



*Where Christ is the Heart of Education*

**Immaculate**  
*Care for Kids*



**Early Learning Academy & Faith-based Child Care**

# Family Handbook

601 South Douglas Ave. Three Rivers, MI 49093

269/273-2085

[www.iccatholicschool.com](http://www.iccatholicschool.com)

Updated: August 2021

**Welcome**  
**TO**  
**IMMACULATE CONCEPTION CATHOLIC SCHOOL**  
**And**  
*Immaculate Care for Kids*

*“Education in the faith by parents...is being given when the members of a family help each other to grow in faith through the witness of their Christian lives, a witness that is often without words but which perseveres throughout a day-to-day life lived in accordance with the Gospel.” –John Paul II*

Dear Parents,

On behalf of our dedicated faculty and staff, we welcome you to Immaculate Conception Catholic School. In choosing Immaculate Conception, you have demonstrated a commitment to the values and philosophy of a Catholic education. We thank you for this dedication and for entrusting your children to our care each day. Together, we will work to be living examples of the Gospel message for our students, faith community, and beyond.

This Family Handbook reflects the policies of Immaculate Conception Catholic School and *Immaculate Care for Kids*. It has been prepared to outline expectations in our partnership to educate your child.

Please read this document carefully and sign the consents/agreements form in the online enrollment. This agreement states that you intend to abide by the policies of Immaculate Conception Catholic School and *Immaculate Care for Kids*.

The faculty and staff look forward to partnering with you to promote academic excellence and spiritual formation in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Your servant in Christ,

Mrs. Sharon Voege, M.Ed.  
Principal



*Where Christ  
is the Heart  
of Education*

## **OUR MISSION**

**Together** with the parents, parish and community,  
**We** provide a Christ-centered Education to:

- **Build Faith** based on the truths of the Catholic Church
- **Develop Knowledge** for becoming productive citizens
- **Practice Christian Service** as Jesus taught

**Thereby Changing the World One Student at a Time**

## **NUESTRA MISIÓN**

**Juntos** con los padres, parroquia y comunidad,

**Proveemos** una educación centrada en Cristo para:

- **Fomentar la Fe** basada en las verdades de la iglesia Católica
- **Desarrollar el Conocimiento** para ser ciudadanos productivos
- **Practicar el Servicio Cristiano** como nos enseñó Jesús

**De este modo Cambiando el Mundo Un Alumno a la Vez**

# Immaculate Conception Catholic School

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**Immaculate Conception School**  
**Family Handbook**  
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## WELCOME TO IMMACULATE CONCEPTION CATHOLIC SCHOOL

### Application/Enrollment Process

Applications for an upcoming school year open online the preceding March. Our open enrollment process encourages currently enrolled Immaculate Conception families to review and submit their enrollment forms as soon as possible. Application and enrollment forms are all done online through our FACTS system. There is a link on our website at [www.iccatholicschool.com](http://www.iccatholicschool.com) under the admission tab.

*Immaculate Care for Kids*, Early Learning Academy and faith-based childcare accepts applications all year round.

### Admission

In accordance with Title IX of the Educational Amendments of 1972,<sup>1</sup> Immaculate Conception Catholic School does not discriminate on the basis of sex in either its admission policies or its employment practices. The school administrator shall be considered the coordinator for this title.

Likewise, no student who wishes to enroll in Immaculate Conception Catholic School (*including Immaculate Care for Kids*), provided there is room for additional students, shall be denied admission to the school on the basis of race, color, national origin, demographics, or income. Immaculate Conception strives to meet the needs of every child, to the extent that available resources, funding, and facilities permit and when instructional programs align with the needs of the individual learner.

Students are accepted in the order of the return of application paperwork and space availability.

Kindergarten: Children who reach their fifth birthday by September 1<sup>st</sup> of the enrolling year may be accepted for admission to our kindergarten program, pending our kindergarten assessment.

Young Explorers must be four by the date they enter the program. Students must be completely toilet trained. Pull- ups are not an option.

Beginning Learners must be 36 months by the date they enter the program. Students must be completely toilet trained. Pull- ups are not an option.

Curious Wonders will be accepted at the age of 6 weeks.

All applicable paperwork and fees must be received before a child is considered enrolled.

The following forms **MUST** be submitted before a child may attend the program:

Online Application

Birth Certificate

Health Appraisal (preschool only)

Online Enrollment Packet

Immunization Record

T.R. Partnership Enrollment (elementary only)

### Student Records

Student records are kept in compliance with diocesan policy #5125, which states:

"An official cumulative record shall be maintained for each student enrolled in a Catholic school in the Diocese of Kalamazoo. A diocesan permanent record card must also be maintained for each student. This permanent record card remains with the school for future reference."

This policy has more detailed regulations and guidelines for what types of documents are to be held in a student's file. A copy of this and all diocesan policies regarding schools is available in the school office for parental review.

Parents have the right to review and request additions or modifications to their child's permanent record

by requesting this in writing to the school administration. A time and date for this review will be set within a week of receipt of the written request.

### **Class Size**

Recommended class size at Immaculate Conception Catholic School is 25 students in grades Kindergarten and above, and these guidelines are exceeded only with strong extenuating circumstances. Our *Immaculate Care for Kids* preschool and childcare programs meet all State of Michigan licensing regulations for student/adult ratios.

### **Childcare Licensing Notebook**

The Department of Human Services (DHS) Licensing Notebook contains all licensing inspection reports, special investigation reports and all related corrective action plans from at least the past 2 years. The notebook is available to parents for review during school hours. Licensing inspection and special investigation reports for the past two years are available in the Bureau of Children and Adult licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Tuition and Fees**

For first time applicants there is a \$50 non-refundable fee. If accepted this is applied toward the enrollment fee.

An enrollment fee of \$150 per family that is due at time of initial enrollment. Re-enrollment is \$50 annually per family. If a new student in a family is applying for enrollment, the application fee is applied to the re-enrollment fee. \*For families who are childcare only and not enrolled in specific classes, \$100 of the enrollment fee is applied to your last week of care. If your child transitions into one of the academic programs (beginning learners and above) the deposit may be used towards any re-enrollment and/or tuition fees.

If you enroll your child in an academic year program and circumstances change you may request a refund of your enrollment fee by submitting a request for refund. Refund requests are accepted until August 1<sup>st</sup>. After August 1<sup>st</sup> the enrollment fee is non-refundable unless the school fails to provide the class a child is enrolled in.

Immaculate Conception Catholic School depends on tuition to run its programs. Tuition and fee schedules are based on the program your child is enrolled in.

Payments may be made by cash/check/money order. Credit card payments and Paypal payments are also accepted but are subject to a 2% service fee. No credits are given for absences due to illness, vacations, holidays or inclement weather.

### **Financial Aid**

Tuition assistance is evaluated on a year by year, case by case basis and should be discussed with the principal. A tuition assistance application form is available upon request and should be sought as early in the registration process as possible.

*\*see full tuition schedule and fee structure including how to apply for assistance starting on page 32*

### **Parent Orientation**

The purpose of Orientation is to discuss and clarify important policies and procedures of Immaculate Conception Catholic School and *Immaculate Care for Kids*. It is your opportunity to ask questions of the administration and/or your child's teacher. Attendance is expected of all enrolled families.

## **Attendance**

Regular attendance is expected of all students enrolled at Immaculate Conception Catholic School. Michigan state law requires parents/guardians of children 6-18 years of age to ensure attendance on a daily basis.<sup>2</sup> A child's consistent attendance is *vital* to academic success.

We understand that certain appointments may have to be made during school hours, yet, a student can only be considered in attendance when he/she is physically present. When possible, advanced and written notification of these instances is appreciated.

If a child will be absent, the parent must contact the school/childcare no later than 8:30 a.m. to inform the school of the absence and the reason. In the event that the school is not notified, parents will be contacted to ensure the safety of the child.

