448

EMBROIDERY AND MORE

808 - 40th Ave NE
Columbia Heights, MN 55421
763-789-2334

VIRTUS TRAINING FOR VOLUNTEERS

VIRTUS training is a three hour awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who have either regular or unsupervised interaction with minors. All volunteers must complete the Essential 3: Virtus Training, Criminal Background Check, and Code of Conduct. Further information on the program, policies and training available can be found at

<http://safe-environment.archspm.org/essential-3>

VISITORS

State law requires that visitors to the school report to the school office to receive authorization to go to other areas of the building. All parents, visitors, and/or volunteers need to sign in at the parish office first to receive a security swipe card in order to enter the school building. This includes parents who come to eat lunch with children. Please wear the security swipe card on the cord around your neck when it is given to you by the staff in the parish office. Upon entering the school building, you must also sign in at the school office before moving to your designated area. When your visit to the school is complete you must sign out in the school office and then again in the parish office where you need to return the security swipe card. Signing in is not necessary when bringing children to school or picking them up after school.