



POLICY MANUAL
2011-2012

IMMACULATE CONCEPTION SCHOOL
POLICY MANUAL
TABLE OF CONTENTS

INTRODUCTION	4
	Welcome	
	History	
	Mission Statement	
	Philosophy	
	Goals and Objectives	
	Accreditation	
	Diocesan Policies	
	Administration	
	Administration Right To Amend	
ADMISSIONS	7
	Registration	
	Non-discrimination	
	Transfer Students	
	Immunization Requirements	
CURRICULUM	9
	Kindergarten	
	Grades 1-6	
	Technology	
	Acceptable Use Policy	
	Special Needs/Learning Lab	
	Library	
	Counseling/Guidance Program	
	Confidentiality	
	Liturgy	
	Sacramental Preparation	
	First Communion Retreat	
	Elementary Graduation	
	Study Times	
	Home Assignments	
	Edline	
	Incomplete Assignments	
	Report Cards	
	Grading	
	Student Records	
	Parent/Teacher Conferences	
	Promotion	

DISCIPLINE/SELF-DISCIPLINE	15
School Rules	
School Discipline Cycle	
Classroom Rules/Discipline Cycles	
Detention	
Drugs	
Pornography	
Smoking	
Care of School Property	
Inspection of School Property	
Harassment	
Cyberbullying	
Possession of Weapon	
Threat of Violence	
Suspension	
Expulsion	
Corporal Punishment	
Child Abuse Reporting and Liability	
Pregnancy	
Complaints	
Right to Appeal	
DAILY SCHOOL INFORMATION	20
Daily Schedule	
Tardiness	
Emergency School Closing	
Attendance and Absenteeism	
Absences	
Vacations and Trips	
Make-up Work	
Truancy	
HEALTH	22
Services	
Accidents and Illnesses	
Student Accident Insurance	
Medical and Dental Appointments	
Communicable Diseases	
Immunization Requirements	
Head Lice	
GENERAL INFORMATION	25
Uniforms	
Students Taken from School	
Rights of Non-Custodial Parents	
Visitors	
Change of Address and Telephone	
Messages and Telephone Use	

Cell Phones	
Use of Student Information/Pictures	
Private Lessons	
Possessions Brought to School	
Emergency Procedures	
Playground	
Field Trips	
School Parties	
Birthdays	
Invitations	
Books	
Flowers and Balloons	
Sports	
Student Activities	
Social Activities	
ORGANIZATIONS	32
Parent/Teacher Organization	
Volunteer Program	
Fundraisers	
School Board	
I.C. School Endowment Fund	
I.C. School Advancement Program	
Annual Fund	
Ed Seiter Assistance Fund	
SCHOOL PROGRAMS, SERVICES, AND FEES	35
Automatic Bank Draft	
Registration Fees	
Tuition	
Tuition Policy	
Rate Schedule	
Lunch	
Milk Break/ Fees	
After School Care	
Books	
Summer Care Program	
CALENDAR	40
INDEX	42
FORMS	48
Medicine Administration	
Field Trip Permission	
Statement of Responsibility	

In this Policy Manual, an asterisk (*) preceding a paragraph indicates Diocesan Policy.

POLICY MANUAL

IMMACULATE CONCEPTION SCHOOL

223 South 14th Street
Fort Smith, Arkansas 72901
Telephone: (479) 783-6798
FAX: (479) 783-0510
Web address: www.icschoolfs.org

WELCOME

As a new school year begins, the Immaculate Conception School Board would like to welcome each student and family to Immaculate Conception Catholic School. Your choice of Immaculate Conception as your school will provide the environment needed to nurture the educational and religious growth of your child. We hope your years at I.C. will involve your entire family through your time, talents, and treasures!

HISTORY OF THE SCHOOL

Immaculate Conception School is located at 223 South 14th Street. It consists of grades K-6. The grade school building was opened in 1930 under the guidance of Monsignor Patrick F. Horan, housing grades K-8. In 1973, when St. Anne's High School closed, the parish made the decision to add the ninth grade to its program, thereby adding a junior high, which remained a part of the parish school until June of 1986 when Trinity Junior High opened. Since its beginning in 1930, the Sisters of Mercy have formed a part of the faculty. Under the protection of the Blessed Virgin Mary in whose name our school is dedicated, we pray that our efforts to educate and love the young people who come to us may be blessed. In August 2007, a three and four year old preschool program began in the building located at 300 Lexington Avenue.

MISSION STATEMENT

Immaculate Conception Catholic School, following the example of the Blessed Virgin Mary, develops the whole child, instills Gospel values, inspires a love of learning, and promotes academic excellence in a diverse nurturing environment.

STATEMENT OF PHILOSOPHY

WE BELIEVE that each child is a person of worth with a personal dignity and a heavenly calling since each child is so loved by God that He sent His Son to save each one. To safeguard this dignity requires the education of the whole person - spiritually, mentally, socially, and physically.

WE BELIEVE that the hallmark of quality education is learning and the appreciation of learning. Therefore, the teachers and the administrators of the Immaculate Conception Catholic School, in partnership with the parents, pledge themselves to achieve and maintain professional and personal excellence in order to share knowledge, develop useful skills, teach Catholic doctrine, and instill a high Christian value system that reflects Christ-like attitudes.

With its wide scope of academic subjects, church and community service projects, liturgical celebrations, organizations, and athletic activities, Immaculate Conception Catholic School seeks to develop in each student a love for God, a respect for all God's creation, and a thirst for knowledge that will prepare him/her to be the Christian citizen of tomorrow.

GOALS AND OBJECTIVES

- I. To teach as Jesus taught
 - ❖ By use of Scripture and Church tradition,
 - ❖ By modeling and training students in the practices of self-discipline skills to reflect Christian values,
 - ❖ By cultivating respect and a sense of responsibility for their own lives and for God's creation worldwide, and
 - ❖ By providing opportunities for each student to develop spiritually, academically, socially, and physically according to his/her God-given abilities.
- II. To pray as Jesus prayed
 - ❖ Through participation in sacramental celebrations,
 - ❖ Through classroom and school community prayer,
 - ❖ Through appropriate seasonal devotions, and
 - ❖ Through the opportunity to practice personal devotions, private prayer time, and the Sacrament of Reconciliation.
- III. To serve as Jesus served
 - ❖ By providing school programs addressed to specific, individual student needs,
 - ❖ Through the practice of compassion and support of family and each other,
 - ❖ Through involvement in school and parish outreach programs,
 - ❖ By responding as a school family to immediate community needs, and
 - ❖ By accepting and practicing responsibility to correspond to the benefits and rights we receive as stewards of God's creation and American citizens through school and classroom programs and activities.

ACCREDITATION

The Arkansas Nonpublic School Accrediting Association (ANSAA) accredits Immaculate Conception School. By meeting the standards of this association, Immaculate Conception School pledges itself to provide its students with the best possible learning environment. Immaculate Conception School's accreditation is valid from August 2006 through July 2013.

DIOCESAN POLICIES

Diocesan policies are indicated in this manual by an *. The Diocesan policy manual can be found at www.dolr.org.

ADMINISTRATION

Immaculate Conception School is a part of the Diocese of Little Rock. The bishop is the chief teacher and is responsible for the policies and practices of all Catholic schools within his diocese.

The pastor of Immaculate Conception Parish, Father Greg Luyet, is the head of the parish and as such is the person who enacts all school policy. The pastor, as spiritual leader of the parish, shares his vision of religious education with the principal and the faculty of the school. The pastor supports and cooperates with the principal in the general administration of the school.

The principal, Mrs. Sharon Blentlinger, is charged with the main task of keeping the school Catholic. The principal cooperates with the pastor in the administration of the school according to diocesan guidelines. The principal is the educational leader of the school and as such determines the needed staff and hires the same after appropriate consultation. The principal is the director of the curriculum and makes the class assignments according to the qualifications of the teacher and the needs of the school. The principal administers and is accountable for the receipts and disbursements of all internal funds such as books, fees, supplies, etc. Administrative decisions are the responsibility of the principal.

ADMINISTRATIVE RIGHT TO AMEND POLICY MANUAL

The administration of Immaculate Conception Catholic School retains the right to amend the policy manual for just cause and parents will be given prompt notification if changes are made.

ADMISSIONS

Immaculate Conception School will admit students of any race, color, handicap, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to its students.

SCHOOL ADMISSIONS

I. Elementary School Admission Criteria

A. First Priority

First priority is given to registered Catholics in relation to length of time in the parish, siblings already in attendance, contribution of time and talent to parish and school, and frequency of contribution of treasure to the parish.

B. Second Priority

Second priority is given to out-of-parish Catholics with siblings already in attendance.

C. Third Priority

Third priority is given to out-of-parish Catholics.

D. Fourth Priority

Fourth priority is given to non-Catholics in relation to siblings already enrolled, contribution of time, talent, and treasure to school community.

The school board reserves the right to make exceptions to the above criteria as deemed appropriate.

Registration for current students in all grades will occur first, then letters of acceptance will be sent at a later date to any new students.

II. Entrance Age

According to diocesan regulations and Arkansas state law, no child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before September 1st of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before September 1 of such school year. Documentation of the state required immunizations, a state certified birth certificate, and social security card are to be presented at the time of registration for all beginning pupils and transfer pupils.

A baptismal certificate must be presented at the time of registration if the child is Catholic.

III. Families who voluntarily withdraw their child from Immaculate Conception School during the school year jeopardize re-admittance at a later time.

IV. The education of a student is a partnership between the parents and the school. Just as the parents have the right to withdraw a child, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

REGISTRATION

Registration for the upcoming school year is held in February or March. Dates are published in the Immaculate Conception Church bulletin and in the *Southwest Times Record*. A non-refundable registration fee of \$100.00 for each student is required.

*NON-DISCRIMINATION/STUDENTS

Immaculate Conception School will not discriminate on the basis of race, color, handicap, or national or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, athletic, or other school administered programs.

*TRANSFER STUDENTS

No students will be admitted from another school at any time after the school year begins unless the family is moving into the area from another city, or the family has obtained permission from the pastor.

*IMMUNIZATION REQUIREMENTS

No student will be admitted to school unless he/she shows evidence of completing the required immunizations. For immunization requirements, please refer to p. 23.