For documenting purposes, an elementary student is considered tardy when he/she is not present or ready for instruction in the classroom at 7:55 a.m. Early dismissals will be counted against a student's tardy and/or absent record.

The following administrative actions will be followed when tardiness or absences become patterned or excessive. (*Excessive is defined as a student exceeding 6 tardies per semester or an absence record that exceeds 12 days per semester.*)

- Phone contact followed up by a written correspondence with the child's parent/guardian to review the expectations for student attendance
- A formal letter submitted to the truant officer at the St. Joseph ISD and, as applicable, the implementation of medical notices signed by a physician upon the student's return to school
- Written notification by mail, citing the violation of the compulsory attendance laws of the State of Michigan with a possible referral to the court

It will be at the school administrator's discretion to determine which student absences constitute a referral to the court system.

***Immaculate Care for Kids:*** Preschool and child care students must be signed in and out by a parent or guardian. A daily sign in/out sheet will be available in the classrooms or in the office.

## **ADMINISTRATION**

### **Diocesan Policies**

The Diocese of Kalamazoo has published a policy manual by which all diocesan schools are bound. These policies override any local or internal policies that a school may develop. Immaculate Conception Parish and School strictly adheres to all diocesan policies in regard to the operations of its school. A copy of the Diocesan Policy Manual is available in the school office for parental review.

### **Process for Addressing Concerns**

If a parent(s)/Guardian(s) or student(s) perceives that he or she has suffered a wrong or unjust doing he or she will have the right to file a complaint. If a concern should arise between parents/guardian and a teacher or member of the school staff, the troubled person should follow these procedures.

### **With a Teacher or Staff Person**

1. Always go first to the person with whom you have a difference of opinion or complaint and try to come to an understanding. See if you can come to a mutually agreeable resolution.
2. If you still have concerns, meet with the principal and the person with whom you have concerns. Discuss the situation, with the principal mediating. The principal may suggest investigating the situation further. S/he may ask for input or counsel from others, including the pastor, the diocese, or the staff. Then s/he will come to a decision.

### **With the Principal or School Policy**

1. If your concern is with the principal or school policy, always go first to the principal to express a difference of opinion or to issue a complaint and try to come to an understanding. See if you can come to a mutually agreeable resolution.
2. If the concern is not resolved, the pastor, and or diocese representative will become involved and meet with the principal and parent to find a mutually agreeable resolution.

### **Fundraising Policy**

It is the policy of Immaculate Conception Catholic School that all fundraising, donations, or solicitation of funds or materials for the stated or implied benefit of any part of Immaculate Conception Catholic School is under the direct supervision of the principal. All fundraising, donations, or solicitations will reflect the mission of our school and will be conducted to reflect the professionalism of our organization in that:

1. Clear records will be maintained on all fundraising, solicitation, and donations.
2. A clear fundraising plan will identify and schedule appropriate fundraising and solicitation activities.
3. All fundraising and solicitation activities, as well as the disbursement of funds from fundraising, solicitation, or donations, will be approved through the principal.

### **Insurance**

Immaculate Conception Parish carries liability insurance through Gallagher/Bassett in Lansing. The diocese also provides student accident / medical coverage for all students. Specific details and claim forms are available in the school office.

Supplemental insurance is additional coverage in excess of insurance carried by the parents. Details of coverage and claim forms are available in the school office.

### **RELIGION**

The freedom to teach and practice our religion is the reason for the existence of Immaculate Conception Catholic School. We are a Catholic school, and all students, including non-Catholic students, receive instruction in the Catholic faith. Catholic students have many opportunities to receive the sacraments and all students regularly take part in liturgical and Para-liturgical services.

### **Catechesis of the Good Shepherd (CGS)**

In addition to the school-wide Theology curriculum, Immaculate Conception Catholic School is pleased to offer *Catechesis of the Good Shepherd* to our students in preschool through first grade. CGS is an approach to the religious formation of children. It is rooted in the Bible, the liturgy of the church, and in the educational principles of Maria Montessori. Students visit the atrium, a room specifically prepared for them, once a week to participate in a presentation generally based on the liturgical calendar. Please inquire for more information.

### **Mass Schedule for Students**

Students in Immaculate Conception Catholic School attend Mass each Wednesday at 8:00 a.m. beginning with Young Explorers. In addition, students will attend Mass on holy days of obligation.

## ACADEMICS

### *Immaculate Care for Kids*

Immaculate Conception Catholic School offers a state-licensed Early Learning Academy and Faith-based childcare for children starting at 6 weeks. We provide a safe and inviting educational program that emphasizes developmentally appropriate learning experiences for all children to flourish academically, socially, emotionally, physically, and spiritually. Our program is divided into four sections: Curious Wonders (6 weeks-36 months) Beginning Learners (36months-48months), Young Explorers (4-6years), and Faith-based Child Care (5-12years). Our aim is to deliver quality programs while providing flexibility and more opportunities for families.

Curious Wonders: This section of the program is designed for children 6 weeks to 36 months.

Beginning Learners: This section of the program is designed for children age 36 - 48 months (must be toilet trained). Our Beginning Learners Plus program provides expanded flexibility. Parents have the option to create an individualized plan that fits their family's needs. The program is available Monday through Friday from 5:30 a.m. – 6 p.m. Once a child turns four, they may transition to our Young Explorers program as space allows. Uniforms are required for children in this program.

Young Explorers: This section of the program is designed for children age four through six years. Our Young Explorers program provides a traditional school year schedule that allows for wrap around care. Uniforms are required for children in this program.

Young Explorers operate Monday-Thursday with the option to add Friday. The program year follows the elementary school schedule. Parents have the flexibility to choose a full day from 8 a.m. – 3 p.m. or half day from 8 a.m. - 11:30 p.m. There is also the option of morning care (5:30 a.m. - 7:55 a.m.) and after school care (3 p.m. – 6 pm).

Faith-Based Child Care (school-aged): This section of the program is designed for children age five through twelve years. This program has the option of before care (5:30 a.m. - 7:55 a.m.) and after school care (3 p.m. -6 p.m.). Summer care is open when school is not in session. Hours of operation are Monday – Friday 5:30 a.m. – 6 p.m. (exception: federal and/or designated religious holidays). Uniforms are not required for the summer program. Children may wear everyday play clothes that follow the uniform holiday guidelines in the family handbook.

\*Holidays: When school closes for an extended holiday, (including but not limited to Christmas break, mid-winter break, and spring break) childcare will be open. Childcare includes Curious Wonders, Beginning Learners Plus Young Explorers Plus and any other students registered for Before/After care. Those enrolled in Before/After care must call in advance (at least 24 hours) for availability. Services will be provided on a first come first serve basis. All programs are closed on the following holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve, and Christmas Day.

\*Inclement Weather: When school closes or has a two-hour delay, childcare will be open but on a two-hour delayed schedule. The childcare will be open beginning at 7:30 a.m. unless specifically noted that childcare is closed. Childcare includes Curious Wonders, Beginning Learners Plus Young Explorers Plus and any other students registered for Before/After care. Those enrolled in Before/After care must call (beginning at 7:30 a.m.) for availability. Services will be provided on a first come first serve basis.

## **DAILY SCHEDULE** (preschool & faith-based child care)

### **AM**

5:30-7:30: Arrival/Breakfast/Free Choice Centers

7:30-7:55: Table Activities

8:00-8:15: Table Activities/Sign in

8:15-8:30: Morning Prayer

8:30-8:50: Morning Circle Time/Large Group

8:50-9:00: Music/Movement

9:00-9:30: Free Choice/Open Centers

9:30-9:40: Clean up/Bathroom Break/Wash Hands

9:40-10:00: Morning Snack/Quiet Book Time

10:00-10:30: Morning Outside Time (weather permitting)

10:30-10:45: Large Group Activity

10:45-11:20: Small Group/Open Centers

11:20-11:30: Clean up/Half Day Dismissal

### **PM**

11:30-12:15: Lunch

12:15-12:30: Bathroom Break/Quiet Reading

12:30-1:30: Rest Time/Quiet Time

1:30-1:50: Bathroom Break/Wash Hands/Afternoon Snack

1:50-2:00: Afternoon Circle Time/Large Group

2:00-2:30: Afternoon Centers

2:30-2:55: Afternoon Outside Time (weather permitting)/Clean Up

2:55-3:00: Prayer/Dismissal

3:00-3:15: Table Puzzle Activities

3:15-3:45: Craft/Art Activity

3:45-4:15: Homework/Free Play

4:15-4:30: Snack

4:30-5:00: Music/Movement Exercise (or outside, weather permitting)

5:00-5:30: Free Choice

5:30-6:00: Table Games

*\*Art, Library, and Gym may be offered throughout the school day at varying times, depending on the number of days in attendance.*

## **Elementary K-6**

Immaculate Conception Catholic School offers a full elementary academic program, accredited through the Michigan Non-public Schools Accreditation Association (MNSAA). Kindergarten through fifth grade utilizes the established diocesan curriculum, which is based on State and National Standards for core classes. The primary goal of this approach is student understanding; the ability to make meaning from “big ideas” and transfer their learning. Assessment of student progress is done using teacher observation and a triangulation of data, including standardized testing, DIBELS, and unit tests. Core classes include Theology, Mathematics, Language Arts/Reading, Science, Social Studies, Phonics, and Handwriting. Non-core classes such as Physical Education, Music, Spanish, Technology, Music, Art, and library are also offered for a well-rounded educational experience.

Early Elementary students participate in the Catechesis of the Good Shepherd as an extension of theology.

Immaculate Conception Catholic School utilizes multi-age classrooms (MAC) to maximize each child’s

potential. Curriculum is presented on a continuum that consists of skills, knowledge and experiences in every content area. Various types of data are used to determine a student's intellectual ability which determines where along the continuum instruction starts. Multi-age classrooms benefit our students by allowing children to grow academically without limits while continuing to meet the emotional and social needs that are still aligned to chronological age.

### **Report Cards**

Kindergarten through fifth grade students receive a standards-based report card. Report cards are issued four times a year in grades K – 6. Dates on which you can expect your child to bring home his/her report card are published on the monthly calendar. Should a parent have any questions or concerns in regard to a child's report card at a time when conferences are not scheduled, an appointment should be made with the teacher.

Progress reports are issued twice a year for Beginning Learners, and Young Explorers.

## **Special Needs Program**

### **Basic Policy Statement**

Immaculate Conception Catholic School recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents/Guardians are considered an integral part of the process.

Immaculate Conception Catholic School provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with The St. Joseph Intermediate School District (ISD) for the screening and diagnostic evaluation of students and the development of a Student Service Plan, and/or a Behavior Intervention Plan (BIP). Direct special education services are provided by the public school district in which the child resides with input and support from the Immaculate Conception Catholic School.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand.

Immaculate Conception Catholic School strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, Immaculate Conception Catholic School will attempt to assist families in finding appropriate alternatives.

### **Identification of Students with Special Needs**

Immaculate Conception does not offer a special education program. We do, however, have Student Support Teams (SST) (defined below), who work with parents to make every effort to accommodate children with identified special needs. It is important that parents are forthcoming in registration forms to help us meet a student's needs, and provide any records necessary for Immaculate Conception to assess appropriate accommodations. The refusal to provide such information is grounds for terminating enrollment in the school. Modifications will be reviewed on a semester basis or as needed to ensure adequate progress. If potential special needs are identified while at Immaculate Conception Catholic School, the SST will meet

with you to discuss the potential needs and accommodations available for the student, the referral process to public schools for additional services, and/or to have your child evaluated.

The results of the evaluation will be shared with the SST and parents/guardian, and an Educational Plan will be written and implemented on behalf of the child. In order to accommodate a student who has been evaluated for special learning needs, parents/guardians are strongly encouraged to share educational/psychological testing results and any resulting prognosis or treatment plan with the school.

### **Educational Plans**

If a student has a documented disability, a copy of the Individual Education Plan (IEP) and/or a Student Services Plan, (provided by the public school) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Services Plan written at Immaculate Conception Catholic School. Immaculate Conception Catholic School makes every attempt to adhere to the recommendations set forth by servicing educational institutions. The SST, in conjunction with the classroom teacher and parents, will monitor the student's progress throughout the year as well as the services provided by the ISD.

For purposes of clarification, *TRPS* refers to Three Rivers Public Schools.

### **Student Support Team**

The SST is composed of the principal; the child's classroom teacher and, potentially, one other teacher or instructional specialist. With advanced notice to the SST, parents may request inclusion of another Immaculate Conception staff member on the SST. The purpose of the team is to allow teachers to dialogue with the team and the child's parent(s) and/or service provider, about concerns regarding the child, either academic or behavioral. A member of the SST team will schedule meetings and provide notice to the parent(s) of their time and place. Topics discussed include areas of specific concerns, and recommendations are made for classroom and home interventions. A follow up meeting is scheduled to monitor the student's progress and/or to discuss further recommendations/ referrals. The SST will do periodic reviews as necessary to evaluate the student's progress.

### **Promotion and Retention Policy**

Proficiency in the core subject areas of Theology, Reading, Math, Language, Science, and Social Studies is considered necessary for students to become contributing members of society. Students must exhibit satisfactory growth and performance in the subjects in the grade in which he/she is presently enrolled, in order to be considered for promotion to the next higher grade.

### **BUILDING AND LOGISTICS**

**School Hours:** Immaculate Conception Catholic School's instructional day runs from 7:55 a.m. until 3:00 p.m. for elementary students and 8:00 a.m. until 3:00 p.m. for preschool. A half day for Young Explorers runs from 8 a.m. until 11:30 a.m.

### **Arrival and Dismissal of Students**

#### **Morning Arrival**

- Children may begin arriving at 7:45am and should be seated and ready by 7:55am.
- For those with older children that are not being escorted in, drive in the circle drive and drop off at the main school doors only. **Children should only exit from the right side of the vehicle.** Adherence to this policy will ensure the safety of all children.
- Preschool/Childcare and any other parent that will be entering the building** should park their cars in the parking lot south of the school and escort students into the school to sign them in for the day.
- Please keep the circle drive clear of parked cars to ensure a consistent flow of traffic is maintained. **If you will be walking your child into the school, please park in the parking lot.**

- A school employee will be at the school doors to greet children upon their arrival each day. Please make drop-off quick and efficient.
- Upon greeting students, the school employee will escort students to the appropriate classroom.

### **Tardiness**

Tardiness limits a student's learning time and is extremely disruptive to your child's teacher and classmates.

Elementary students are expected to be in their homerooms by 7:55 a.m., seated and ready for opening prayer and announcements. Anyone not in attendance at 7:55 a.m. is considered tardy. At 8:00a.m. the main school doors will be locked. Any student arriving after 8:00 a.m. should be accompanied into the school office, by a parent or guardian, and signed in. Children should not be dropped off at the main school doors, nor should they enter the classroom before stopping by the office.

Immaculate Conception Catholic School recognizes that occasionally extenuating circumstances will result in a child arriving late, (i.e. doctor appointments). These will be excused when accompanied by a note from a parent and/or doctor and will be documented as an absence when exceeding 15 minutes.

### **Mid-day Dismissal**

Parents picking up half-day students at 11:30 a.m. may park in the lot south of the school, enter through the main school doors, and wait in the school lobby for students to be dismissed. **Do not park in the drive thru lane.**

**Afternoon dismissal** is at 3:00 p.m. Parents of elementary students may pull into the circle drive in front of the school and wait for a staff member to escort their child to the vehicle. Children must be accompanied by an adult at all times while in the circle drive or parking lot of the school. Strict adherence to this policy will ensure the safety of all children.