CURRICULUM

The curriculum of Immaculate Conception School corresponds to its philosophy with emphasis on the personal worth of each child, and awareness that each child has the potential to become a successful person.

KINDERGARTEN

An all-day kindergarten program is structured so that each child will spend a portion of the day in an academic readiness program and the remainder in an enrichment program with a kindergarten teacher trained in early childhood education.

The academic readiness program includes both structured and free choice activities, and provides learning experiences in the areas of Religion, math, science, social studies, language development, alphabet recognition, and phonics.

The enrichment program includes Spanish, library, technology, music, art, physical education, and field trip excursions. Balance is maintained between structured and free choice times, active and quiet activities, and creative expression. Recesses, snacks, and rest periods are included in the daily schedule.

GRADES 1-6

At each grade level the following subjects are taught: Religion, mathematics, science, social studies, art, language arts (spelling, reading, English, penmanship, writing), music, physical education, Spanish, library skills and technology. State and diocesan approved textbooks are adopted for appropriate subject areas.

The fifth and sixth grades are departmentalized with different teachers responsible for English, science, social studies, and mathematics.

All students are required to participate in all areas of the curriculum. If a child is unable to do so, (for example in P.E.), a doctor's note must be given to the teacher.

Students in grades 5-6 may be placed in the academic enrichment program, ALPHA. These classes are for students identified as academically talented. Students may be nominated by parents or teachers, after which they complete a battery of tests. The identification committee places students dependent on test scores.

TECHNOLOGY

The computer lab has 28 workstations for use by students and teachers. Each homeroom has lab time scheduled during the week. Students receive instruction on the use of the computer and various software programs. Technology is integrated throughout the school curriculum. Instruction and activities are under the direction of the technology coordinator and the classroom teacher. CIPA (Children's Internet Protection Act) compliant web-filtering/blocking software protects Immaculate Conception students using the internet connection.

Each classroom contains 4-5 networked computers, a SMART board, and other technological tools. Computers are used by teachers and students for Accelerated Reader, research, project productions, skill reinforcement, record keeping, etc. Computers are internet accessible. The school's website can be accessed at www.icschoolfs.org.

All staff members, students, and parents are required to annually sign an Acceptable Use Policy. The school administration reserves the right to monitor internet usage and emails of students, faculty, and staff.

ACCEPTABLE USE POLICY: Use of Computers and Telecommunications
for Faculty, Staff, and Students

Access to Electronic Mail and the Internet will enable teachers and students to explore libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Our intent is to make Internet access available to further educational goals and objectives and limit opportunities to access objectionable materials. We believe that the benefits to our school community from access to the Internet, in the form of information, resources and opportunities for collaboration exceed any disadvantages.

Where personal **outside** use of technology threatens a likelihood of substantial disruption in school, harming or interfering with the rights of other students or staff to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and are subject to disciplinary measures.

To that end, Immaculate Conception School has set the following standards for using on-line information sources.

- 1) Users are responsible for good behavior on school computer networks, just as they are in the classroom. The network is provided for users to conduct research and communicate with others. Communications on the network are often public in nature. Users are expected to demonstrate the same level of ethical and courteous behavior as is required in face-to-face or written communication. Access to network services is given to users who agree to act in a responsible manner. Parent permission for student use is required, and access is a privilege – not a right.
- 2) Network administrators review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas are monitored regularly. Users should understand that files stored on school servers are not private.
- 3) Access to information is honored within reason. During school hours, teachers guide students toward appropriate materials and supervise all computer and internet use. Families bear the same responsibility as when guiding their children with information sources i.e., books, periodicals, telephones, movies, radio, and other potentially offensive media.
- 4) The following are not permitted:
 - Installing any type of software (including games)
 - Sending, displaying, or downloading offensive messages or pictures; using obscene language, harassing, insulting, or threatening others.
 - Damaging of computer systems or computer networks; this includes any attempt to harm or destroy data, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
 - Violating copyright laws
 - Participating in chat rooms, online journals, and other sites that are not for educational use or may present a danger to the user.
 - Submitting documents from the Internet as one's own work; using someone else's sign-on and/or password; trespassing in someone else's folder, work, or files; sending anonymous or forged messages.
 - Intentionally wasting limited resources
 - Using the network for commercial purposes; the sending of unsolicited junk mail or chain letters is prohibited.
 - Creating hidden directories
 - Accessing another person's e-mail without authorization or using another's name, e-mail, or computer address to send communications
 - Creating, propagating and/or using computer viruses
- 5) **Social Networking (whether on or off campus): students and staff will not post or transmit names, photographs, or any other information about Immaculate Conception School, other students, or faculty and administrators on any website, newsgroup, instant messenger, email, or smart phone that is derogatory, obscene, pornographic, or otherwise deemed inappropriate by school administration.**
- 6) Violations will result in the suspension or loss of the privileges, and may also include disciplinary, legal, and/or monetary consequences.
- 7) *The administration and faculty of Immaculate Conception consider the ethical and moral issues surrounding Internet use an important component of technology education. Care is taken to relate our Catholic Christian beliefs and philosophy to all areas of the students' education, in this case, particularly in connection to responsible use of technological resources.*
- 8) *The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the administration of Immaculate Conception School reserves the right to amend or add to this policy at any time.*

SPECIAL NEEDS/LEARNING LAB

Immaculate Conception School desires to meet the academic needs of all children. Children with special needs as determined by psychological and/or medical evaluations will be accepted on a probationary basis to allow the school staff and parents sufficient time to determine whether Immaculate Conception School can make reasonable accommodations to meet the needs of the child before final acceptance.

A certified teacher with a Master's degree in Special Education-Mildly Handicapped staffs the Learning Lab. This program serves students, K-6, who qualify as learning disabled, and whose academic needs are best met in a pullout or inclusion program. The Learning Lab teacher also assists the classroom teachers in making modifications for learning disabled students in a regular classroom setting.

LIBRARY

The library has books and videos for assigned study and recreational reading and is open throughout the school day. Each class, grades 1-6, is assigned two library periods each week. One period is used for library and reference skills instruction and the other period for checking out reading materials.

Fines are charged for overdue materials at a rate of five cents per day. Students must pay for lost materials.

COUNSELING AND GUIDANCE PROGRAM

Every teacher is concerned with helping students meet their personal, emotional, educational, religious, and vocational needs.

Our guidance program includes the following services:

1. Orientation program
2. Records: Individual inventory of physical and mental growth
3. Testing: Reading test after the student completes each level in the reading program
Kindergarten Pre- and Post- Readiness Test
Standardized achievement tests for grades 1-6
4. Parent/Teacher conferences arranged as the parent or teacher deems necessary
5. The classroom teacher is responsible for informal guidance in the classroom, on the playground, etc.
6. A certified guidance counselor provides a formal counseling program. The counselor provides for classroom, small group, and individual counseling. Teachers, parents, and students may make referrals. The counselor may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified whenever the concerns arise.

CONFIDENTIALITY

The principal, teachers, and the counselor will keep confidential information entrusted to them by students and parents so long as no one's life, health, or safety is at stake. Other staff members are required to consult with the principal or counselor. Parents will be promptly notified of concerns.

LITURGY

Mass is celebrated by students and teachers once each week, usually on Fridays at 10:00 a.m. Students participate as altar servers, lectors, commentators, gift bearers, ushers, and participants in the school choir. Mass may be attended on days other than Friday in the event of special feast days or at the discretion of the parish priests. Parents, family members, and parishioners are invited to attend school Masses.

The Liturgy of the Word or other paraliturgical services are held in the auditorium when inclement weather threatens.

The Rite of Reconciliation is held at least twice during the school year during the liturgical seasons of Advent and Lent. Other opportunities for Reconciliation may be offered.

On special days, paraliturgical services are held in the classroom or the church. During the Lenten season, the children attend Stations of the Cross services. At Christmas the children are involved in a special Christmas Mass. During the months of October and May special devotions honoring the Blessed Mother are conducted.

*SACRAMENTAL PREPARATION

Second grade Catholic students celebrate the Sacrament of Reconciliation in the winter and the Sacrament of Eucharist in the spring. The Diocese of Little Rock requires family participation in the preparation for each of these sacraments.

A retreat for students receiving First Communion is held a few weeks prior to the reception of the Sacrament. Parents and children are required to attend.

*ELEMENTARY SCHOOL GRADUATION

Sixth grade graduation exercises will be held in a simple and dignified manner in the church. The use of rings or caps and gowns is not in keeping with the simplicity required for graduation.

RECOMMENDED HOME-STUDY TIMES

Grade 2	30 minutes
Grade 3	45 minutes
Grades 4-6	One hour

Home study times vary according to the needs of the individual child.

HOME ASSIGNMENTS

Home assignments, whether written or study work, are an important part of each student's educational program. One of the most important objectives of education is to teach the student how to study. Parents can do much to help their child attain this objective by:

- providing an atmosphere conducive to study
- scheduling a definite time for study
- showing an interest in the child's work
- realizing that homework does not solely consist of written work, but that both written and study work are important
- expecting the child to have his/her assignments for homework written down
- checking with the teacher if the student repeatedly says he/she has no homework

EDLINE

Edline is a service provided to parents and students at I.C. School. Each family and students are given an account which provides access to school news and dates of events. In addition, each teacher will post daily assignments and weekly grade reports. The URL for Edline is www.edline.net.

INCOMPLETE ASSIGNMENTS (GRADES 3-6)

1. Any part of an assignment that is not complete will be marked wrong and a grade will be assigned accordingly.
2. An assignment that is missing or not done will receive a grade of "0."
3. Parents will be notified in the weekly folder how many "0's" a student has received for missing assignments. Otherwise, the grade on the paper will indicate that the assignment was incomplete.

*REPORT CARDS

Report cards are distributed at the end of each nine-week period for parents and child to review. Any request for grade changes must be made in writing to the teacher within one week of the receipt of the grade. Grades for students in grades 1-6 are updated weekly in academic areas and are posted to family/student accounts on Edline, www.edline.net.

Progress reports will be sent home each four and one-half weeks to the parents of students whose work is unsatisfactory or whose conduct is unacceptable.

*GRADING

Kindergarten students receive report cards at the end of each grading period. The following evaluation shall be used:

- + Positive progress
- NG Needs Guidance
- Not Introduced

In grades 1-6 the following interpretations are used:

A	95-100	A-	93-94		Superior Achievement
B+	91-92	B	87-90	B-	85-86 Above average
C+	83-84	C	79-82	C-	77-78 Average
D+	75-76	D	72-74	D-	70-71 Passing
F	Anything below 70%				Failure

In selected subjects, the following grades are used:

O - Outstanding S - Satisfactory N - Needs Improvement

Uniformity of grading is maintained throughout the school, i.e., similar quality of work receives approximately the same mark from all teachers. Academic marks are based on academic achievement only.

When failure seems unavoidable, parents will be notified IN ADVANCE.

Grading scale for students with special learning difficulties:

A	95-100	A-	90-94		
B+	88-89	B	85-87	B-	80-84
C+	78-79	C	75-77	C-	70-74
D+	68-69	D	65-67	D-	60-64
F	Below 60%				

Report cards for the second quarter require the signature of a parent before being returned to the teacher. Parents should be aware of the times when report cards are distributed. The school calendar at the back of this manual lists the end of each quarter; report cards are distributed within a week of this date.

STUDENT RECORDS

Parents, guardians, and/or students have the right to view contents of student records providing a request is made in writing to the principal and giving 24 hours notice.

The following documents may be found in student folders: enrollment application, birth certificate, social security card, baptismal certificate (if Catholic), academic transcripts, academic testing, and health records. Only the contents of the official file will be forwarded upon request to a new school.

*PARENT/TEACHER CONFERENCES

Scheduled Parent/Teacher conferences are held at the end of the first and third quarters. Parents are required to come to school at these times to meet with the teachers and to receive report cards.

Parent/Teacher conferences are held at other times during the year at the request of the parent or the teacher through a meeting at the school, a telephone conference, or a home visit. Conferences between parents and teachers are highly encouraged as they are the key to good communication between home and school.

Appointments with the principal may be made during or after school hours. Please call the school office or write a note requesting an appointment in order to ensure that the principal can be available.

*PROMOTION

A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student's academic progress, the teacher will consider the social, emotional, physical, and moral development of the student, which at times should be given preference over academic performance.

Promotion will be based on a computed grade point of 0.8 in each subject. Two subject failures (other than failure in Fine Arts or Health and Physical Education) constitute a grade failure unless they are made up during summer classes approved by the principal. Proof of attendance at summer school and passing marks will be presented to the principal before the child is permitted promotion.

In the event a student is promoted over the advice of the teacher and principal, parents will be required to sign a statement acknowledging that the promotion is contrary to the professional advice of the staff.

DISCIPLINE

One of the assets of a Catholic education is the opportunity for students to learn the value and practice of self-discipline. The meaning of self-discipline is: a person's ability to wait, think, and delay personal gratification for the good of the individual, other persons, or a group.

In contrast to self-discipline, discipline is defined as the direct control of behavior by persons in authority through consequences and/or rewards. Discipline is imposed when a student chooses not to be self-disciplined. The purpose of discipline is to develop personal responsibility, to communicate rules and regulations, to teach courtesy and respect for self and others, to establish order, and to instill in students self-discipline.

Reasons for rules should be clearly understood by adults and students. Rules are designed to uphold the purpose and mission of the school, to ensure the safety of each person, and to build an environment where learning occurs.

A student is an Immaculate Conception School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Below are **SCHOOL RULES** that affect the daily working together of the school community:

1. RESPECT YOURSELF, OTHERS, AND ALL PROPERTY
2. CONTRIBUTE TO THE LEARNING ENVIRONMENT
3. FOLLOW SCHOOL AND CLASSROOM PROCEDURES
4. PRACTICE SELF-DISCIPLINE

SCHOOL DISCIPLINE CYCLE

The School Discipline Cycle will be used if a student:

- a) Has serious or continuous violations of classroom/school rules and procedures
- b) Must be removed from the group in order to protect a student and/or the learning environment of the school.

This is necessary when a student:

- 1) is in physical or psychological danger or puts another in danger,
- 2) is irrational or unreasonable, or
- 3) pushes beyond the limits of respect in speech or actions.

Step One: If a student receives a first detention:

1. Parents are notified in writing of the reason for the detention and the day, time, and place the detention will be served.
2. The student serves the detention.

Step Two: If a student receives a second detention within the school year:

1. Parents are notified in writing of the reason for the detention and the day, time and place the detention will be served.
2. The student serves the detention.
3. Student may appear before the School Discipline Board.
4. Parents are notified in writing if the student is to appear before the School Discipline Board and are invited to attend the meeting.

5. The School Discipline Board addresses the inappropriate behavior and develops a plan of action to assist the student to improve his/her behavior.
6. The plan of action is discussed with the student and the student is held responsible for the plan.
7. Parents are notified in writing of the actions taken by the board.

Step Three: If a student receives a third detention during the school year or *in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three:*

1. Parents are notified in writing of the reason for the detention and the day, time, and place the detention will be served.
2. The student serves the detention.
3. The student and parents are *required* to meet with the School Discipline Board.
4. Parents will be notified in writing of the day and time of the Board meeting.
5. The previous behavior plan will be reviewed and modifications made or a new plan of action will be developed if necessary.
6. The principal or Board may recommend in-school suspension or out-of-school suspension at this time.
7. Parents will receive written notification of the Board's decision.

Step Three can be repeated as long as the student demonstrates positive progress and a willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the School Discipline Cycle.

Step Four: The School Discipline Board will recommend expulsion.

1. The decision to expel a student rests with the principal and the pastor.
2. If expulsion is the decision, the student's parents will be notified in writing, the reasons for the expulsion given, and the right to request a hearing explained.
3. The expulsion may be reconsidered by the principal and pastor if a written request for a special hearing is made by a parent.

Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four.

Some behaviors which would result in a student directly beginning the School Discipline Cycle and that could possibly lead to Step Three or Step Four of the School Discipline Cycle are listed below.

Conduct not tolerated:

- 1) Any disorderly conduct or destruction of property (Students will pay for any damage to school or parish property.)
- 2) Disrespect to or abuse of school staff or students (including use of abusive or vulgar language)
- 3) Possession of firearms or other weapons
- 4) Theft
- 5) Possession of or use of drugs, alcohol, or tobacco
- 6) Cheating
- 7) Fighting, violence, or physical abuse
- 8) Other conduct deemed inappropriate by school administration or conduct unbecoming a student in a Catholic school

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Academic penalties will not be used for disciplinary violations. Students will be allowed to make up work missed during a suspension.

CLASSROOM RULES AND CLASSROOM DISCIPLINE

Each teacher has adopted some version of the school rules for his/her classroom. The teachers work with the students to make sure the rules are understood and the reasons for rules are taught. The classroom rules are posted.

In addition, each classroom teacher has an established Classroom Management Plan that lists consequences for failure to follow the rules. Teachers work with the students to determine acceptable consequences as well as rewards and recognition for appropriate behavior and use of the self-discipline skills.

The written rules and self-discipline cycle for the child's classroom will be sent to the parents during the first week of school. Parents are asked to review these rules with their children, sign the form stating they have read and agree to comply with the Classroom Management Plan, and return it to school.

Serious or continuous violations of the Classroom Management Plan will be referred to the principal at which time the student will begin the School Discipline Cycle.

DETENTION

1. Detention will be served on the day scheduled by the homeroom teacher.
2. Detention will begin at 3:20 p.m. on the assigned day, allowing the student time to use the restroom and get a drink before reporting.
3. If the student fails to serve the detention on the assigned day, further consequences will be incurred. Only previously scheduled doctor or dentist appointments will excuse a student from serving a detention on the assigned day.
4. Detention consists of sitting quietly at a desk. No work, talking, or reading is allowed. If a student talks or is disruptive during detention, an additional day of detention may be given.

*DRUGS

If any student brings to school or has in his/her possession on the school grounds or at any school related function, during or after school hours, any illegal drug or alcohol, he/she will be suspended and is liable for expulsion.

*PORNOGRAPHY

If any student brings to school or has in his/her possession on the school grounds or at any school related function, during or after school hours, pornographic material, he/she will be suspended and is liable for expulsion.

*SMOKING

Smoking or the possession of smoking materials is not permitted on the school grounds or at any school-sponsored activities. Violation of this regulation will result in suspension and the possibility of expulsion.

*CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who vandalize school property or equipment will be required to pay for the damage done or replace the item.

*INSPECTION OF SCHOOL PROPERTY

School authorities in the interest of maintenance, health, and safety may inspect school properties. The location of drugs, narcotics, alcohol, weapons, poisons, and missing properties is a matter relating to health and safety and may be regarded as a reasonable purpose for inspection by school personnel.

*HARASSMENT

Immaculate Conception School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Harassment is defined but not limited to the following:

1. verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments
2. visual contact such as derogatory and/or sexually orientated posters, photography, cartoons, drawings or gestures
3. physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter
4. threats and demands to submit to sexual requests for certain benefits
5. retaliation for having reported or threatened to report sexual harassment

CYBERBULLYING

Cyberbullying is cruelty to others through electronic means; it can be done through texting, email, instant messaging, chat rooms, or postings on social network sites. Immaculate Conception School will not tolerate harassment in any form whether conducted **on or off** campus. Harassment will be handled as outlined in the school discipline policy.

*POSSESSION OF WEAPON

The Catholic Schools of Arkansas have a no tolerance policy involving possession of weapons. The school's responsibility is the protection of all its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school or to a school function, or has a weapon on is/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

*THREAT OF VIOLENCE

All threats of violence will be taken seriously. If the school determines that a threat of violence has been directed toward particular students or staff and that the threat is credible, the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making threats of violence.

*SUSPENSION OF STUDENTS

Suspension from school will be a decision of the principal in consultation with the pastor. The principal, for serious reasons, may suspend students for a period of time not to exceed ten (10) days. This may be an in-school suspension. The principal will notify the student and the student's parents of the reason for the suspension, the length of the suspension, and the requirements for reinstatement.

*EXPULSION OF STUDENTS

Expulsion of the student will be the decision of the principal in consultation with the pastor. Notification of this expulsion will be sent to the school board president. A written report to the parents will contain the information concerning the process of appeal. If parents wish to appeal the decision, they will contact the president of the school board who will arrange a hearing with an arbitration committee.