Bus riders will be escorted to a TRPS bus by an Immaculate Conception Catholic School employee.

### **Dismissal Procedures**

Your child's safety is our number one concern. It is imperative for clear communication from home when your child's transportation from school will be different than indicated on the student's Transportation Form. If there is a change in the dismissal plans, a parent must contact the school office in the morning or send a note signed by the parent, clearly indicating the dismissal procedure change for the day. Without written or phone communication by the parent, school staff is obligated to follow procedures outlined on the Child Information Record.

### **Early Dismissal**

Once the school day has begun, no student may leave without authorization from the office. If a situation requires an early dismissal, parents must contact the office so arrangements can be made. Children must be signed out by an authorized individual, in the office. No child will be dismissed to anyone other than a parent or someone listed on the authorization form in the school office. Early dismissal will be recorded and handled in the same manner as tardiness or absences.

When picking up children during school hours, park in the parking lot, not in the drive close to the building.

### **Emergency Dismissal**

Should Immaculate Conception Catholic School experience a non-weather related emergency during school hours that will necessitate an early dismissal, every effort will be made to communicate this to our parents/guardians. No child will be dismissed to anyone other than a parent or someone listed on the authorization form in the school office. For weather-related early dismissals see WEATHER-RELATED CLOSINGS.

## **Transportation**

Three Rivers Public Schools provide bus transportation to children who live in the Three Rivers School District. This is for grades Kindergarten and above only. Due to State of Michigan licensing requirements, preschool students are not offered bus services. Due to safety factors, it is imperative that students observe all regulations regarding conduct set down by the public school transportation department. Those who do not observe proper conduct will be denied the privilege of riding the bus. No pupil may leave school grounds while waiting for a bus.

Students are not allowed to ride any bus other than their own, (i.e. they are not allowed to go home with another student on a different bus, unless arrangements have been made through the school office). It is the responsibility of the parent to call the department of transportation at 279-1148 to set up or terminate services.

## **INFANT/TODDLER PROCEDURES**

**Drop Off:** When dropping off your child to the daycare center parents/guardians are to bring their child into the building and sign your child in on the sign in sheet. On the sign in sheet, write the time of drop off a.m. or p.m. and initial in the initial box.

Each child will be assigned the same childcare provider for the child to have consistency, and easier for adapting to the new schedule and room. Each day the child care provider will discuss with the parent/guardian how the day was for the child.

**Daily Report:** Each child will receive a daily report at the end of the day to share information with the parents/guardians as to how their child's day was. The report will share information as to how much their child spent sleeping, eating for meals and bathroom record. The care giver will also share what special activities your child participated in. Parents/Guardians will fill out the top portion of the daily report at drop off to share with any important information needed for the day.

**Meals:** Parents/Guardians are responsible for providing their child with all meals. Parents/Guardian will provide milk, formula, bottles, snack, and solid food for meals. Babies will be given their meals following the parents/guardian's recommendation and feeding schedule. When bringing food in for your child please have it labeled and in an appropriate storage container. An insulated lunch bag is perfect for carrying bottles and food. At drop off parents/guardians will give the care giver the food and a tag with the child's name will be attached to the bag and placed in the refrigerator.

**Sleep accommodations:** Parents/Guardians will provide child with a crib sheet and blanket (must be 1 year-old or older to use a blanket). From 6 weeks to 12 months the infant will be placed on their back in a crib to sleep with no blanket, stuff animal, or other items. Children 12 months- 3yrs. will be provided with a cot or matt for rest time. Each child is to be provided with a rest time of at least 30 minutes. Children under 18months will be able to sleep on demand.

**Diapers:** Parent/Guardian will provide diapers and wipes for their child; they will be labeled and placed in child's own storage bin. Infants and toddlers will be change every two hours or as needed. Parents/Guardians will be notified by care giver when supplies need to be replenished.

**Extra Clothes:** Parent/Guardian will provide extra clothes that can be placed in the child's bin.

**Pick-up:** Pick up will take place in the classroom. The parent/guardian will sign out on the sign out sheet by writing time of pick up, initial the sign in sheet, child care provider will go over the daily report with parent/guardian.

## **Delayed Start and School Closings**

### **Weather /Fog Delays**

Immaculate Conception Catholic School will delay if Three Rivers Public Schools make that announcement. When delays occur due to weather, bussing procedures and class starting times will resume as indicated by media announcement. For example, if there were a two-hour delay, Immaculate Conception Catholic School would start at 9:55 a.m. for elementary and 10 a.m. for preschool, with arrival beginning at 9:45 a.m. For busing purposes, your bus would be running on a two-hour delay as well. In the case of a delay, half-day preschool students have the option of attending or not. Full day students should report.

### **Weather Related Closings and Early Dismissal**

Immaculate Conception Catholic School will follow the decision of Three Rivers Public for all weather related closings. If Three Rivers Public closes due to weather conditions, Immaculate Conception will be closed as well. Snow, bad weather, and other emergencies will be announced on local stations such as, WWMT (TV Channel 3). WWMT also has a “text alert” system. See their website to sign-up to receive text alerts for school delays and closings, [www.wwmt.com](http://www.wwmt.com).

Immaculate Conception follows the public school policy on dismissal regarding severe weather or other disasters where the building may be deemed unsafe for children. When weather emergencies arise, while school is in session, and time does not permit for a safe dismissal, students will be sheltered at school. In the event of a public emergency, please do not call the school, but listen to the radio or television stations mentioned above for school information.

***Immaculate Care for Kids:*** When school closes or has a two-hour delay, child care will be open but on a two hour delayed schedule. The childcare will be open beginning at 7:30 a.m. unless specifically noted that childcare is closed. Childcare includes Beginning Learners and any other students registered for wrap around care. Those enrolled in wrap around care must call (beginning at 7:30 a.m.) for availability. Services will be provided on a first come first serve basis.

## **SAFETY**

### **All Hazard Emergency Management**

A detailed Emergency Management Plan is available in the school office for parents to review. Specific crisis procedures are routinely practiced throughout the year with the faculty, staff and students.

### **Fire/Tornado Drills**

Fire and tornado drills are conducted regularly in compliance with state and diocesan guidelines.

### **Locked Door Policy**

To ensure your children's safety, all doors to the school are kept locked during the school day. All doors can always be used to exit the building. If you are visiting the school, please enter through the south facing, main school doors and push the button for entrance. Check in at the school office before you visit any part of the school.

### **Safety Call-In System**

Immaculate Conception Catholic School uses a Safety Call-In System in which we ask all parents to notify the school no later than 8:30 a.m. on the day(s) your child will be absent. Messages may be left on the school answering machine at any time.

Each school day, after 8:30 a.m., absentee lists from the teachers are checked against the messages from parents. If your child is absent and the office has not heard from you, you will be called at home or work to check on the whereabouts of your child. We take this additional step to reduce the possibility of something happening to one of our students on the way to school and having it go unnoticed for several

hours.

### **Change of Address/Phone**

Every change of address or phone number must be reported to the office and to the homeroom teacher. Up-to-date records are essential in handling emergency situations.

## **FOOD PROCEDURES, RECESS AND PLAYGROUND**

### **Parent Provided Food**

Parents are responsible for providing their children with ALL snacks and meals consumed during the school day. Students will be given an opportunity to have a snack in the morning and in the afternoon. Please supply two snacks each school day. It is requested that snacks be healthy in nature, avoiding chocolate, excessive sugar, and common allergens (when possible). See *FOOD ALLERGIES*. If student forgets lunch parents/guardians will be notified to bring in food. If a parent/guardian cannot be reached or is unable to get to the school, the school will provide food for the child. The school reserves the right to charge for food provided.