*CORPORAL PUNISHMENT

Corporal punishment is contrary to diocesan policy and will not be used as a means of student control. Serious or continuous disciplinary problems will be referred to the principal and School Disciplinary Board, and parents will be notified of the infraction and of the disciplinary actions taken. If a student cannot be helped through these actions, the principal will follow the procedure for suspension and/or expulsion.

*CHILD ABUSE LIABILITY

If any administrator, teacher, paraprofessional, custodian, or anyone in the employ of a Catholic school in Arkansas shall be named as the person responsible for child abuse or sexual abuse in a report to a county or state office of the Department of Human Services, he or she will be immediately suspended with pay until the investigation of the report is completed.

*CHILD ABUSE REPORTING

Any employee of Immaculate Conception School having reason to believe that a child under the age of eighteen (18) years has had mental or physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of abuse or neglect, shall report the matter promptly to the county SCAN (Suspected Child Abuse or Neglect) or Social Services Offices in the county wherein the suspected injury occurred. It shall be a misdemeanor for any person to knowingly and willfully fail to report any such incident promptly as provided above.

*PREGNANCY

In keeping with our Catholic philosophy regarding respect for human life, the unmarried girl who becomes pregnant and the boy who causes her to become pregnant before they graduate from school will be treated with dignity, compassion, and concern for their feelings. Pregnancy is not a reason for dismissal from school.

*COMPLAINTS

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with others.

1. CONTACT THE TEACHER

If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.

2. CONTACT THE PRINCIPAL

If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.

3. CONTACT THE PASTOR

If the problem is still not resolved, the person will contact the pastor to discuss the matter.

4. CONTACT THE SUPERINTENDENT

If no solution is found to the problem, the matter will be referred to the superintendent.

DO NOT CONTACT THE SCHOOL BOARD

School board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

*RIGHT TO APPEAL

If parents or guardians wish to appeal a decision of expulsion, or if a teacher wishes to appeal a decision of terminating a contract, they will contact the president of the school board and request a hearing with an arbitration committee.

DAILY SCHOOL INFORMATION

DAILY SCHOOL SCHEDULE

The official school day begins at 8:00 a.m. and continues through 3:15 p.m. This schedule allows for a lunch period and recess periods. Children are to arrive at school between 7:30 and 7:55 a.m. and should be seated in the auditorium when school begins at 8:00 a.m.

	Lunch Schedule:	Recess Schedule:
Grades 1 & 2	11:05 – 11:35 a.m.	11:35 – 12:00 p.m.
Grades 3 & 4	11:40 – 12:10 p.m.	12:10- 12:35 p.m.
Kindergarten	12:15 – 12:45 p.m.	12:55 – 1:25 p.m.
Grades 5 & 6	12:30 – 12:55 p.m.	12:55 – 1:20 p.m.

Students may not leave school grounds for lunch except by special permission by the teacher. This is a privilege granted as a reward earned by the student through the classroom discipline plan.

Arrangements should be made to have children picked up no later than 15 minutes after the 3:15 dismissal time. Please notify the school office if there is an emergency and you will be late. Students may not be in the building after this time unless requested by a teacher or participating in a supervised activity.

Parents may not request early dismissal except in the event of a doctor or dental appointment. A written form from the doctor or dentist's office is required to be presented in the office the following morning.

Students remaining after 3:30 pm will be placed in After School Care and parents will be billed accordingly.

*TARDINESS

Tardiness interferes with a child's progress in school and constitutes a disturbance for all members of the class. A child is considered tardy if he/she is not in the assigned area at the beginning of the school day (8:00 a.m.). If a child arrives late, the student is to go to the school office, and the student will receive an "admit to class" slip. Students attending a dental/doctor appointment and presenting a written form from the dentist/doctor upon arrival at school will be recorded tardy but excused.

A student will miss his/her lunch recess after three unexcused tardies are accumulated in a grading period. This will begin the day of the 4th unexcused tardy and occur for each subsequent tardy until the beginning of the next quarter.

Excessive unexcused tardies may result in further penalties. A Family in Needs of Services petition may be made with the Juvenile Probation Department when any family exceeds 25 unexcused tardies in a school year.

*EMERGENCY SCHOOL CLOSING

The decision to close school temporarily due to an emergency such as an epidemic or defect in school operation rests with the principal and the pastor. In the case of inclement weather, Immaculate Conception School will usually follow the decision made by the Fort Smith Public Schools. Local television stations (Channels KFSM and 40/29) will carry emergency closing information live and on their websites. Notice of school closing will also be posted on the school's website.

*ATTENDANCE AND ABSENTEEISM

The parent shall notify the school office by 9:00 a.m. if a child is absent. Parents may also email the teacher and office in lieu of a telephone call. After 9:00 am, parents will be contacted by school staff if notification has not been made. THE CHILD IS TO BRING A NOTE TO THE TEACHER STATING THE REASON FOR THE ABSENCE UPON THEIR RETURN TO SCHOOL.

When a student has been absent from school for a total of ten days, the principal will arrange a conference with the parents in order to discuss the possible consequences of continued absences. Generally, a student who has accumulated twenty-five days of absence during the school year should repeat the grade.

ABSENCES

Students must be present each day except when legitimately excused for illness, death in the immediate family, participation in school activities requiring absence, or because of an emergency situation reported by the parent prior to the absence. Absences, even with parental consent, for any reason other than those listed above are discouraged.

VACATIONS/TRIPS:

When requesting a student to be dismissed from school for any planned reason, parents are to submit a WRITTEN REQUEST IN ADVANCE to EACH of the child's teachers and the principal. Families are strongly discouraged from planning vacations during school times. Extended absences impede a child's academic progress. NOTE: Teachers are not required to write out lessons and assignments in advance.

MAKE-UP WORK

It is the responsibility of the student to ask for any make-up work incurred by an absence. Upon returning to school from an absence, a student is to ask his/her teachers for those assignments and tests that he/she needs to make up. For every day absent, a student shall have one school day to complete any missed work. For example: one day absent = one school day to complete assignments after the student returns; five days absent = five school days to complete assignments after the student returns.

In the event of an absence due to illness, parents can find assignments posted on Edline, www.edline.net or may pick up assignments for the day after dismissal at 3:15 p.m.

EXCEPTIONS:

- ◆ All missed work must be made up before the end of a grading period.
- ◆ If a test was assigned before the absence occurred, the student will be required to take the test within 1-2 days after returning to school or as deemed reasonable by the teacher.

*TRUANCY

A student absent without the consent of a parent or guardian is truant. Students are also truant if they:

1. Leave school without checking out through the office
2. Are absent from a class without permission
3. Become ill and go home or stay in the rest room instead of reporting to the office

HEALTH

SERVICES

Vision and hearing screenings are provided annually for all students in grades K, 1, 2, 4 and 6 and new students. Parents or teachers may request screening for any student in any grade. The parents will be notified if the results indicate that additional tests are needed.

Scoliosis screenings are conducted for all fifth and sixth grade girls and sixth grade boys. Referrals will be made if cause is found using Arkansas health guidelines.

A part-time school nurse is on staff.

*ACCIDENT OR ILLNESS AT SCHOOL

The school nurse, teachers, office staff, or the principal will take care of minor accidents at school. If the accident indicates the need for medical care, the parent will be contacted and asked to take the child to the family physician. If the parent cannot be contacted, and the injury indicates the need for immediate medical care, the child will be taken to the emergency room of the hospital indicated on the Emergency Medical Care Information Card. Serious illness will be treated in the same way.

The dispensing of any type of over-the-counter medication is not allowed except by permission of the parent. If a child needs medication of any kind at school, it must be brought to the school office in the original container** with a signed note from the parent stating the name of the medication, amount to be given, and times to administer. Medication administration forms are available in the school office and in the back of this manual.

** Pharmacies will give an additional labeled bottle for use at school upon request.

If a student becomes sick at school, a parent or other designated adult will be contacted to take the child home. No student will be permitted to go home alone.

Students with a temperature of 100.0 degrees Fahrenheit or higher will be sent home. Students are to be kept home until fever free, without the aid of medication, for a 24 hour period.

*STUDENT ACCIDENT INSURANCE

All parents/guardians of students attending Immaculate Conception Catholic School are given the opportunity to purchase student accident insurance through the school.

*MEDICAL AND DENTAL APPOINTMENTS

You are requested to make doctor and dentist appointments after school hours so that they do not interfere with your child's work. We realize that at times it is difficult to schedule these appointments after school, but we do ask that you try.

If it is necessary for your child to leave school for such an appointment, a note should be sent to the office and to the teacher, and the child is required to make up any missed work. All notes are to be approved before school in the morning, and students must be signed out through the office.

*COMMUNICABLE DISEASES

Any student having or suspected of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations pertaining to communicable diseases, will be excluded from school for the period of time designated in these same policies.

All children with infectious illnesses or conditions, such as pink eye, strep throat, head lice, etc. are required to be kept out of school until antibiotics or remedies have been administered for a 24 hour period.

All children with viral illnesses, vomiting, fever, etc. are required to be kept out of school for a 24 hour period after symptoms have ceased. Children who become ill at school are allowed to return to school 24 hours after the dismissal time.

*Acquired Immune Deficiency Syndrome

Decisions regarding the type of educational setting for the child who is infected with AIDS (HIV) virus will be based upon the behavior, neurological development, and physical condition of the child. The principal will decide the appropriate educational placement in conjunction with the pastor/administrator and the superintendent of schools, after reviewing the recommendation of the attending physician, in consultation with the public health personnel and the child's parent(s)/guardian(s). An additional aid regarding communicable diseases is the Arkansas Schools Infectious Disease Guidelines.

*IMMUNIZATION REQUIREMENTS

No student will be admitted to school unless he/she shows evidence of completing the required immunizations. The minimum requirements for entry into school are:

Kindergarten Requirements:

- at least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), or Diphtheria/Tetanus (DT pediatric)
- at least three doses of polio vaccine
- two doses of MMR (measles, mumps, and rubella) vaccine
- three doses of Hepatitis B vaccine
- two doses of Varicella (chickenpox) vaccine **without accepting history of disease in lieu of receiving Varicella vaccine.**

Exception: If a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before August 1, 2009, the dose will be accepted as compliant to immunization requirements and two MMR are not required.

1st through 12th grade Requirements:

- at least three doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), or Diphtheria/Tetanus (DT pediatric), Tetanus/Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap-adult)
- at least three doses of Polio, with one dose on or after the 4th birthday
- two dose of MMR (measles, mumps and rubella) vaccine
- and an appropriate series of Hepatitis B vaccine

Exception: If a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before August 1, 2009, the doses will be accepted as compliant to immunization requirements and two MMRs are not required.

The only proof of immunization to be accepted by the school will be a certificate by a licensed physician or health department.

HEAD LICE

When a student is found to have head lice and/or nits (lice eggs), the parent(s) will be asked to keep the child at home until the student is free of lice and nits. Nit removal is essential to prevent re-infestation of the student and the infestation of others.

Siblings and close friends of the infested student will be checked by the teacher, school nurse or someone designated by the principal. Depending on the severity of the lice problem, the principal, in consultation with the school nurse, may decide it is necessary to check the entire classroom or group of classrooms.

The principal and/or school nurse shall notify parents of children in an affected classroom of the problem when three or more children in an affected classroom are found to be infested within any two week period. Otherwise notification shall be discretionary with the principal and/or school nurse.

Students returning to school after being sent home with an infestation will be checked for lice and nits by the principal , school nurse, or designated person prior to his/her return to class.

GENERAL INFORMATION

*UNIFORMS

All uniform pieces MUST be those approved by the administration of Immaculate Conception School. Uniform pieces must be purchased through the recognized agent for the school, Especially For You, 5700 Euper Lane, 452-4777. The only exceptions to this requirement are:

1. White knit shirts (boys and girls) and boy's white oxford shirts- NO LOGOS or EMBLEMS are permitted.
2. Socks
3. Belts

GIRLS

- Plaid uniform jumper, skirt, skort, or walk short (knee length)
- Khaki or navy pants
- Coordinating belt required, if shorts or pants have belt loops
- White or navy blue knit shirt with collar, long or short banded sleeve (must be worn tucked in)- NO LOGOS or EMBLEMS; NO TURTLENECKS
- Navy blue cardigan, white or navy sweatshirt with I.C. logo (available at Especially for You)
- Solid white or navy socks- NO LOGOS or EMBLEMS
- Coordinating shoes with closed toe. Sandals or backless shoes may not be worn with the uniform.
- Play shorts are to be worn under uniform skirts and jumpers.
- One earring in each ear on the lower lobe (no cartilage piercing) may be worn. No other body parts may be pierced. Only post earrings may be worn.
- Make-up may not be worn.

The uniform pant or white or navy tights may be worn under the uniform jumper or skirt during cold weather. Neither sweatpants nor leggings may be used for this purpose.

BOYS

- Khaki or navy pants or walk shorts
- White or navy blue knit shirt with collar, long or short banded sleeve (must be worn tucked in)- NO LOGOS or EMBLEMS; NO TURTLENECKS.
- White oxford shirt, short or long sleeved
- Solid white undershirts only with no pictures or words
- White or navy sweatshirt with I.C. logo (available at Especially for You)
- Solid white or navy socks- NO LOGOS or EMBLEMS
- Coordinating belt required, if shorts or pants have belt loops
- Coordinating shoes with closed toe; Sandals or backless shoes may not be worn with the uniform.
- Hair is to be neatly cut. Length of hair must be above the collar of the uniform shirt, above the eyebrows and above the ears of each male student.
- NO EARRINGS OF ANY KIND ARE ALLOWED FOR BOYS. No body parts may be pierced.

GENERAL INFORMATION CONCERNING DRESS:

- Free dress is not allowed on days when Mass is celebrated.
- Students must wear athletic shoes on Physical Education days.
- Hairstyle fads are not allowed for either girls or boys, including coloring or highlighting hair.
- Casual dress days/Free dress days should be in good taste. NO bicycle pants, spaghetti strap, short-shorts, Spandex-like shorts, or T-shirts with inappropriate wording or advertising are allowed.
- Each student is permitted a Free dress day on his/her birthday.

USED UNIFORMS are also available at school. Used uniform sales will be held periodically during the year.

*PUPILS TAKEN FROM SCHOOL

A child is to be taken from school only by a person who has the right to the child's custody, unless previous arrangements are made with the school by note or phone call. All parents/guardians are to check in at the office and sign the student check-in/out register. The principal or office staff will have the student released from the classroom. *Parents are not to go to the classroom to get their child unless directed by the office staff.*

RIGHTS OF NON-CUSTODIAL PARENTS

Immaculate Conception School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

It is the policy of Immaculate Conception School and School Board to afford custodial and non-custodial parents the same access to their children and the same rights and responsibilities toward their children.

The non-custodial parent will be given access to any and all information with regard to their students' attendance and participation in Immaculate Conception School.

It is also the policy of Immaculate Conception School to allow the non-custodial parent court-prescribed access to his/her child during the school day for activities, lunch, and transportation to and from school. Any other arrangement is to be provided to the school principal with either a Court Order or an agreement signed by both parents.

Decisions on medical, dental, or psychological treatments and appointments will remain with the custodial parent unless the custody decree states differently or the custodial parent gives written permission.

VISITORS

The public is always welcome at school. Visitors are to stop at the office so that the staff is aware of their presence in the building. Visitors are required to sign in and out on the visitor register and to wear a visitor badge during their stay. Interviews and tours of the school may be scheduled with the principal.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please report immediately a change of home address or telephone number OR place of employment and telephone number.

MESSAGES AND TELEPHONE USE

If a parent needs to contact a child during the school day, the message should be given to the school office staff or to the principal to be delivered to the student. These calls should be limited to emergency only. Try to give all necessary information to your child before school. Neither teachers nor students will be called to the telephone during school hours except in the case of an emergency. Messages from coaches, leaders, etc., regarding ball practices, scout meetings, etc. are to be given to the school office staff or the principal and will be announced at the end of the school day before dismissal.

Students are not to use the office telephone unless an emergency arises. In the case of illness, the school nurse, the school office staff, or the principal will contact a parent, guardian, or other designated adult to pick up the student. This directive regarding telephone use applies before and after school hours, during the lunch and recess periods, and during the school day.

CELL PHONES

Students are encouraged not to bring cell phones to school. Cell phones brought to school by students must be turned off and left in backpacks. Any phone that rings during the school day will be given to the principal and only returned to a parent or guardian. Staff will not use or answer cell phones during instructional time.

USE OF STUDENT INFORMATION/PICTURES

Each family will annually receive a school directory, *The Buzz Book*, which contains a listing of students, parents, home addresses, telephone numbers, and email addresses. Addresses of families will not be posted on the school website or referenced in print materials for reasons of safety and privacy.

The school reserves the right to use student pictures in publications and on the school website. Students will not be identified by name. *Any parent who does not wish their child's picture used must notify the principal in writing prior to the beginning of the school year.*

PRIVATE LESSONS

Students will not be excused during school hours for music or any other private lessons.

*POSSESSIONS BROUGHT TO SCHOOL

All items brought to school by a student should be marked with complete identification. If a child misplaces articles of clothing or books at school, it may be found in the LOST AND FOUND container in the auditorium.

Personal belongings should be brought to school only with the permission of the teacher. Articles such as or bearing resemblances to pocketknives, slingshots, firearms, etc. are NEVER to be brought to school (see Discipline, pages 15-19.). This includes any item that might be perceived as a weapon by a student or adult.

A student should never bring more money than is necessary for lunch and/or other school fees or activities. All money should be sent in an envelope marked with the child's name, teacher's name, and the purpose or activity for which the money is intended.

EMERGENCY PROCEDURES

Crisis plans for emergency situations are posted in each room. Faculty and staff are educated on the plans each year during the August faculty meeting. Staff and students will practice fire drills on a monthly basis, tornado drills several times a year, and other crisis drills at various times throughout the school year.

Information in case of a crisis will be transmitted via television channels and their websites: KFSM (5), KHBS (7), and KPOM (11), Edline, and school website.

In the case of the following emergencies, students will be placed in the following areas:

Fire	outside of school building
Tornado	basement of school building
Emergency requiring further relocation	I.C. Church parking lot or Bancorp South
Emergency requiring 2 miles or more relocation	Trinity Junior High

PLAYGROUND

To ensure safety and enjoyment we ask that students on the playground observe the following guidelines:

- play in the area assigned to their class
- show consideration for others using the same play area
- show respect for the teachers and parents on duty
- take care of all playground equipment
- follow playground procedures

Failure to follow playground procedures and other unacceptable conduct will be addressed with the appropriate Discipline Cycle.

Students shall go outside during recess and lunch periods when the weather permits. If, for health reasons, a child cannot go outside, a written note from the parent to this effect is required. Students are not to enter the building during the recess periods without the permission of the playground supervisors on duty.

In the case of minor injury, the student will be sent to the school office for treatment. If a serious injury occurs, the student will be taken to the office by the teacher or supervisor on duty and the office staff or teacher will contact a parent or other designated adult.

*FIELD TRIPS

Field trips are a privilege and not a right given to students.

Teachers are encouraged to arrange educational experiences outside the classroom. If a teacher plans a field trip for the class, notice will be sent home to the parent that must be signed giving permission for the child to participate in the field trip. Students will not be allowed to participate in a class or school field trip unless a permission form has been signed by a parent/guardian and returned to the homeroom teacher. Parents/guardians may fax permission (783-0510) for their child to participate but permission via telephone will not be accepted in lieu of written permission.

Often, school vans will be used, but at times parents are asked to help with transportation. All drivers must have liability insurance and VIRTUS training is required. Seat belts for all students are required. Children shall not ride in the front seat of vehicles with air bags unless height, weight, and/or age requirements are met. Vehicles transporting children for school-sponsored activities are requested to caravan to and from the specified destination. Adult chaperones are not allowed to make unscheduled stops for any reason unless an emergency arises. Parents must follow the requirements of the school and teacher in order to be a driver/chaperone for field trips.

Parents have the right to refuse to allow their child to participate in a field trip but must provide supervision during the time classmates are not on the school campus.

*SCHOOL PARTIES

Two parties involving the use of school time are held each year. These parties are on school grounds and are scheduled with the classroom teacher.