\*All food for children enrolled in *Immaculate Care for Kids* programs must have food dated and labeled with child's name.

### **Recess- Indoor**

Students have an in-house supervised recess on rainy days or days where the temperature or wind chill drops below ten degrees. The students may go to the gym or quiet games and activities are available in the classroom.

### **Recess- Lunchtime**

All students go out to the supervised playground daily unless the weather is severe. Please see that your children are dressed appropriately for the weather. Childcare students will have a 30-minute recess at least twice a day weather permitting.

Curious wonders will go outside with temperatures 25 degrees and higher. Beginning Learners and Young Explorers will go outside with wind-chill of 10 degrees and higher.

We ask that you not request your student stay in at noon if s/he is recovering from an illness. Please keep your children home until they can fully participate in school activities. In emergency situations, children may be kept in at noon if they have a signed note from a doctor.

### **Playground Rules**

Supervision is provided and students are expected to observe the following playground rules at all times:

1. Students are to observe playground boundaries, which include the north, south, and west fence lines.
2. Students are only permitted to return to the building during noon recess when an emergency has occurred.
3. Respect for all is expected: no offensive language, name-calling, inappropriate physical contact or other signs of disrespect are tolerated.
4. Space and equipment are to be shared.
5. No food, drink, or gum are allowed on the playground during recess.
6. Activities which, because of their nature, have the potential to cause injury to oneself or others are prohibited; this includes the use of wheeled vehicles, throwing of any objects including snowballs, and other activities deemed unsafe by the playground supervisors.
7. Proper winter attire including boots, snow pants, hats and gloves must be worn during winter weather or the children will be required to stay on the blacktop area.

Students with minor violations of playground rules will have age appropriate consequences deemed by the playground supervisors. These measures will exhibit fairness and respect for all students. If there is behavior that constitutes a major violation, the staff will send the student/s to the office for administrative intervention.

## **Visits to School**

For the safety of our students, we ask that all visitors to the school go directly to the main office to sign in.

## **Lost and Found**

Lost and found articles are kept in the school office. All clothing or other articles bearing a child's name will be returned to him or her. Unmarked articles are kept for a period of two weeks and then given to a charitable organization. In order to avoid the large masses of lost articles, please label all your child's materials.

## **Pesticide Use – Notification Policy**

Annually, schools must advise parents of their right to be informed when any pesticide application is made to the school grounds or building. If you wish this information, you must fill out the pesticide request on the multiple consent form in the online enrollment packet. This requests the school to inform you when pesticides will be used in the school. Every effort will be made to give prior notice, although in certain instances pesticides may be applied without prior notice. In those instances, you will be notified as soon as possible after application. This will include two types of notification; one in written form and one personal via phone call, email or face to face.

## **COMMUNICATIONS WITH/BY PARENTS**

Communication with parents is a vital piece for a successful educational experience. Our website and Facebook page is a great source for staying updated on the current happening at Immaculate Conception Catholic School. We will post a monthly newsletter and calendar of events and the link will be emailed to parents. A weekly email is also sent out with updates and reminders.

Individual classrooms will communicate with additional emails and newsletters that come directly from the teacher.

Occasionally, material comes to the office that is dated and needs to be distributed immediately. Examples of these could include information on school pictures, field trips, etc. These items are sent home with the child on an as-needed basis. Every effort is made to keep these items to a minimum.

## **Non-Custodial Parent**

Immaculate Conception Catholic School abides by the provisions of the Buckley Amendment<sup>3</sup> with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the student. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of said court order.

## **Conferences**

Conferences are held twice a year.

Teachers are committed to keeping parents informed about a child's academic development. In fairness to the teachers, it is equally important for parents to take advantage of conferencing at the scheduled conference times to discuss their child's progress.

Dates and times for conferences, as well as dates when sign-up sheets are posted, are noted on the monthly (and yearly) calendar. Sign-up sheets will be posted in the school lobby. It is the responsibility of parents

to sign up for conferences.

In the event that you wish to be in communication with your child's teachers prior to scheduled conferences, you may contact them directly by calling the school or through an e-mail.

### **It Is Important to Tell the School When...**

- ...your child is on any kind of medication;
- ...a separation or divorce is pending and could affect your child's behavior or performance;
- ...a family member is seriously ill;
- ...your phone number or address changes;
- ...any event that seriously upsets your child occurs;
- ...your child has allergies, especially to bee stings or food products;
- ...YOU THINK IT'S IMPORTANT.

## **DISCIPLINE / CLASSROOM MANAGEMENT**

### **Philosophy**

Immaculate Conception Catholic School strives to be a true community of faith in which formational efforts of Catholic families are complemented, reinforced, and extended. It is rooted in Gospel values of peace, brotherhood, love, patience, and respect for others.

Students are expected to maintain standards of conduct, which reflect Christian principles and teachings, to respect the rights of others and to meet the responsibilities defined in the Code of Student Conduct of Immaculate Conception Catholic School. Teachers should be allowed to teach and students should be allowed to learn. Any behavior that interferes with this process will be addressed.

### **Code of Student Conduct**

All members of the Immaculate Conception Catholic School community have rights to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and to a positive learning environment.

In support of these rights, all students are expected to:

- 1) Work diligently toward achieving educational and personal goals.**
- 2) Accept responsibility for personal decisions and actions.**
- 3) Be truthful.**
- 4) Exhibit Christian behavior at all times, both at and away from the school: respect, kindness, compassion and consideration.**
- 5) Maintain self-control; avoid disruptive behavior, harassment and abuse.**
- 6) Treat others with respect and dignity.**
- 7) Obey instructions of staff, teachers, and administrators.**
- 8) Follow policies and procedures of the school.**
- 9) Respect the property of individuals and of the school.**

Immaculate Conception Catholic School administration will enforce this Code of Conduct related to student activities at school or in any way pertaining to the school. Administration also reserves the right to enforce this and a general moral code of conduct to student activities which do not in any way pertain to the school.

## **Responsibilities**

Student responsibilities are defined in the Code of Student Conduct.

Staff, teachers, and administrators will strive to implement the discipline procedures patiently, fairly, constructively, consistently, and uniformly. Teachers will review this document with their students at the beginning of the school year and answer any questions as needed.

Parents are the first and foremost educators in the family setting. The school assists and supports parents in exercising that responsibility. Parents should read and discuss this document with their child at the beginning of each school year (additionally as needed), and cooperate with the discipline procedures. Parents should strive to cooperate with staff, teachers, and administrator in explaining and teaching student responsibilities and in the discipline process. Parents should support and reinforce the positions and decisions of staff, teachers, and administrators.

## **Practices**

All members of the Immaculate Conception Catholic School community have the right to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and a positive learning environment.

Our classroom management/discipline policy centers around helping the child maintain self-control and preserve his or her dignity and identity as a child of God. We accomplish this by setting realistic and developmentally appropriate expectations. We uphold classroom rules consistently, plan ahead in an effort to avoid problems, encourage children to talk to each other and work problems out, redirect and/or suggest other possibilities when a problem arises, and we stay in close contact with parents, communicating the good and the bad. When necessary, time outs are used as an opportunity for a child to calm down and regain control.

Immaculate Conception Catholic School recognizes bullying as unwanted, aggressive behavior among school aged children that has three distinct components; there is a targeted individual, it involves a real or perceived power imbalance, and the behavior is repeated. Bullying is unacceptable behavior. The teachers model and enforce policies and practices throughout the year to address any such situations that may arise.

The following forms of punishment are prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
- Restricting a child's movement by binding or tying him or her
- Inflicting mental or emotional punishment
- Depriving a child of basic human needs
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle
- Excluding a child from outdoor play or other gross motor activities (unless unsafe/unproductive for child or others)
- Excluding a child from daily learning experiences (unless unsafe/unproductive for child or others)

\*Elementary students may lose the privilege of recess or special classes due to inappropriate behavior

\*Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms listed above.