BIRTHDAYS

A student receives a Free Dress Day on his/her birthday and may bring cupcakes, cookies, or a small snack on the day of his/her birthday. Students with summer birthdays should make arrangements with the homeroom teacher to celebrate the birthday when school is in session.

INVITATIONS

Invitations to parties may be distributed at school or school-sponsored activities only if every child in the classroom is invited.

BIRTHDAY BOOKS

A book in honor of the child's birthday may be purchased from the librarian. Birthday books will be presented on the child's birthday during morning assembly.

FLOWERS OR BALLOONS DELIVERED TO SCHOOL

Students are not allowed to receive balloons, flowers, gifts, or candy delivered to school. If a delivery is made for a student, the school office staff will request that the item be sent to the student's home address.

GENERAL POLICIES FOR PARTICIPATION IN SCHOOL-SPONSORED SPORTS

1)* All students who participate in extra-curricular school activities must be in regular FULL DAY attendance on the day the activity is scheduled. If a child is absent from school or leaves school sick, he/she may NOT practice or play in a game scheduled for that day.

A student will be considered tardy and not absent if he/she arrives at school no later than 8:30 a.m.

Students may be absent for a brief time during a game day due to a previously scheduled doctor/dental appointment but must present the principal with the doctor/dental excuse form upon arrival at school.

2)* Participants in extra-curricular sports activities must have a "C" (2.0) academic average at the end of each quarter in order to be eligible to participate in activities next quarter. If a student is ineligible at the end of a grading period, eligibility may be re-evaluated at mid-quarter. If a student does not have a "C" average at the end of the fourth quarter, he/she will not be eligible to participate during the first quarter of the following year. The following values are used in computing grade point:

A	4.0	B+	3.4	C+	2.4	D+	1.4
A-	3.7	B	3.0	C	2.0	D	1.0
		B-	2.7	C-	1.7	D-	0.7
						F	0.0

3) Participants in extra-curricular activities must maintain a C+ or above conduct grade.

4)* Participants must set a good example of sportsmanship at the games, as well as at school, by showing respect for school rules, teachers, sponsors, coaches, game officials, other students, and property.

5)* All practices and meetings must be called by the sponsor or coach and supervised by the coach, sponsor, or an appointed adult. All practices and meetings must meet the approval of the school administration.

6) Any student who receives an in-school or out-of-school suspension will be benched for the following game.

7) All students and parents are required to read the Immaculate Conception Catholic School Athletic Policies and sign the agreement form before a student is allowed to participate in the athletic program.

STUDENT ACTIVITIES AND ORGANIZATIONS

Participation in any of the following activities is voluntary. They are offered as aids in helping the student to grow in the love of God and neighbor, to acquire social stability, to develop skills, and to develop Christian attitudes. Such activities should be correlated with the courses of study and directed to the same general objectives.

Below is a listing of the activities and organizations available to the students. Information will be given during the appropriate times of the school year.

- + Altar Servers
- School Choir (grades 4-6)
- Basketball (3rd – 6th grade girls and boys)
- + Scouts
- + Baseball/Softball (for boys and girls K-6)

(+ Denotes a parish sponsored activity not under the guidance or authority of the school.)

Meetings and/or activities shall in no way interfere with the regular school schedule.

*SOCIAL ACTIVITIES

School-sponsored social activities will be held in the school gymnasium, St. Anne's Hall, or William E. Galvin Parish Center under the supervision of faculty members and with the approval of the pastor and principal. School social affairs will be closed events that are restricted to students of the Immaculate Conception School. No one will be permitted to leave until the function is over without the written permission of the parent and chaperones on duty.

ORGANIZATIONS

*PARENT/TEACHER ORGANIZATION

Immaculate Conception School will have an active Parent/Teacher Organization (PTO) to ensure an effective working relationship between the home and the school and to provide parents the opportunity to exercise their roles as partners in educating their children. It is highly recommended that the Parent/Teacher Organization join the NCEA organization for parents, the National Forum of Catholic Parent Organizations.

The Immaculate Conception Parent/Teacher Organization will meet 3 times each year. Notice will be sent home to inform parents of the date, time of the meeting and the topic to be discussed or event scheduled. Parents of children in school are automatically members. Dues of \$10.00 per family are included on the student book bill.

Parents and teachers are urged to attend Parent/Teacher Organization meetings, as they are a means of keeping the doors of communication open between the home and the school.

PTO Officers for 2011- 2012 are:

President	Jill Weindel
President-elect	Elise Cooley
Secretary	Leigh Norton
Treasurer	Shana Hughes

VOLUNTEER PROGRAM

The volunteer program is under the direction of the PTO and the principal. It is a program for parents to become more involved in school activities and the education of their children. It is devoted to helping the children in our school. Volunteers are involved in activities such as helping the teacher with projects, working with individual students in need of special help in particular subjects, supervising recess, clerical work, etc. The only requirement is the LOVE OF CHILDREN.

All volunteers and staff who have the opportunity for individual contact with children must attend the VIRTUS, Protecting God's Children, training. This program provides adults with the tools needed to gain awareness of child sexual abuse and to identify the traits of an abuser. The three-hour training sessions are offered through the school and the reading of monthly bulletins is required.

Volunteers are required to check in and out through the school office, sign the volunteer register, and wear a volunteer badge. Volunteering is important in determining adequate use of Time, Talent, and Treasure. Each month, a volunteer report form is included in the principal's letter. The form is to be completed and returned to school. The form is kept on file to validate T, T, and T. Parents may also record volunteer hours in a log book located in the school office. **Each family is required to volunteer a minimum of 15 hours per year in addition to required Festival booth shifts.**

FUNDRAISERS

The primary fundraisers sponsored by the PTO are pie sales in the fall and a spaghetti dinner in February. Parents are expected to support and participate in these fundraisers through the use of their time, talents, and treasure.

The Immaculate Conception Spring Festival is the major fundraiser for our school. **All families are REQUIRED to commit one work shift to EACH of their children's homeroom booths.** This obligation must be scheduled before other booth commitments. Through this parental involvement, approximately \$350.00 income per student is provided by Festival profits each year.

***SCHOOL BOARD**

The Immaculate Conception School will have a local school board in accordance with the regulations adopted by the Diocesan Board of Education.

According to the Code of Canon Law, diocesan school boards are consultative. Actions of the school board become effective only upon the approval of the pastor. Responsibilities of the school board include developing and adopting policies that are compatible with diocesan policies, assisting the pastor and principal in formulating the annual budget and determining sources of funding it, and representing the constituency of the school.

The board will consist of no fewer than five (5) and no more than nine (9) voting members. Membership on the board will be for a term of three (3) years with the provision made for replacement on a staggered basis.

Nominations for school board vacancies are made each spring and appointments are made after the nomination period. Membership of the board consists of active parishioners with or without children in school and a non-parish representative.

School board meetings are generally scheduled each month during the school year. Some board meetings are open to non-members. Items to be put on the agenda must be presented to the president or principal in advance of the agenda meeting which is held at least seven (7) days prior to a scheduled board meeting date.

The school board reserves the right to amend policies during the school year.

A list of the current school board members follows.

<u>Officers</u>	President	Cathy Dawkins
	Vice-President	Courtney Beland
	Secretary	Philip Doss

<u>At Large Members</u>	Robert Cooper
	David Hughes
	Roberto Infante
	Ken Rossi
	Henry Udouj
	Amy Weiss

The principal and assistant principal are ex-officio members of the school board. The pastor is a voting member of the school board.

IMMACULATE CONCEPTION SCHOOL ENDOWMENT BOARD

The trustees of the Immaculate Conception School Endowment Fund are charged with the responsibility to oversee the management, investment, and the distribution of funds in the Endowment Trust. There are six trustees of the Fund who serve staggered five-year terms. Current trustees as of 1/1/2010 are: Kenneth Siebenmorgen, John Reith, Amy Mendenhall, Phillip Doss, Jason Green, and Father Greg Luyet (permanent trustee). A financial planner serves as an advisor to the Endowment Fund.

The purpose of the trust fund is to provide a supplemental long-range source of funding for the school. Earnings from the corpus may be used to address the immediate, specific needs of the school. The funds of the Immaculate Conception School Endowment Fund are divided into two categories: (1) Unrestricted Funds, and (2) Restricted Funds, with each category having its own investment and distribution goals and policies.

Donations may be made to Immaculate Conception School Endowment Fund. For further information contact the school principal, 783-6798, or the pastor, 783-7963.

IMMACULATE CONCEPTION SCHOOL ADVANCEMENT PROGRAM

Advancement is a process that occurs over time. It is a continual, long-term effort that by definition never ends. At Immaculate Conception School, advancement is the meaningful involvement of people with a mission and vision for the future. It involves the cultivation and motivation of people to become passionately involved in support of our school's mission.

The Advancement Council consists of a minimum of six members that comprise the executive members and is the governing body for the advancement program. The executive committee will assist in the development of goals and objectives, recruitment of additional council members, and assessing the progress of the advancement program and performance of the advancement director. The advancement council will consist of chairpersons of various committees formed to attain goals and objectives of this program.

The advancement program strives to promote the image of Immaculate Conception School as a community dedicated to providing a Catholic environment of spiritual growth and academic success by developing a plan for marketing, public relations, student recruitment, alumni relations, fundraising, etc. The program will initiate and coordinate long-range planning with the principal, school board, and PTO board.

Annual Fund

The Annual Fund is a function of the Advancement Program and the major yearly appeal at Immaculate Conception School. Everyone's participation is necessary as the donations received are crucial to the financial stability of the school. Funds secured will be used for salaries, professional development for faculty and staff, building improvements, technology and other necessary items. The goal for the 2011- 2012 school year is \$125,000. All donations are 100% tax deductible.

THE ED SEITER ASSISTANCE FUND

The *Ed Seiter* Assistance Fund was established by the Immaculate Conception Parish Men's Club for the purpose of helping school families that experience unexpected financial hardships. Donations from organizations and individuals and memorial contributions are the primary source of monies for this fund. Use of the funds are at the discretion of the pastor and principal.