## **Termination of Services**

Our program reserves the right to terminate services to children who present a danger to other children or adults and after ALL other avenues have been explored by teacher and parent. Teachers and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination is put into effect, unless the child has caused serious injury to another child or staff member. In that case, parents will be called and termination will be immediate.

## **Withdrawal**

If a child is prematurely withdrawn from one of our programs due to a change of address or illness, and IF tuition was paid in full at the beginning of the school year, a refund may be requested for the balance of the school year. If the parent pays monthly and has paid in advance for the month of termination, the parent may request a partial refund if the child has been in attendance less than two weeks for that month. If the parent/guardian pays weekly the week the child withdraws is the final week of payment. This payment will equal the total minimum for the week even if the child does not attend the full week. We request that a parent give a two week notice of withdrawal from any of our programs.

Parents always have the right to request that records, such as cumulative files, be transferred to the child's new school. Please contact the school office if you wish to have your child's records transferred.

## **Vandalism**

Vandalism is defined as any deliberate misuse, damage, or destruction of school property, which results in clean-up, repair, or replacement costs. This includes the misuse of any of the school's computer equipment or software. These costs will be assessed to the perpetrator and parents notified. Further action may be taken, based on the severity of the incident.

Although parents are ultimately responsible for the vandalism costs of their children, every effort will be made to help the student assume the restoration and/or financial responsibility incurred because of his or her actions.

## **Weapon Policy**

Immaculate Conception is a weapons-free school. No weapons or items resembling weapons (including toys) may be brought onto school grounds by students. Anything that a staff member, teacher, or administrator deems unsafe or weapon-like will be confiscated and returned only to a parent or guardian, after a meeting has been established.

This policy is made in agreement with the Diocese of Kalamazoo Pastoral Policy on Weapons and in collaboration with local law enforcement.

This policy confirms that Immaculate Conception Church and School prohibits all weapons, whether concealed or carried openly, licensed or unlicensed, lawful or unlawful, on any part of its premises, except as listed below. This policy applies to all individuals, including visitors and staff, and individuals who appear to be non-threatening and/or claim to be licensed or otherwise lawfully carrying a pistol or other firearm or weapon.

“Weapon” means any object which, in the manner in which it is used or is intended to be used is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type including air powered guns (whether loaded or unloaded), knives, razors, electric Tasers, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy are limited to the following:

- a. Firearms and other weapons in the possession of an on or off duty law enforcement officer or authorized on duty security personnel.
- b. A concealed pistol carried by a student's parent or legal guardian with a valid concealed pistol license (CPL), but only while in a vehicle on school property and only if dropping off or picking up the student from the school.
- c. Items and their usage approved by a pastor/principal as part of a class or presentation under adult supervision.
- d. Props or starter pistols used in appropriate theatrical settings or sporting events, subject to supervision.

- e. Kitchen utensils and silverware furnished by a parish or school, or which parishioners or others are permitted to bring to events (e.g. parish picnics).
- f. Tools used by custodians or contractors.
- g. Personal property of clergy or religious living on the premises.

If a staff member observes anyone on or entering the premises with a weapon, law enforcement will be contacted. When law enforcement arrives, the officers should be informed of this policy and given a copy. An individual who refuses to remove a weapon from the premises when requested is subject to arrest by law enforcement for criminal trespass. The staff member should also notify his or her supervisor, who should document the matter, including the actions taken by law enforcement. The local law enforcement agency for Immaculate Conception Catholic Church and School has been given a copy of this policy. All staff members will be trained to comply with this policy. No staff member is authorized to make an exception to this policy.

### **Drug Policy**

The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or at any of its activities is absolutely prohibited. Attending school or school functions under the influence of illicit drugs and/or alcohol is also forbidden.

Students who violate these standards of conduct will be promptly disciplined. Such discipline may include any or all of the following actions:

1. a mandatory conference with student, parents, administrator, and/or teacher;
2. suspension from school for a period to be determined by the administrator;
3. a mandatory evaluation and/or enrollment in a drug and alcohol counseling program, the attendance at which must be verified to the school on a regular basis;
4. permanent expulsion from school;
5. referral to law enforcement agencies for prosecution;
6. other action as the administration deems appropriate.

A student maintains his or her right to notification of violation of these standards of conduct.

Compliance by all students is mandatory. If a student is found in violation of these standards of conduct regarding the use or possession of drugs or alcohol, the student's parents will be notified.

### **Electronic Devices**

Students are not allowed any type of personal electronic device (cell phones, tablets, C.D. players, iPods, MP3 players, etc.) during the school day. Devices cannot be stored in backpacks, purses, or tote/athletic bags for use before or after school.

For safety purposes, if a student requires a cell phone or other device after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, the student must bring the cell phone to the school office, upon arrival, to park the cell phone in the "off" position for the day. The cell phone may be picked up by the student at dismissal. At no time during the school day should a cell phone be in a student's locker or in his/her possession. Violations of this policy will result in the confiscation of items by the school administrator. Parents will then be notified to pick up the confiscated item(s).

## **CLASSROOM OPERATIONS**

### **Room Parents/Coordinators**

Room parents may be selected in each grade level at the beginning of each school year. They work with the classroom teacher to help with special functions and parties. Duties vary from grade to grade. A room parent should not contact a group of parents to request money on the teacher's or classroom's

behalf. One possible exception to this rule is for the planning of *secret* class gift. In that case, the note should be approved by the principal before it is distributed. Under no other circumstances should money ever be requested by a room parent.

### **Homework**

Homework is given regularly in all grades, with the exception of preschool. It serves as an extension of classroom work and reinforces concepts covered in class. Homework time will vary upon grade and teacher discretion.

### **Textbooks and Supplies**

When possible, all textbooks and supplies are provided by the school. Textbooks are loaned to the student for the duration of the school year. Should a textbook be damaged through misuse or carelessness, a replacement fee will be assessed to the child's account.

Classroom teachers will issue a list of supplies for the upcoming year. You will find this list posted on our school's website. Included on this list will be paper, pens, crayons, etc. Every effort is made to keep this list to a minimum.

### **Birthday Celebrations**

We realize birthdays are an important and we do celebrate the day your child was born. School however, is not the place to hold your child's birthday party. If you would like to bring in a treat, please make arrangements with your child's teacher. Each teacher will set guidelines for his/her class.

### **Field Trips**

All classes take at least one school-sponsored field trip during the year. All trips have been designed for their educational value. Parents usually provide the transportation for field trips. Preschool students must be accompanied by a parent or parent-designee, due to the need for three through eight-year-olds to travel in a car-seat. Parents must provide car seats for elementary students who fall into this category.

Parents are often invited to accompany students as chaperones. The number of parent chaperones is sometimes limited if space at the trip destination is limited. Please be aware any interested chaperones **MUST BE** certified VIRTUS trained, have submitted a background check application to the school office, and comply with the Volunteer Code of Ethics. Chaperones are not always admitted free at events, and if this is the case, the chaperone is asked to pay the price of their own admission.

A student's participation in a class field trip is a privilege, and may be revoked at the discretion of their teacher or administration due to disruptive behavior or conduct.

Notification of these trips will be given in advance for parental permission and planning purposes. There may be additional fees for children to attend.

### **Family Vacations**

It is recognized that family vacations are sometimes scheduled during the school year. However, it is not reasonable to expect a teacher to repeat missed lessons, outline work for a week or more in advance, or spend many extra hours helping the child recoup losses incurred by a family vacation. Individual teachers may have opportunities to offer extra service; please know that school policy does not require it.

## **HEALTH, WELLNESS and DIET**

### **Medication Policy**

Diocesan policy prohibits the administering of medication, *both prescription and non-prescription drugs* to any pupil without written permission from a parent and written instructions from a doctor. Parents must supply all medications, prescription and non-prescription, in the original container, with a doctor and parent/guardian signed “Authorization for Administration of Medications” form. Forms may be obtained at the school office or printed from the website, [www.iccatholicschool.com](http://www.iccatholicschool.com), under forms or policies. The child's name, grade and dosage must be marked on each item. A daily log is maintained for all medications administered to a student. Medications must be dropped off and picked up at the office by parents, not students. Expired medication, medication left at the end of the school year, or medication left after a student has left the school shall be picked up by a parent or guardian. Any medication left after one week will be disposed of. Immaculate Conception Catholic School follows the Medication Administration Policy of the Diocese of Kalamazoo. A full copy of the diocesan medications policy is available in the school office for parental review.

### **Immunizations**

All students of Immaculate Conception Catholic School must be immunized in accordance with state law. Printed immunization records from a doctor or the Michigan Care Improvement Registry (MCIR) or a signed waiver from the health department must be submitted to the school office before a child may start school.

### **Sick Children**

If it is necessary to keep your child home for any reason, we ask that you call the school (269-273-2085) no later than 8:30 a.m. to alert us of this fact. Messages may be left on the answering machine. Please be specific in reporting an illness, for record keeping purposes. If an illness becomes common throughout the school, parents will be alerted. Therefore, specific symptoms or diagnoses are appreciated. Only in cases of excessive absence does the school require a physician’s note to excuse the absences upon a child’s return to school.

When a child becomes ill at school, the parent is called and the child is sent home. There is no place for sick children to wait, other than the lobby, so we ask that parents be prompt in picking up a sick child.

### **Criteria for Keeping or Sending Your Child Home**

If your child has any of the following symptoms or ailments, he or she must remain at home for the health and safety of the rest of the children and teachers, until **symptom-free, for 24 hours.**

- Diarrhea or vomiting two or more times in the past 12 hours
- Oral temperature above 100 degrees
- Consistent cough or runny nose
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis
- Undiagnosed rash
- Chicken Pox, Mumps or Measles
- Lice – in the event that a child contracts lice, he/she must be NIT free before returning to school.  
Please expect a school employee to do a final check upon return.

For communicable disease, a child must be on prescription medication for 24 hours before returning to school.

Homework can be requested for a sick child; please make your request no later than 9:00 a.m.

Homework may be sent home with a sibling, or picked up in the school office during regular school hours. If your child will be out 2 or more days, distance learning will be available.

## **Staff & Volunteers**

For the health and wellness of the entire school community all staff volunteers are requested to use the same criteria as outlined above for determining when to stay home due to illness.

## **First Aid**

Every effort is made to have all staff members trained in First Aid and CPR. At minimal, there will always be one trained person in the building. In the event of an emergency, first aid will be administered, and the school will attempt to notify the parent immediately. For this reason, it is imperative that the school has a phone number where a parent may be reached. Each child has on file a current up-to-date emergency form giving school authority permission to have the child transported or to take the child to hospital for treatment until parent or family doctor is notified.

All *Immaculate Care for Kids* staff are trained in CPR as required by licensing.

Accident reports are filed, and parents are notified for anything other than a skinned knee, slivers, or slight abrasions. If an accident report is filed parents are notified by telephone and given a copy at the end of the day.

The school must be notified if any child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other emergencies, so that the proper procedures might be followed with the least possible trauma for the child.

## **OSHA Standards for Blood-Borne Pathogens**

Immaculate Conception Catholic School adheres to the standards set by OSHA for the handling of blood-borne pathogens and all other bodily fluids. All staff has been appropriately trained in these standards.

## **Food Allergies**

Immaculate Conception Catholic School recognizes the need and responsibility to address the safety and well-being of students with food allergies within the school. Specific classrooms may require very stringent guidelines that will ensure the safety of these students.

## **Wellness Policy**

Immaculate Conception Catholic School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement. A wellness plan has been created which follows diocesan and state guidelines. A copy of the plan is available for review in the office and can be found on our school website.

## **Nutrition Education**

Every year, students may receive nutrition education that is aligned with the Michigan Health Content Standards and Benchmarks. This is done through physical education.

## **Physical Education and Physical Activity Opportunities**

Immaculate Conception School shall offer physical education opportunities that include the components of a quality physical education program. Physical education instruction shall be aligned with the Michigan Physical Education Content Standards and Benchmarks.

\*Immaculate Conception Catholic School participates in the Building Healthy Communities Program sponsored through Wayne State University.

## **FACULTY/STAFF/VOLUNTEERS**

### **BACKGROUND CHECKS FOR STAFF AND VOLUNTEERS**

All school volunteers, school employees and clergymen who have regular contact with children must attend a Diocesan Awareness Session for the *Protecting God's Children Program (VIRTUS)* adopted by the United States Conference of Catholic Bishops to help correct the problem of child sexual abuse within the faith community. This training will be necessary for all parents who wish to volunteer at school, including helping with holiday parties and driving or supervising children on school sponsored field trips. These training sessions are held throughout the year, at various locations in Southwestern Michigan. Dates, times, locations, and registration for a training session can be found at [www.virtus.org](http://www.virtus.org).

The charter for the protection of Children and Young People also requires a criminal background check (ICHAT) for all school volunteers.

See the school office for the necessary forms. Your assistance is appreciated and valued.

#### **Staff:**

- All staff, including persons employed by entities who have contracts with the school to provide food, custodial services, transportation, counseling or any other auxiliary services to students, shall have a FBI criminal history comprehensive background check completed as required under MCL 380.1230 *et seq.* as amended, prior to being a regular employee, child care staff, unsupervised volunteer, or employee working continuously under contract.
- All staff will sign and date a self-certifying statement at the time of hire indicating that he/she:
  - Is aware that abuse and neglect of children is against the law.
  - Has been informed of the center's policies on child abuse and neglect.
  - Knows that caregivers are required by law to immediately report suspected abuse and neglect to Children's Protective Services (CPS).

Any individual who is registered on the Public Sex Offender Registry (PSOR) is prohibited from having any contact with children.

*Immaculate Care for Kids* staff members cannot work at the school/center until they have been notified from the Department of Human Services that they are "eligible" for employment.

#### **Volunteers/Parents:**

- All volunteers will have an ICHAT clearance completed prior to interaction with children.
- Volunteers must be supervised at all times while working with children. There will be no unsupervised contact.
- All volunteers will sign and date a self-certifying statement at the time of volunteering indicating that he/she
  - Is aware that abuse and neglect of children is against the law.
  - Has been informed of the center's policies on child abuse and neglect.
  - Knows that caregivers are required by law to immediately report suspected abuse and neglect to Children's Protective Services.
- All volunteers in the school must have completed the VIRTUS training and comply with the volunteer Code of Ethics.
- Any individual who is registered on the Public Sex Offender Registry (PSOR) is prohibited from having any contact with children.

## **Parent Volunteer Program**

Here at Immaculate Conception we operate as a Mission of the Catholic Church. We receive no state funds for the general operation of our school. Tuition only covers about 30% of the actual cost to educate a child. The remaining balance is covered through fundraising and subsidies from the Church. Knowing this, it is easy to understand that we cannot be successful without you!

If you are new to our Catholic School family, you will soon learn that volunteers are the lifeblood of our community. They are vital to the continuation of our school. That is why we ask each family to donate a minimum of ten volunteer hours per school year.

There are many ways to volunteer. The hours that count towards the volunteer program are those that benefit the entire school. Helping with the Annual Auction, Vendor Expo, or lunch/recess duty are examples of such activities. Attending a field trip with your child or participating in a special activity like a holiday party, although important, are not considered volunteering to benefit the whole school.

For legal reasons, these hours must be done by the parents of the student. We welcome assistance from extended family members i.e. grandparents, aunts, uncle, etc. but they do not count towards the 10 hours for the volunteer program.

If you are absolutely unable to assist in any way, you can pay for your volunteer hours in lieu of working. We request \$10 per hour which is a total of \$100 annually.

Below is a list of possible opportunities. Others may be announced throughout the year so keep looking in the monthly newsletter. If you have a special talent or hobby that you want to share let us know. That may also be a way to volunteer and enhance our educational program.

The bottom line is that we are a community. By partnering together with our time, talent, and treasure we ensure that the mission of Immaculate Conception Catholic School will continue!

### **Possible Volunteer Opportunities**

**Coaching** – Varies depending on sport

**Fall Fundraiser** – September/October (annual fund)

**Catholic Schools Week Activities** – January / Feb

**Auction Committee** – April (year round planning)

**Lunch Supervisors** – Year Round

**School Beautification** – Year Round (time varies depending on need)

**Holiday Extravaganza (Vendor Expo)** - November

**Parent Ambassadors/Madrinas** – Year Round

**School Commission Member** – Year Round

**IC Boosters Parent Group** – Year Round

**Vendor Expo** – November

**Trust Board Member** – Year Round (meets quarterly)

Volunteers help with many aspects of the school program and are crucial to the overall success of Immaculate Conception Catholic School.

## **Catholic School Volunteer Code of Ethics**

As a volunteer serving in a Catholic school, I:

- acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- will sincerely promote the mission of Catholic education within the school community;
- recognize that I do not officially represent the school administrators, teachers, or Immaculate Conception Catholic School commission unless explicitly authorized to do so;
- will be fully and carefully prepared for each day of service;
- will support the administrators and teachers in requested functions and consult administrators and teachers when questions arise;
- will implement educational and disciplinary decisions made by school leadership, even though I may be personally opposed to them, and respond in a positive and supportive manner indicating the rationale for the decision; will disqualify myself from serving in functions where there may be a conflict of interest because of my family or business interests;
- will keep all student and staff information confidential;
- will realize that the welfare of the school children must come first in all decisions;
- will refer individual concerns to the appropriate school personnel.

I understand that if my words or actions are in direct conflict with any of the outlined items listed above, my status as a school volunteer will be withdrawn.

## **UNIFORMS**

### **School Uniform Policy**

All students starting at the Beginnings Learners level must wear uniforms. Wearing of uniforms begins the first day of school. Uniforms may be purchased at a variety of local retailers. Our official uniform dealer is RBG Uniforms. Items may be purchased online through their website at [RBGuniforms.com](http://RBGuniforms.com).

Immaculate Conception Catholic School also carries a variety of gently “used” uniforms for boys and girls. Please inquire at the school office if you are interested.

Students who violate dress code will be issued clean, used uniforms from our used supply or parents will be called and asked to bring appropriate clothing.

### **Uniform Holidays**

The first Thursday of every month, that school is in session, is designated a uniform holiday. Occasionally, other special days are designated uniform holidays and these would be noted on the monthly calendar. On uniform holidays, students wear clean, modest clothes, which are in good repair and in good taste. Items such as crop tops, tube tops, spaghetti straps, or others which expose body parts not meant to be seen in school; shirts with reference to bands, drugs, tobacco, sex, or alcohol, and other articles of clothing which interfere with any student’s ability to concentrate or study, shall be considered in violation of this policy. Shorts, which should be knee length, are included as an option as long as they meet the uniform standards. The classroom teacher and/or administration shall judge whether clothing meets the uniform criteria.

Students who wear inappropriate clothing on uniform holidays will be issued clean, used uniforms from our used uniform supply or parents will be called and asked to bring in appropriate clothing. If a uniform holiday falls on a Mass day, jeans are not acceptable attire.

**Child Care students** (this includes Curious Wonders, summer care, and students who attend only before or after school care) **wear everyday play clothes that follow the uniform holiday guidelines.**

## **Spirit Wear**

Fridays are considered School Spirit Days. Students are encouraged to wear their light blue school spirit shirts or any previous spirit shirts/sweat shirts purchased through our school. Uniform pants or shorts (depending on the time of year), appropriate socks, and shoes should be worn with spirit shirts, unless otherwise noted. Adult and student spirit wear may be purchased in the school office.

See the following page for uniform requirements.

# Immaculate Conception Catholic School



Where Christ  
is the Heart  
of Education

## Uniform Policy

All students starting at the Beginnings Learners level must wear uniforms during the academic calendar year. Before and after school care and during summer/holiday breaks, students attending *Immaculate Care for Kids* should follow the guidelines for uniform holidays.

### **Tops:**

Dress/Knit Shirt Navy blue, light blue, white, or forest green collared, buttons, long or short sleeved, plain, IC logo optional (No outside logos).

Turtleneck Navy blue, light blue, white, or forest green.

Sweater Navy blue or white, long sleeve, cardigan, pullover, crew neck, or V-neck, IC logo optional (No outside logos).

*\*A collared shirt must be worn under sweater, or jumper.*

*\*All shirts must be tucked in. Please make sure that shirts are long enough to remain tucked.*

### **Bottoms:**

Slacks or Cords Navy or Tan (Khaki), classic style (i.e. Dockers) only, no flares or cargo pockets, natural waist.

Skirts / Skorts Girls may wear solid navy or plaid skirts/skorts. Plaid skirts/skorts are available through our official uniform retailer RBG Uniforms. Skirts/skorts must be knee length.

Shorts Navy, tan (Khaki), classic style only, no cargo pockets. Shorts must be knee length.

*\*May be worn between March 31<sup>st</sup> and October 31<sup>st</sup>*

### **Jumpers/Dresses:**

Jumpers Girls may wear a solid navy jumper or plaid jumper. Plaid jumpers are available through our official uniform retailer RBG Uniforms. Jumpers must be knee length.

Dresses Girls may wear a solid navy, light blue, or forest green polo style dress. Dresses must be knee length. IC logo optional (No outside logos).

### **Footwear:**

Dress/Fashion Boots May be worn year-round (with the exception of gym days), closed back, no extra heel.

*\*Fashion boots are not considered snow/rain boots for inclement weather.*

Tennis Shoes May be worn year-round, no rollers allowed. (Tennis shoes are required for PE Class).

Sandals Closed heel (strap) worn with socks. No flip flops.

*\*May be worn between March 31<sup>st</sup> and October 31<sup>st</sup>.*

*\*Snow or rain boots must be worn outside during inclement weather. Snow and rain boots are not included in our uniform policy. Students must have shoes to change into when snow or rain boots are worn.*

Socks Must be worn at all times. (Solid colors that match uniforms: Blue, white hunter green, or tan/brown, over the ankle, crew length or cuffed).

**Spirit Wear:** May be worn on Spirit Days, possibly on field trips or special days (TBA).

**Accessories:**

Leggings White, navy, or forest green only, worn to the ankle, with socks (see above). May be worn under jumper/dresses (not as pants).

Hair A variety of matching hair accessories are available at RBGuniforms.com.

*\* Uniforms must be clean and in good repair. Make-up is not allowed in any grade level.*

*\*Uniforms can be purchased at any retailer; you can also contact the school office to see if we have any gently used uniforms available.*

*\*Our official uniform dealer is RBG Uniforms. Items can be purchased online through their website at RBGuniforms.com.*

*\* School Spirit wear can be purchased online at RBGuniforms.com.*

**Uniform Holidays:**

On uniform holidays, students wear clean, modest clothes, which are in good repair and in good taste. Items such as crop tops, tube tops, spaghetti straps, or others which expose body parts not meant to be seen in school; shirts with reference to bands, drugs, tobacco, sex, or alcohol, and other articles of clothing which interfere with any student's ability to concentrate or study, shall be considered in violation of this policy. Shorts, which should be knee length, are included as an option as long as they meet the uniform standards. The classroom teacher and/or administration shall judge whether clothing meets the uniform criteria.

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