SCHOOL PROGRAMS, SERVICES, AND FEES
2011- 2012

AUTOMATIC BANK DRAFT

Automatic bank draft is required for the payment of monthly tuition and other school related fees such as ASC, cafeteria, van usage, etc. Several options of dates will be given for the automatic drafting of either a checking or savings account. **Automatic bank draft for church contributions is recommended.**

REGISTRATION FEES

Each child is assessed a \$100.00 registration fee. This applies to all new and returning students. The maximum amount for families with multiple children is \$300.00. This is a non-refundable fee except in the event that Immaculate Conception School is unable to place the child.

TUITION

Immaculate Conception School is a ministry of Immaculate Conception Parish. Every member of the parish is expected to make his sacrificial offering of time, talent, and treasure. Please keep in mind that the cost of operating our parish school is approximately \$5,900.00 per child per year.

TUITION POLICY

Tuition covers only a portion of the cost of education the children at I.C. School. It is the generosity of the parishioners of I.C. Church that enables us to offer the current tuition schedule. This schedule is divided into the following categories: Level I, Level II and Level III. Tuition status will be reviewed before registration each year.

Level I rate will apply to those who meet the following criteria:

- A. At least one parent/guardian is a registered member of I.C. Parish.
- B. Each child at I.C. School has received Catholic sacraments appropriate to level of maturity, i.e., Catholic Baptism, Sacraments of First Reconciliation/First Communion, if appropriate.
- C. At least one parent/guardian and child attend Mass regularly at I.C. and participate in parish and/or school activities in a verifiable manner.
- D. At least one parent/guardian supports I.C. Parish through regular, identifiable financial contributions to the offertory collection based on their financial capability.

Forms for each family will be presented to the pastor who will determine if the above criteria have been met. The pastor may make inquiries, as he deems necessary or appropriate, in making his determination. Only the pastor shall be authorized to sign the form and affix the parish seal to approve tuition status. Review and/or reconsideration of the determination may be made at any time deemed appropriate by the pastor.

Level II rate will apply to a parent/guardian who is a member of I.C. Parish but fails to meet one or more of the criteria for Level I status.

Level III rate will apply to all others.

A minimum of 15 volunteer hours per year in addition to Spring Festival shifts is required at all levels.

Non-parish families (Catholic and non-Catholic) may apply for a tuition reduction if they have been in Immaculate Conception School two years or more and have no less than 40 verifiable volunteer hours for the latest school year. Accounts must be current to be eligible for discount.

Rate Schedule

It is through the generosity of the parishioners of Immaculate Conception Parish that we can offer the following tuition rates for 2011- 2012 for all grade levels.

Ten Month Schedule (August 2011- May 2012)

# of children	Parish Level I (per month)	Parish Level II (per month)	Non Parish Level III (per month)	Non Parish-D5 Level III (per month)
1	\$320.00	\$491.00	\$590.00	\$562.00
2	\$567.00	\$957.00	\$1,152.00	\$1,095.00
3	\$778.00	\$1,401.00	\$1,685.00	\$1,603.00

Twelve Month Schedule (July 2011 June 2012)

# of children	Parish Level I (per month)	Parish Level II (per month)	Non Parish Level III (per month)	Non Parish-D5 Level III (per month)
1	\$267.00	\$410.00	\$492.00	\$469.00
2	\$473.00	\$798.00	\$960.00	\$913.00
3	\$650.00	\$1,168.00	\$1,405.00	\$1,336.00

Adjustments in tuition fees will be made for families registering children after the academic year has begun. Appropriate refunds will be made for families who withdraw a student before the end of the academic year if payment was made in advance. Tuition rates or refunds will be calculated by the number of days attended and cost per school day.

Applications for financial aid are available in the school office for active parish members who are unable to meet this obligation. Financial disclosure is required. Families must contribute twenty (20) verifiable volunteer hours to be eligible for assistance.

Level III non-parish families (Catholic and non-Catholic) may apply for a tuition reduction (D5 in above table) if they have been in Immaculate Conception School two years or more and have no less than 40 verifiable volunteer hours for the latest school year. Accounts must be current to be eligible for discount.

TUITION PAYMENT POLICY

1. Tuition payments are to be made at the school office, 223 South 14th Street, Fort Smith, AR 72901, and payable to Immaculate Conception School.
2. Tuition may be prepaid by check, cash, or credit card on an annual or semester basis. Monthly payments must be made using automatic bank draft. Please see Automatic Bank Draft p. 35.
3. Monthly tuition is due August through May upon receipt of the invoice found in the student folder the second Tuesday of the month.
4. A \$50.00 late fee will be assessed if payment in full is not received or postmarked by the last day of the month.
5. A second \$50.00 late fee will be assessed and a meeting will be scheduled for you to meet with the School Board Finance Committee to determine a resolution if payment in full, including the current month's tuition and any other school related fees, is not received or postmarked by the last day of the following month.
6. Possible resolutions may include: establishment of a payment plan to resolve the debt within 3 months, changing a parish tuition rate to a non-parish tuition rate, reviewing the family's eligibility for financial assistance, discontinuing cafeteria, ASC usage, use of a collection agency, reporting the bad debt to the credit bureau, or removing the student(s) from enrollment at I.C. School.
7. If tuition and fee balances are not paid by June 30th, the school board reserves the right not to re-admit your child for the next school year.
8. Do not allow your fees to accumulate from month to month. You must contact the principal for consideration of unexpected circumstances. The school depends upon your timely payment of fees.

AFTER SCHOOL CARE

An AFTER SCHOOL PROGRAM is provided for students from 3:15 pm to 5:30 pm, Monday through Friday. Children in ASC enjoy a snack and supervised play activities.

These services are provided to parents and guardians and are under the direction of qualified personnel. The telephone number for After School Care is 785-7969.

The fee is \$6.00 per day for each child. PLEASE NOTE: A \$5.00 fee will be charged for every minute after 5:30 that a child remains in ASC waiting for pick-up. ASC fees will be billed at the end of each month on the family statement, and are DUE when billed. Delinquent accounts will be referred to the School Board. Please see Automatic Bank Draft p. 35.

Suspension of ASC privileges will occur for any family whose account is sixty (60) days in arrears. Parents will be required to pick up their children from school at 3:15 pm. A \$50.00 late fee will be assessed on any unpaid ASC balance at the end of each month.

There is no After School Care when school is not in session.

BOOKS

A book bill for the upcoming school year will be enclosed for each student in the July Parent Information Packet. This fee covers the purchase of new textbooks, workbooks, supplementary materials and supplies, and other related fees. The full amount is due in August. Payment arrangements can be made with the school office manager if total amount cannot be paid in August. The book fee is non-refundable in the event a student is withdrawn from Immaculate Conception School during the academic year.

Used hard-back books for the coming year may be purchased at the end of the school year. A Used Book Exchange Form is sent home to parents in April for participation if desired. All books not purchased at this time must be purchased before the new school year begins.

Students are required to have all hard-back books covered and to take proper care of their books. Books that are written in, have pages missing, or are in any way defaced will not be considered for resale at the end of the school year.

SUMMER CARE PROGRAM

The purpose of Immaculate Conception School's Summer Program is to provide quality childcare for children ages 5-12 through the summer months. The program operates from 7:30 am- 5:30 pm, Monday through Friday.

The children participate in a variety of activities such as swimming, golf, tennis, bowling, and skating as well as recreational activities on the school campus. A brochure is available for more information.

There is a \$50.00 registration fee. Activity fees are calculated according to costs each spring. Weekly fee is \$85.00 per week for full-time attendance and \$20.00 per day for 1-3 days per week.

Immaculate Conception School
2011- 2012 School Calendar

August

- 6 (Sat) PTO School Clean Up Work Day @ 8:00 am
Used Uniform Sale 8:00 am- 12:00 pm
- 7 (Sun) Open House for kindergarten parents and students 1:00- 3:00 pm
Orientation for new parents and students in grades 1- 6 @ 1:30 pm
Preschool Open House 3:30- 4:30 pm
- 8- 12 (Mon- Fri) Staff report- Professional Development
- 10 (Wed) Faculty Welcome Luncheon by PTO
- 15 (Mon) Students report- full day 8:00 am- 3:15 pm
- 20 (Sat) I.C. Men's Club Golf Tournament
- 30 (Tues) Individual Picture Day for kindergarten- third grades; no uniforms
- 31 (Wed) Individual Picture Day for preschool children

September

- 1 (Thurs) Individual Picture Day for grades fourth- sixth; no uniforms
- 5 (Mon) Labor Day- no school
- 13 (Tues) First Quarter Midterms
First PTO meeting @ 6:30 pm- required for school parents
- 14 (Wed) Pie Sales begin /
- 25 (Sun) I.C. Parish Picnic/PTO Fall Social

October

- 4 (Tues) Early out for students at 2:00 pm; Professional Development for teachers
- 7 (Fri) Treat Day- 6th grade students bring treats
Pie Sales end
- 10 (Mon) Open House 5:00- 7:00 pm
- 10- 11 (Mon- Tues) Book Fair
- 14 (Fri) End of First Quarter (44 days)
- 15 (Sat) \$100 Club "Toga" party
- 18 & 20(Tues/Thurs) Parent/Teacher Conferences
- 21 (Fri) No school

November

- 5- 6 (Sat- Sun) I.C. Ladies' Auxiliary Bazaar
- 8 (Tues) Early out for students at 2:00 pm / Professional Development for teachers
- 8 (Tues) PTO Meeting @6:30
All Saints' Day Program presented by kindergarten students
- 11 (Fri) Veterans' Day program presented by second grade students @ 8:00 am
- 11 (Fri) Pie Pick Up
- 15 (Tues) Second Quarter Midterms
- 23- 25 (Wed- Fri)) Thanksgiving Holidays- no school

December

- 2 (Fri) I.C. Ladies' Auxiliary Children's Bazaar/ Treat Day- 3rd grades bring treats
- 8 (Thurs) Feast of the Immaculate Conception; Mass @ 10:00 am
- 16 (Fri) PTO Christmas Luncheon; Christmas vacation begins at the end of the day
End of the second quarter (41 days)
- 24 (Sat) Children's Christmas Pageant and Mass @ 4:00 pm at I.C. Church

January

- 3 (Tues) Classes resume
16 (Mon) Martin Luther King, Jr. Day- no school for students / Professional Development for teachers
28 (Sat) First Reconciliation- 9:00 am
29- Feb 3 (Sun–Fri) Catholic Schools Week (CSW) Theme: “Faith, Academics, Service”
29 (Sun) CSW kick- off with Mass at 10:00 followed by Pancake Breakfast

February

- 7 (Tues) Early out for students at 2:00 pm/ Professional Development for Teachers
Third Quarter Midterms
20 (Mon) Presidents’ Day- no school
21 (Tues) Mardi Gras Treat Day- 2nd grades bring treats
22 (Wed) Ash Wednesday Mass @ 10:00 am
26 (Sun) Annual PTO Spaghetti Dinner
28 (Tues) Class pictures for grades kindergarten through sixth
29 (Wed) Class pictures for preschool

March

- 8 (Thurs) End of Third Quarter (46 days)
9 (Fri) Arkansas Catholic Schools’ Professional Day- no school
13 & 15 (Tue/ Thurs) Parent/Teacher Conferences
16 (Fri) No school
19 - 23 (Mon- Fri) Spring Break
28 (Wed) Lenten Tag Day – proceeds benefit a local charity

April

- 2- 20 Window for Stanford 10 Testing
3 (Tues) Early out for students at 2:00 pm; Professional Development for teachers
6 (Fri) Good Friday- no school
9 (Mon) Easter Monday- no school
13 (Fri) Grandpersons’ Day
17 (Tues) PTO Meeting @ 6:30 pm; American Heritage program by first grades
24 (Tues) Fourth Quarter Midterms
27 (Fri) Treat Day- kindergarten students bring treats

May

- 4- 5 (Fri- Sat) Spring Festival
12 (Sat) First Communion Mass at 10:00 am and 1:00 pm
23 (Wed) Sixth grade graduation and reception @ 6:30 pm
25 (Fri) End of Fourth Quarter- final student day (47 days) / dismissal @ 1:30

178 Total Student/Teacher Days

Note: In the event of school closure, make-up days will be used in the following manner:

The first day missed will be made up Monday, February 20, 2012. The second day missed will be made up Monday, April 9, 2012. All subsequent days missed will be made up beginning Tuesday, May 29, 2012.

INDEX

- A -	
Absences	21
Make-up work	21
Vacations/trips	21
Acceptable Use Policy, network/Internet	10
Accreditation	5
Accidents	22
Insurance	22
Activities	
Social	31
Sports	30
Student	31
Administration	5
Right to Amend	6
Admissions	
Priority	7
Entrance age	7
Immunization requirements	23
Advancement Program	34
After School Care (ASC)	38
AIDS	23
Appeal	19
Appointments	22
Attendance	21
Automatic Bank Draft	35
- B -	
Birthdays	28
Books	29
Flowers and Balloons	29
Free Dress	28
Invitations	29
Treats	28
Books	38
- C -	
Cafeteria policies	37
Calendar	40
Care of School Property	17
Cell Phones	26
Change of Address and Telephone	26
Child Abuse	
Liability	19
Reporting	19
Classroom Rules	17
Closing of School	20

Communicable Diseases	23
Complaints	19
Computers	9
Conferences	14
Confidentiality	11
Corporal Punishment	19
Counseling and Guidance	11
Curriculum	9
Custody, Rights of non-custodial parent	26
Cyberbullying	18
- D -	
Daily Schedule	20
Dental Appointments	22
Detention	17
Diocesan Policies	5
Discipline	15
Discipline Cycle	
Classroom	15
School	15
Discrimination	8
Drugs	17
- E -	
Elementary Graduation	12
Emergency	
Accident or illness at school	22
Procedures	27
School Closing	20
Endowment Fund	33
Exits from School	26
Expulsion	18
- F -	
Fees	
After School Care	38
Books	38
Lunch/Milk	37
Tuition	35-36
Field Trips	28
Permission Form, blank	48
Fines, overdue library books	11
Fire Drills	27
First Communion	12
First Reconciliation	12
Flowers	29
Forms, blank	
Field Trip Permission	48
Medicine Administration Authorization	47
Free Dress Day	
Attire	25
Fundraisers	32

- G -	
General Information	25
Grading	
Kindergarten	13
Grades 1-6 grading scale	13
LD scale	13
Graduation	12
Goals	5
Guidance	11
- H -	
Harassment	18
Health Services	22
History	4
HIV	23
Homework/Homework Assignments	12
- I -	
Illness	22
Immaculate Conception School Endowment Fund	33
Immunizations	23
Incomplete Assignments, grades 3-6	13
Information	
Daily school	20
General	25
Inspection of School Property	17
Insurance	22
Invitations	29
- K -	
Kindergarten	9
Grading	13
- L -	
Learning Lab/Special Needs	11
Lessons, private	27
Library	11
Liturgy	12
Lunch Program	37
Milk	37
- M -	
Make-up Work	21
Exceptions	21
Messages	26
Medical Appointments	22
Medicine Administration Authorization Form, blank	47
Milk	
Break	37
Fees	37
Mission Statement	4

- N -	
Non-custodial Parent	26
Non-discrimination	8
- O -	
Objectives	5
Officers	
PTO	32
School Board	33
Organizations	
Parent	32
Student	31
- P -	
Parent/Teacher Conferences	14
Parent/Teacher Organization (PTO)	32
Officers	32
Parties	
Invitations	29
School	28
Philosophy	4
Playground	28
Policy	
Acceptable use of technology	10
Sports	30
Tuition	35
Tuition Payment	36
Pornography	17
Possessions Brought to School	27
Pregnancy	19
Private Lessons	27
Programs	
Parent	32
Student	31
Promotion	14
Pupils Taken from School	26
- R -	
Recommended Study Times	12
Registration	7
Fees	35
Report Cards	13
Request of School to Withdraw a Student	7
Right to Appeal	19
Rights of Non-custodial Parents	26
Rules	
Classroom	17
School	15

- S -	
Sacramental Preparation	12
School	
Board	33
Board Officers	33
Closing	20
Discipline Cycle	15
Parties	28
Rules	15
Schedule	20
Smoking	17
Social Activities	31
Special Needs	11
Sports Policy	30
Statement of Responsibility	49
Student Accident Insurance	22
Student Activities	31
Student Records	14
Students Taken From School	26
Study Times	12
Summer Care Program	38
Suspension	18
- T -	
Tardiness- Excused/Unexcused	20
Teacher Conferences	14
Technology	9
Telephone	26
Threat of Violence	18
Tornado Drills	27
Transfer Students	8
Trips and Vacations	21
Truancy	21
Tuition	
Payment Policy	36
Policy	35
Rates	36
- U -	
Uniforms	25
Use of Student Information/Pictures	27
- V -	
Vacations and Trips	21
Violence, threat of	18
Visitors	26
Volunteer Program	32
- W -	
Weapons, possession of	18
Withdrawal of student	7

IMMACULATE CONCEPTION SCHOOL
FORT SMITH, AR

MEDICINE ADMINISTRATION AUTHORIZATION

I request that you give medication to my child during the school day. The medication is in the original container, and the container has the child's name on it.

I will not hold the school staff responsible for any undesired reaction that may occur from the medication. I understand that a designated responsible adult or I will pick up any unused medication from the school office within one week of the last dose or the remaining medication will be discarded.

Grade _____

Student's Name _____ Teacher _____

Medication _____ Dosage _____

Time(s) to be given _____ Date(s) _____

Medication to treat (ailment) _____

Name of physician _____

Parent/Guardian Signature _____ Date _____

IMMACULATE CONCEPTION SCHOOL
FORT SMITH, AR

MEDICINE ADMINISTRATION AUTHORIZATION

I request that you give medication to my child during the school day. The medication is in the original container, and the container has the child's name on it.

I will not hold the school staff responsible for any undesired reaction that may occur from the medication. I understand that a designated responsible adult or I will pick up any unused medication from the school office within one week of the last dose or the remaining medication will be discarded.

Grade _____

Student's Name _____ Teacher _____

Medication _____ Dosage _____

Time(s) to be given _____ Date(s) _____

Medication to treat (ailment) _____

Name of physician _____

Parent/Guardian Signature _____ Date _____

IMMACULATE CONCEPTION SCHOOL

223 South 14th Street
Fort Smith, AR 72901

I request my son/daughter, _____, be allowed to be a passenger in another person's car or ride a bus (as arranged by the school), for the purpose of going to and from _____ on _____ (date).

I understand all passengers in private vehicles will wear seat belts. By my signature, I agree to hold harmless of neglect any adult chaperon, any staff member, the school, parish, or diocese in case an accident occurs while on this trip.

_____ I am VIRTUS trained. _____ I am not VIRTUS trained.

Parent/Guardian Signature

Phone

Date

The information below must be completed for a parent/guardian to drive on a field trip.

Driver's License Number _____

Name of Insurance Company _____

Policy Number _____

IMMACULATE CONCEPTION SCHOOL

223 South 14th Street
Fort Smith, AR 72901

I request my son/daughter, _____, be allowed to be a passenger in another person's car or ride a bus (as arranged by the school), for the purpose of going to and from _____ on _____ (date).

I understand all passengers in private vehicles will wear seat belts. By my signature, I agree to hold harmless of neglect any adult chaperon, any staff member, the school, parish, or diocese in case an accident occurs while on this trip.

_____ I am VIRTUS trained. _____ I am not VIRTUS trained

Parent/Guardian Signature

Phone

Date

The information below must be completed for a parent/guardian to drive on a field trip.

Driver's License Number _____

Name of Insurance Company _____

Policy Number _____

IMMACULATE CONCEPTION SCHOOL
STATEMENT OF RESPONSIBILITY 2011- 2012

To: Parents and Students

All policies and regulations published in the Immaculate Conception School Policy Manual are subject to the guidelines and policies of the Diocese of Little Rock. A copy of the Diocesan Policies is available for your use in the school office.

The administration of Immaculate Conception School retains the right to amend the policy manual for just cause and parents will be given prompt notification if changes are made.

Please read the Policy Manual thoroughly and talk with your child(ren) concerning its contents. One or both parents and all students are asked to sign below after reading and return this form to school by Friday, August 26, 2011.

We have read and agree to be governed by the policies and guidelines set forth in the Immaculate Conception School Policy Manual for 2011- 2012.

Please print last name: _____

Please sign below:

