

STUDENT-PARENT HANDBOOK

FOR



Trust in the Lord

Be Nice, Work Hard

Immaculate Conception

109 3rd Street SE

Watertown, SD

886-3883

886-0199 (fax)

cdagel@yahoo.com

REVISED JANUARY 2015

This handbook contains certain policies and procedures of Immaculate Conception School.

Immaculate Conception may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

TABLE OF CONTENTS

MISSION STATEMENT/PHILOSOPHY OF IMMACULATE CONCEPTION SCHOOL	4
HISTORY OF IMMACULATE CONCEPTION SCHOOL.....	5
ADMISSION	6
REGISTRATION GUIDELINES.....	6
REGISTRATION.....	6
ADMISSION OF STUDENTS OF OTHER FAITHS.....	7
TRANSFER OF STUDENTS.....	7
TUITION.....	7
TUITION ASSISTANCE.....	8
PAST DUE TUITION.....	8
EMERGENCY SITUATIONS & TUITION PAYMENTS.....	9
INVOLVEMENT OF PARENTS/GUARDIANS.....	9
DRESS CODE.....	9
SCHOOL UNIFORM POLICY GRADES K-6.....	10
SPIRIT DAY.....	10
ATTENDANCE.....	11
ARRIVALS.....	11
ABSENCES.....	11
TARDINESS.....	12
OUTSIDE APPOINTMENTS.....	12
TRUANCY.....	12
DAILY DISMISSALS.....	12
EARLY DISMISSAL DUE TO WEATHER CONDITIONS.....	13
NO SCHOOL ANNOUNCEMENTS/WEATHER RELATED.....	13
EARLY DISMISSALS/PRIOR TO VACATIONS (12:30 P.M.).....	13
ACADEMIC EARLY DISMISSALS.....	13
VACATION POLICY.....	13
STUDENT RECORDS/DATA CONFIDENTIALITY.....	13
COMMUNICATIONS.....	14
GUESTS OF STUDENTS.....	14
VISITORS.....	14
LUNCH AND SNACKS.....	14
DAILY DISMISSAL PROTOCOL.....	15
MESSAGES.....	16
CELLPHONES/PAGERS/HANDHELD ELECTRONIC GAMES.....	16
MONEY/CALCULATORS/VALUABLES/PERSONAL ITEMS.....	16

ACADEMIC POLICIES.....	17
HOMEWORK GUIDELINES.....	17
HOMEWORK POLICY FOR STUDENTS IN GRADES 3-6.....	18
HOMEWORK ROOM.....	18
MID-TERM GRADES.....	18
ACADEMIC RESPONSIBILITIES.....	18
PROMOTION OR RETENTION.....	18
PARENTAL INVOLVEMENT.....	19
RELIGION.....	19
CONFERENCES/REPORT CARDS/OFFICIAL SCHOOL RECORDS.....	20
STANDARDIZED TESTING.....	21
BOOKS AND MATERIALS.....	21
FEDERALLY FUNDED PROGRAMS.....	22
CO-CURRICULAR ACTIVITIES.....	22
ENRICHMENT CLASSES.....	22
ASSEMBLIES.....	23
FIELD TRIPS/CLASS TRIPS.....	23
BIRTHDAYS/PARTIES.....	23
BEHAVIORAL EXPECTATIONS.....	24
CODE OF CONDUCT.....	24
GIRLS & BOYS TOWN CLASSROOM SOCIAL SKILLS.....	24-25-26
STUDENT HARASSMENT/BULLYING.....	26
INFRACTIONS SUBJECT TO DISCIPLINARY ACTION.....	27
SUSPENSIONS/DISMISSALS.....	27
PARENT CONCERN OR COMPLAINT PROCEDURE.....	28
SAFE SCHOOL ENVIRONMENT.....	28
SECURITY SYSTEM.....	28
SAFETY.....	29
SAFETY DRILLS.....	29
MEDICATIONS.....	30-31-32
SMOKING.....	32
COMPUTER ACCEPTABLE USE POLICY.....	32
VOLUNTEERS.....	33
CAVALIER PARENT TEACHER ORGANIZATION.....	33
SCRIP AND CAVALIER CARD.....	34
KIDS ON TARGET BEFORE/AFTER SCHOOL PROGRAM.....	35

FORMS FOUND AT BACK OF HANDBOOK:

- F-12 Catholic Diocese of Sioux Falls Employee Volunteer Driver Form
- F-17 Immaculate Conception School E-Reader Permission Form
- F-18 Health Services Request Form B Food Intolerance/Allergy Action Plan
- F-19 Health Services Request Form A: Student Medical Care Plan/Administration of Medication during the school day.
- F-26 Mobile Technology Student Use Agreement

**STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY IMMACULATE
CONCEPTION SCHOOL POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT
TO ATTEND IMMACULATE CONCEPTION SCHOOL.**

***This handbook will serve as a general reference for school information, it is not
exclusive in content, and is subject to interpretation by administration.***

For additional clarification or questions, check with your principal.

MISSION STATEMENT

(January 1998)

We the staff of Immaculate Conception School believe that children are a gift from God. Therefore, we will insure that all children learn the basic concepts of the curriculum while integrating the Gospel values of our Catholic Faith.

**PHILOSOPHY OF
IMMACULATE CONCEPTION
SCHOOL**

At Immaculate Conception School, the belief is that parents and teachers are partners in the education of our children. Since children are a gift from God, parents and teachers are called to teach the whole child, to build a sense of self-worth in each child and to strive to lead the child to a love of learning and an appreciation of what is good and beautiful.

While tasks, skills and facts are vitally important within a Christian atmosphere, the final focus of education at Immaculate Conception School is towards the blending of tasks, skills and facts to build mature Christian adults.

HISTORY OF THE SCHOOL

In the fall of 1892, a catholic school was established in Watertown. It was conducted in a house on North Maple and Sixth Avenue by two Benedictine Sisters from Yankton. Due to the economic conditions and drought, this school closed in the spring of 1893 after only one year.

Around 1900 a second attempt to establish a Catholic school was made and property was purchased west on First Avenue. The building and basement were completed, but it was found to be unsatisfactory, so it was sold again in 1906.

In 1907, with Immaculate Conception now a parish of 87 families and a steadily increasing membership, plans for a parish school were begun. Classes were held in the church basement, having six grades and 192 students. Five sisters of St. Joseph came to teach.

In 1910, the present property was purchased, and in 1912, the building was constructed at a cost of \$80,000. When the school was ready for occupancy, it began with eight grades and a commercial course offered after the eighth grade. As this was only an experiment and proved unsatisfactory; the commercial course was dropped and a regular high school added. The high school was established under the direction of Mother Mary James in 1915 and accreditation was obtained in 1919 under Mother Patricia. The first high school graduating class was in 1920.

Fifteen seniors graduated in 1926. The enrollment that year was 549 with 463 in the grade school and 86 in the high school.

Beginning with the school year of 1940-41, the ninth grade was added to form a junior high at Immaculate Conception. Ninth grade continued through 1973.

After more than a year of construction, the new Immaculate Conception School addition was dedicated on August 30, 1964. Enrollment for the 1964-65 school year was 570. During the 1965-66 school year, the faculty included 13 sisters and seven lay teachers.

A dual enrollment system with the Watertown Junior High for the 7th and 8th grade students began in the fall of 1971. Kindergarten

began with the 1972-73 school year. Two hundred fifteen were enrolled in grades Kindergarten through eighth during the 1984-85 school year.

The 1910 structure was destroyed in 1990-91 and the 1964 structure was enclosed. Preschool was started in 1992 as its own entity and closed in 1996. Preschool was then established under the auspices of the school in 2000 and had an enrollment of 36 students by the fall of 2002, with a total school enrollment of 179 students.

Today, the school houses two sections of preschool, including 3 & 4 year olds and 5 & 6 year olds, two classes of all day kindergarten and grades 1-6.

ADMISSION

South Dakota State law requires that students entering kindergarten be 5 years old on or before September 1st of the year of enrollment. Immaculate Conception School does not discriminate on the basis of race, sex, color or national origin. Immaculate Conception School does not discriminate on the basis of disability if the student can meet the academic and behavioral requirements of the school with reasonable accommodations and/or modifications. The school reserves the right to decline admission or impose reasonable conditions of attendance.

Immaculate Conception School follows the local public school district's age requirements for admission. In the case of children coming from different public school districts, the school administration determines the admission date.

The necessary forms and certificates for admission are:

******Every child must have these documents when enrolling at Immaculate Conception School.**

1. Certified Birth Certificate
2. Baptismal Certificate (Regardless of home parish or denomination).
3. Each child entering K-6 must have all immunizations completed by August 1, of the upcoming school year. The South Dakota Immunization long forms may then be accessed by Immaculate Conception Personnel and printed from the SD State Website.

If vaccinations are not complete by the beginning of the school year your child will not be able to attend school. This is in accordance with state law.

4. Must have agreed to tuition payment schedule either by signing off on the original registration form or Infinite Campus demographics form.

REGISTRATION GUIDELINES

New students who have formally registered and paid a deposit/registration fee will be administered in the following preferential order:

- a. Families from Immaculate Conception, Holy Name and Holy Rosary Parishes who currently have children enrolled in our school.
- b. Families with children currently enrolled in our school.
- c. Families from Diocesan parishes who do not have children currently enrolled.
- d. Families of other faiths.

REGISTRATION

Registration for all new students will take place during the Kindergarten screening and on an as necessary basis for preschool and grades 1-6. Families currently enrolled at our school are required to update information annually or sign off that the information we have is correct. Registration information will be communicated through the weekly "Cavalier News" our principal's newsletter, weekly classroom newsletters and the parish bulletins. There is a non-refundable fee due at the time of registration. (The School Committee/Board will determine the fees for preschool and for full time students).

REGISTRATION FOR RETURNING STUDENTS

Registration for returning families will be held at the spring conferences. Forms will be given to parents guardians, asking that they update information and confirm that their family will be returning the following year.

ADMISSION OF STUDENTS OF OTHER FAITHS

- a. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- b. The parents/guardians agree in writing to permit their child (ren) to attend religion classes and religious functions that are offered as part of the school program.
- c. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- d. The parents/guardians agree in writing to assume responsibility for all financial obligations.

TRANSFER OF STUDENT(S)

Parents of students transferring to our school will be asked to fill out a Request for Information Form. This form will be sent to the school that the student(s) attended previously in order to receive their academic information.

TUITION

Immaculate Conception School provides quality Catholic education through the efforts of our parish priests, faculty,

staff, parent organization, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in the spring for the following school year. Budgeting for a program of quality Catholic education requires that the family of each student honors its commitment to pay tuition when due.

Co-curricular activities may necessitate the charging of additional fees for field trips, books, etc.

A non-refundable Commitment Fee is required each year at spring conferences from each family. The fee is \$100.00 per family for K-6 and \$25.00 per family for Preschool. This amount is deducted from the first month's tuition.

TUITION POLICY

Tuition payments are due on or before the tenth day of each month according to the plan selected at the time of registration. Remember, tuition payments can be made more often than your selected plan calls for.

Plan A: Monthly

Plan B: Quarterly

Plan C: Annually

Payments must be made by the deadline dates. Late payments are charged a 40.00 per month finance charge. Tuition is the minimum amount which must be paid toward the total cost of educating each student. In addition to the suggested amount; a subsidy is paid by both Watertown parishes. If it is within your means to contribute more toward

the total cost, you are encouraged to do so.

If families prefer to make tuition payments according to a schedule other than those listed for example: monthly over a period of 12 months or at “income tax time”; special arrangements can be made with the Business Manager. However, if the agreed upon special schedule of payments is not met, the same policy applies.

TUITION ASSISTANCE

The Immaculate Conception School Committee/Board of Education is committed to the principle that no child will ever be refused attendance at Immaculate Conception School because of the inability to pay tuition. If a family feels they are unable to meet their financial commitment, they can apply for tuition assistance in the spring for the upcoming school year. All families that apply for this service must also apply for free and reduced meals. The applications are available through the Business Manager and may be picked up in the school office. Those families receiving assistance must re-apply yearly.

All families attending Immaculate Conception School are encouraged to participate in buying SCRIP and other fundraisers to support our school.

PAST DUE TUITION

1. Tuition is billed through the Smart Tuition program. A late fee of \$40.00 is assessed on past due amounts. Smart Tuition will manage collection procedures.
2. A monthly report from Smart Tuition will be given to the school board for the purpose of monitoring the collection of fees and tuition.
3. Students of a family that leaves Immaculate Conception School with an unpaid balance and has failed to cooperate with the school in keeping to the payment arrangements will have their account turned over to a collection agency.
4. Students of a family who owe unexcused tuition from past years will not be admitted to Immaculate Conception School until all tuition is paid in full or until special arrangements for payment has been made.
5. A family that leaves Immaculate Conception School with an unpaid balance and has failed to cooperate with the school in keeping payment arrangements will have their account turned over to a collection agency.
6. For families with children who attend our preschool programs; if payment is not received by the 10th of every month, the child will not be able to attend preschool until payment has been received. Tuition Assistance is not available for preschool.

EMERGENCY SITUATIONS AND TUITION PAYMENTS

The Immaculate Conception School Committee/Board of Education and the administration are aware that emergency financial situations may develop during the course of the year that may make the payment of tuition difficult or in some cases impossible. If an emergency (i.e.: illness, unemployment) situation develops during the course of the school year, parents are asked to contact the Business Manager to request special arrangements for payment.

INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and requires the following:

- Sending their child (ren) to school physically fit, clean, properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with Immaculate Conception School in matters of activities, recreation, academics and discipline.
- Setting a good example by personally refraining from any activity that would

violate school policy, Catholic teachings, or the law.

- Showing respect for school personnel as professionals working for the well being of your child (ren).
- Supporting the policies of the school.
- Attending Mass on weekends and holy days with your children.
- Participating in the liturgical and sacramental life of the parish.
- Promoting family prayer and faith traditions at home.
- Volunteering, giving service and financial support to the school and parish.
- Witnessing gospel values in our everyday lives.

DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly.

Any student not in compliance with the dress code will need to call home.

Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the principal.

A student's appearance, clothing, and hair need to be neat and clean at all times. The following rules will apply:

- a. **Pants/slacks** must be at waist, belted if needed. They must be clean and without holes.
- b. **Skirts/Skorts/Shorts** must be fingertip length to prevent exposure

**SCHOOL UNIFORM POLICY
GRADES K-6**

of the undergarments. Biker shorts are not allowed unless under a dress.

- a. **Shirts** must be clean and without holes. No spaghetti straps or crop tops are allowed. Sleeveless shirts with sleeves more than 1 inch in width are acceptable. A t-shirt with an inappropriate message will be handled with one of the following options:
1. A t-shirt or any article of clothing or any accessory with an inappropriate message will be turned inside out to hide the message or removed.
 2. A call home will be placed and another shirt will be requested to be brought to the school for the student to wear for the day.
- b. **Footwear:** All students must wear socks and rubber soled tennis shoes that tie for Physical Education class. Flip Flops are not allowed at any time due to safety issues. Sandals with a back strap are permitted.
- c. **Accessories:** No permanent tattoos are permitted. Jewelry needs to be appropriate because of safety issues. Child may be asked to remove any inappropriate jewelry.
- d. **Winter Attire:** Warm coat, Snow pants, snow boots, hat, and mittens are required during the winter months. Temperature must be at least 55 degrees for students to not wear a jacket when outside

Pants/Slacks (Boys & Girls): Must be navy blue, or khaki pants and worn at the natural waist line. Pant guidelines: no decorative prints, leggings or jogging pants.

Shirts: Must be polo shirts preferably Immaculate Conception Royal Blue shirts with logo. Students may also wear the following solid colors with no logo; royal blue or gold. No decorations, or contrasting colors, T-shirts, undershirts or tank tops. School Polo shirts are available for sale at the school office.

Shorts/Skorts: (Boys & Girls) Navy Blue or Khaki walking shorts can be worn when the temperature is 65 degrees or above. Styles should be the same as the pant with a natural waist line.

Jumpers/Skirts: Navy blue or khaki jumpers or skirts can be worn for school mass. Uniform skirts, jumpers must be no shorter in length than just above the knee.

Shoes/Socks: Tennis shoes are recommended for normal wear. Tennis shoes are mandatory for PE class.

Other: Belts should be neutral in color, jewelry should not be excessive, earrings for boys are not allowed. Boys hair should be above the collar; no rat tails, or unnatural hair color. Body piercings or visible tattoos are not allowed

SPIRIT DAY

Each Wednesday, students are encouraged to wear their Cavalier wear. Cavalier Wear such as t-shirts, sweatshirts will be available for sale at the school store. Other team apparel may be worn such as professional or collegiate sports teams or Arrow Wear.

ATTENDANCE

Parents must notify the school office of student absences. Regular school attendance is critical to student academic development and success. Students who are absent from school regularly or take extended absences may experience some difficulty in maintaining the quality of their school work. .

ARRIVALS

Students arriving for school prior to the ringing of the first bell at 8:20 a.m. will report to the gym. Upon arrival to the gym, students have four options:

1. Students can walk laps for the Well Walker program.
2. Students can sit and visit with a friend.
3. Students can read their AR books silently.
4. Students may eat breakfast.

ABSENCES

The policies regarding absences are as follows:

1. Call the Office: A parent or guardian is required to call the school office at 605-886-3883 by 9:00 a.m. the day the student(s) is absent.
2. We will Call You: If your child's name appears on an attendance report from their classroom and we have not received a call from you, please expect a call from the school to verify the absence. [If the school is unable to reach you by phone, a home visit by administration and/or a truant officer will be made immediately]. Your child's safety and welfare are of great importance to us.
3. In case of illness during school hours, a school official will contact the parents/guardian or emergency contact.
4. Make-up Homework: In order to arrange for assignments of children who are absent due to illness, call the school office by 9:00 a.m. Homework may be picked up by the parent/guardian at the school office no earlier than noon. It is the responsibility of the student to complete the work and tests that have been missed due to an absence.
5. Excessive absences also place a burden on teachers as they track student progress and assignments to prevent lapses in their studies. In addition, it is often not practical to "work ahead" to complete assignments before a scheduled absence. **Whenever possible, parents should avoid taking students out of the classroom except in unusual or unavoidable situations.** In situations of excessive absences, administrators

will notify parents that they may be in violation of state law and the potential consequences. Questions or concerns should be directed to your child's teacher or principal.

6. Partial Day Absences: Students who miss more than two hours during the school day will be counted as absent one-half day.

TARDINESS

Constant unexcused tardiness will be considered parental neglect, which will be reported to the principal. Tardiness impacts academic success. Excessive tardiness will result in a principal and parent conference. During this conference, a resolution will be reached on how to solve the problem of the tardiness.

OUTSIDE APPOINTMENTS

Parents are requested to schedule all student appointments outside of the school day. When necessary for a student to be excused during the school day for appointments, etc. the parent/guardian must call, e-mail or send a note with the student prior to this absence stating the reasons and time for the early dismissal.

Parents must check the student out at the school office before they leave and check in at the office upon returning.

TRUANCY

Any student who is absent from school without parent/guardian permission will be considered truant. During the school day, under no circumstances is a student to leave the property unless he/she has prior parent/guardian permission or permission from Administration. SD law requires compulsory attendance (SD13-27-11 -any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor). Schools are required to report excessive absences and to inform parents that school children must attend regularly (SDCL-13-27-16)

DAILY DISMISSALS

Children are dismissed from their classrooms by the teachers at 3:20 p.m. No child may leave the building prior to dismissal without permission. Parents must stop in the school office to sign their child (ren) out.

EARLY DISMISSAL DUE TO WEATHER CONDITIONS

Immaculate Conception School will follow the Watertown School District's early dismissal schedule due to weather. Immaculate Conception students will ride the bus home if weather conditions are such that the Watertown School District's buses are able to run. Early dismissal closings due to weather will be announced on the local radio stations, KDLO television and an e-mail will be sent to all parents with e-mail access.

**NO SCHOOL ANNOUNCEMENTS/
WEATHER RELATED**

Immaculate Conception School will follow the Watertown District's schedule for No School Due to Inclement Weather. Announcements will be placed on all local Radio Stations and the local television stations; KDLT, KSFY and KELO.

**EARLY DISMISSALS/ PRIOR TO
VACATIONS AT 12:30 P.M.**

Immaculate Conception school will dismiss at 12:30 p.m. occasionally during the school year. We will follow the Watertown School District schedule if the early dismissal is on a Wednesday prior to a vacation. Transportation will be provided by the Watertown School District.

ACADEMIC EARLY DISMISSALS

Immaculate Conception School does not follow the Watertown School District's teacher in-service early dismissal schedule. Please refer to

the Immaculate Conception School master school calendar to make note of the teacher in-service early dismissal schedule at our school.

VACATION POLICY

The planning of family vacations is strongly discouraged during the school year. Please contact the principal directly if there is a need for your child to be gone during the academic year. Students will be expected to complete work on their return to school with a teacher determined number of days. (Suggestion 5 days gone, 5 days to complete makeup work).

Student Records/Data Confidentiality

(FERPA) Family Educational Rights and Privacy Act

MODEL NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Immaculate Conception School, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's educational records

Parents who have children attending Immaculate Conception School have the right to inspect and review their children's records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's records. Immaculate Conception School complies with the Family Education Rights and Privacy Act (FERPA), (20 U.S.C.1232g; 34 CFR Part 99).

COMMUNICATIONS

It is important to actively involve parents in the school-related education of their children, understanding that parents teach much to their children on an informal basis. As partners in education, the school will communicate with parents and students through conferences, written reports, phone calls, e-mail, Infinite Campus, which may be accessed through the school website, (icschoolwatertown.org), the “Cavalier News”, and teacher newsletters during the school year. Parents should immediately contact the school/teachers with questions, concerns and suggestions regarding their child or the school program.

If you wish to contact a teacher, you may e-mail, send a note, or call the school office and leave a message and the teacher will return your call. Calls will not be transferred to teachers while they are with a class.

GUESTS OF STUDENTS

Students at Immaculate Conception School are allowed to have guests visit our school with prior administrative approval. The host student must obtain a Visitor Registration form from the office. (There is also a copy of this form in the back of the handbook.) This form must be completed by the visiting student’s parent/guardian and the host student’s parent/guardian. It should be returned to the Principal’s office on or before the day of the visit. The visiting student must be dressed in accordance with our school dress code and must comply with the policies outlined in this handbook. The school reserves the right to deny any visitor request. It is recommended that guests be invited only in special circumstances and not as a social event for the student(s).

VISITORS

Visitors must sign in at the office upon entering and prior to leaving the building during the school day. This procedure provides for the safety of students, staff and visitors while keeping distractions at a minimum in the learning environment. Visitors must enter the building through designated entrances.

LUNCH AND SNACKS

Immaculate Conception School provides a well-balanced in house hot lunch program for students, staff and guests. Students and adult visitors may bring their own lunch from home and milk is available for purchase. **FAST FOOD, SODA CANDY AND HIGH ENERGY DRINKS ARE NOT ALLOWED IN THE LUNCHROOM FOR STUDENTS OR ADULTS!** (Examples of fast food include but are not limited to Burger King, McDonald’s, Subway, etc). We adhere to USDA guidelines; if you have any doubt as to whether a cold lunch is suitable please call the office. Free and reduced-price lunches are available to those families qualifying under federal guidelines. Applications are available from the business manager. You will be billed monthly for your students’ meals.

All students stay for lunch during the school year. The 40-minute lunch period is divided into 20-minutes for lunch and 20-minutes for play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the teacher and forwarded to the office or a phone call to the office. The child must have an adult leaving with him/her when leaving for and returning from lunch. A parent or guardian must stop in the office and sign their child (ren) out and back

in when they return. If a parent wishes to eat lunch or take their child out for lunch please notify the office by 9:30 on the day you wish to do so. This helps to keep our lunch count accurate.

Kindergarten and preschool receive milk daily along with a healthy snack provided by parents. Immaculate Conception School will make reasonable accommodations for students whose allergies restrict their diets and parents are asked to be cooperative and supportive of any needed adjustments to ensure the safety of students.

Parents of children with food intolerances/allergies must complete The Health Services request form B.

Immaculate Conception School is a peanut safe zone. Every effort is made to ensure the safety of children with allergies.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800)796-3272(voice or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

DAILY DISMISSAL PROTOCOL

In the beginning of the school year, parents /guardians are asked how their child (ren) will arrive and leave the school.

1. Bicycles:

- a. Students are permitted to ride bicycles to school. Bike locks are required. Students must follow state and local bicycle laws, including the wearing of appropriately sized helmets and licensing.

2. Bus:

- a. Our local public school district provides bus transportation for our students. Please inquire at the Bus Barn (605-882-6335) for more information. Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office at (605-882-6335)

3. Car pick-up

- a. Parents who pick up students must park their cars and meet the students at the school dismissal area. Staff members will oversee car pick-up procedures daily.
- b. Parents are to park in the designated areas in the parking lot indicated by the striping and arrows.
- c. Student(s) will be sent to the KOT program if they are not picked up by 3:45 p.m. If a parent will arrive late for an unexpected reason, please call the school prior to 3:45 so the student(s) is not sent to KOT. The student will wait inside the front doors.

4. Walkers:

- a. Students walking home must go directly home after school so parents know their whereabouts.

5. Kids on Target (KOT)

Students who are planning to attend the KOT after school program need to line up in the KOT line. Students will be escorted by a staff member to the KOT computer to sign in. Each student will sign in on the lap top computer. Students will go to the gym area and sit down for further instructions and to eat a healthy snack.

MESSAGES



Messages will only be delivered during a break in the classroom schedule unless there is an emergency situation. In case of an emergency the student will be brought to the Principal's office where they may take the call.

ARRANGEMENTS FOR AFTER SCHOOL EVENTS, RIDES, ETC. MUST BE MADE BEFORE THE STUDENT LEAVES HOME IN THE MORNING.

Students who need to make necessary calls must have their teachers' permission. These calls should only be made in the office. Students will not be allowed to call home for forgotten items. Only in extraordinary circumstances or emergencies should forgotten items be brought to the child at school. Everyone needs to cooperate in trying to develop a sense of responsibility within students.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Phone calls will never be transferred to a classroom to speak with a student. Messages may be left with office personnel when necessary, and they will be relayed to the appropriate teacher, please try to call the school by 2:30 to leave after school messages.

CELLULAR TELEPHONES/ PAGERS/HANDHELD ELECTRONIC GAMES



Cellular telephones, beepers, pagers, handheld electronic games, personal MP3 players, and any other item that could be considered distracting or detrimental to the learning environment, are not permitted to be turned on or taken out of book bags during school hours. If students do not follow this procedure, the item will be confiscated and brought to the office area. The student may pick up their device at the end of the school day.



MONEY/CALCULATORS/ VALUABLES/PERSONAL ITEMS

When sending money to school for any reason, it should be placed in an envelope with the child's first and last name, grade, teacher's name and purpose for the money written on the outside of the envelope. Any collection of money or gifts must be cleared through the office. Students should not bring items of value (Toys, electronics, etc.) for school and Immaculate Conception School will not be responsible for damage or loss. Administration reserves the right to review and information contained in electronic items brought to the school.

ACADEMIC POLICIES

PREPARATION FOR CLASS

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card.

Daily performance of students is assessed by the teachers. Examination of assignments for neatness and completeness of work, as well as class participation, are part of the overall report card grade. (Students in grades 3-4-5-6 should refer to the school Homework Policy).

HOMEWORK GUIDELINES

HOMEWORK COMPONENTS:

1. Preparation and reinforcement
2. Assessment (evaluation tool)
3. Bridge (parental awareness and involvement)
4. Responsibility (independence and time management)

HOMEWORK SHOULD REFLECT AUTHENTIC GUIDED PRACTICE...

Of concepts introduced in class (flash cards, review sheets, independent reading, test preparation)

- Of work not completed in class (makeup work)
- That is developmentally appropriate (special projects, research experience, development of creativity, etc.)

- Of skills taught (Memorization of facts and concepts taught in content areas).
- That provides an opportunity for parental involvement and support
- Of mastery expectations (revision of work)
- Within an appropriate timeline for completion

PARENTS SHOULD.....

- Make homework a priority (monitor extracurricular commitments)
- Provide a quiet study area and necessary supplies
- Reinforce with praise and support
- Set aside appropriate time
- Counter children's attempts to avoid homework
- Communicate with the classroom teacher
- Encourage children to do their own work
- Reinforce meeting the homework deadlines

STUDENTS SHOULD.....

- Complete all assignments to the best of their ability and skill levels (according to directions)
- Complete assignments in a timely manner (missed/incomplete assignments due to illness/vacation)
- Submit work that is done neatly (legibly)
- Complete their own work, seeking help as appropriate
- Recognize homework as a growth opportunity
- Maximize use of study time (test preparation, daily work)

- Demonstrate ownership of homework (necessary materials, time management, attention to detail)
- Develop age appropriate organizational skills (using planner, assignment notebooks, time budgeting of schoolwork and activities)

HOMEWORK POLICY FOR STUDENTS IN GRADES 3-6:

If assignments are not completed on time, the student will call their parents/guardians. The student will stay in at noon recess on the day that the work was not done. If a student does not have his or her work done on three occasions in one quarter, the student will make arrangements to stay after school on that day or the next until 4:00 p.m. to complete their assignment. If a student is absent ½ day or 1 day from school because of illness, or is on vacation or has an appointment, the student will have 2 days to make up the assignments. For example if a student is absent on Monday because of illness; that missed assignment would be due to the teacher on Thursday at class time for each academic area. If a student is absent for 3 days or longer, they will have one full week to turn in missed assignments unless other arrangements have been made. If a student needs to be gone for a special set of circumstances, special arrangements will be made to accommodate that student. If a student has late work on a consistent basis, a conference will be scheduled with the principal, the teachers involved and the parents/guardians. The purpose of the conference is to develop a plan in which the student can successfully complete his or her assignments in a timely manner. Parents will receive a copy of the conference and the plan devised by the faculty.

HOMEWORK ROOM



Students from all grade levels can go to the homework room after school for assistance in completing assignments. The homework room is available Monday through Thursday from 3:30 to 4:30 p.m. at no cost. A certified staff member will be available to assist anyone in need of help.

MID-TERM GRADES

Mid-Term grades will be sent home each quarter. A comprehensive conference will be scheduled if a student is not showing adequate academic success.

ACADEMIC RESPONSIBILITIES

Teachers will note if a student is experiencing academic difficulties in either assignments or test scores and will contact the parents/guardians to inform them of the possibility of academic probation.

PROMOTION OR RETENTION

Student progress is monitored throughout the school year. Parent/Teacher Conferences will be held once in the fall and again in the spring. In January the teacher will contact the parents/guardians of a student if he/she continues to experience difficulty, and to discuss the possibility of retention and or support services. By the end of March, the teacher will schedule a follow-up meeting with the parents/guardians and the principal. If

retention is indicated, the parents or guardians will meet with the principal to establish a plan to prepare the student, as well as his/her classmates, for the transition back to his or her current grade level.



RELIGION

PARENTAL INVOLVEMENT

Parent involvement is a key component to the success of each student. Positive communication between parents and the school provides a supportive environment for academic achievement. Parents are encouraged to provide an atmosphere in the home that is conducive to the successful completion of homework assignments and reading. Parents should carefully read all communications sent home from the school, cooperate with school officials regarding academics and discipline, and be involved and supportive of school programs and fund-raising activities. Parents may become involved in the school in numerous activities during the school year. Opportunities include helping in the classroom, playground, driving for field trips, and assisting in the library. Volunteers assist individual classroom teachers in various ways, (planning parties, arranging for drivers, etc.).

Parents are always welcome and encouraged to visit school. Please call or write a note at least one day in advance of the time you would like to visit. Remember, all visitors, including parents, must check in at the office. We recommend that visits to kindergarten be deferred for several weeks at the beginning of the school year. This allows the kindergartners time to make a smooth adjustment to school. Please do not bring pre-school age children to visit in the classroom while school is in session.

Immaculate Conception School becomes a community of faith by working, praying and celebrating together. All students receive religious instruction on a daily basis. Students assist with the liturgy during the weekly Mass. The school celebration of the Sacrament of Reconciliation occurs twice a year.

The entire K-6 student body (Catholic and non-Catholic) and staff celebrate liturgical seasons by participating in special liturgies, para-liturgies and service projects. Parents are encouraged to join us at these celebrations. Preschoolers participate when activities are deemed appropriate for their age group.



Infinite Campus Parent Portal-
Parents may check student grades/progress by accessing the Infinite Campus Parent Portal on the school website. Icschoolwatertown.org

Conferences – Parent-teacher conferences are held school-wide twice a year. Communication between conferences is encouraged as needs arise. To the greatest extent possible, parents should attend conferences at the time they are scheduled. Rescheduling conferences can prove to be very difficult.

Report Cards/ Progress Reports – Preschool progress reports are issued at the spring Parent – Teacher Conferences with a final progress report issued in May, A kindergarten readiness assessment(BRIGANCE) is administered in the second semester with a BRIGANCE parent report issued and discussed with the parents upon completion.

-Quarterly report cards are issued in grades K-6 during the school year.

-Four mid-term grade reports will be issued in grade 1-6 during the 5th week of each quarter.

-Multiple Parent Reports: Unless barred by a court order, duplicate report cards or newsletters can be sent to parents at other addresses upon request. Parents may initiate this by submitting a written request to the school office. Please provide a mailing address and an e-mail address if applicable.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements.

Report Card Legends/Terms

EFFORT GRADING LEGEND	
E+ = 99-100	N+ = 75-80
E = 97-99	N = 70-75
E- = 95-97	N- = 65-70
S+ = 90-95	E=Excellent
S = 85-90	S=Satisfactory
S- = 80-85	N=Needs Improvement
U - Unsatisfactory	

PRIMARY (1-2) GRADING LEGEND	
A+ = 98.5-100	C+= 84.5-86.5
A = 95.5-98.4	C = 81.5-84.5
A- = 93.5-95.5	C+ = 79.5-81.5
B+ = 91.5-93.5	D+ = 77.5-79.5
B = 88.5-91.5	D = 72.5-77.5
B- = 86.5-88.5	D- 69.5-72.5
F = 0	

INTERMEDIATE (3-6) GRADING LEGEND	
A+ = 99-100	C+ = 83-86
A = 95-99	C = 80-83
A- = 93-95	C- = 78-80
B+ = 91-93	D+ = 76-78
B = 88-91	D = 72-76
B- = 88-91	D- = 70-72
F = 0	

E = Excellent (95-100%): Exceeds objectives set for grade level. Masters all assigned work and is willing to do more than assigned work. Works well independently or in a group and completes work on time.

S=Standards met (80-94%): Masters a major portion of assigned work. Works with little assistance from others and usually completes work on time. Willing to do assigned work and gives evidence of interest in work.

N=Needs Improvement (Below 79%): Has difficulty mastering assignments and completes less than assigned work. Needs a great deal of assistance and shows little interest in work. Has difficulty following directions.

Effort/Work Habits/Social Habits:

1. = Strong
2. = Meets Expectations
3. = Improving
4. = Needs Improvement

An incomplete is given only in cases of long illness or emergencies when the student has not been able to complete assignments. Unless the work is made up within two weeks, the incomplete becomes an “F”.

Midterm progress reports for students in grades 1-6 are distributed to the parents/guardians in the middle of each quarter. Midterm reports will be sent home with students.

STANDARDIZED TESTING

South Dakota state testing is done during April. Students in grades 3, 4, 5 and 6 take the Smarter Balance Test. The test results will be placed in the “Back to School” packet that will be given to parents at the August open house.

BOOKS AND MATERIALS

The school provides textbooks for student use. Books can be covered with book covers purchased by the student if he or she so desires. Fines and replacement costs will be assessed for damaged, lost or stolen books.

GUIDANCE/COUNSELORS

The school has a certified school counselor on staff. The counselor is involved in large and small group guidance sessions. The counselor is also available to individual students who may desire one to one discussions. The guidance counselor will be going into the K-6 grade classrooms twice a month to teach character lessons to the students. If a child is requesting individual guidance sessions, the parents, priests, and principal will be notified immediately and a plan will be put into place.

LIBRARY



The library is available for student use during each school day. Our librarian is available on a part time schedule. When the librarian is not on staff, we have volunteers who will be available to work in the library and assist students.

PHYSICAL EDUCATION

Students need to wear non-marking tennis shoes that have shoelaces to P.E. class every day. For safety reasons, no flip-flops or sandals are allowed during P.E. class.

Students are encouraged to approach physical education class with a positive attitude to always do their best. The physical education instructor will do an intervention with the student(s) if a student(s) taunt another student(s) because of his or her inability to perform a skill or task. The instructor will report any interventions to the principal. If the instructor is not able to diffuse the situation, the student(s) will be sent to the principal's office and the principal will employ the *Boys Town intervention strategies to bring closure to the situation. Parents will be notified by mail of any incidents. *See Code of Conduct for additional Boys Town information.

The students will learn about good health habits periodically during physical education classes. Health class will address specific topics that teach students about healthy living and making good choices. Guest speakers will be invited to share their knowledge in regards to specific health topics.

FEDERALLY FUNDED PROGRAMS

Under the No Child Left Behind Act, the federal government requires equitable participation for students attending private schools in the following areas providing that the local public school district receives funding for these areas:

- Disadvantaged children – Title I, Part A
- Reading intervention and improvement – Title I, Part B, Subpart 1

- Family Literacy, Even Start Program, Title I, Part B, Subpart 3
- Migrant Education – Title I, Part C
- Teacher and principal training – Title II, Part A
- Professional development for math and science – Title II, Part B
- Technology education and teacher training – Title II Part D
- Programs for limited English Proficient students – Title II, Part D
- Safe and drug free schools – Title IV, Part A
- After-School-Programs, 21st Century Community Learning Centers – Title IV, Part B
- Innovative Programs – Title V, Part A
- Programs for gifted and talented students – Title V, Part D

CO-CURRICULAR ACTIVITIES



Co-curricular activities are sponsored for the enrichment of our students. The following programs are available:

6TH GRADE BOYS
GIRLS BASKETBALL
AND
GIRLS VOLLEYBALL

ENRICHMENT CLASSES



Band:

Students in 5th and 6th grade may sign up for band lessons. The music instructor will contact parents in regards to band lessons.

Orchestra:

Students in 5th and 6th grade may sign up for Orchestra lessons.

Students in both band and orchestra are responsible for an instrument, lesson books, cleaning supplies and materials.

A few instruments may be available to rent; an instrument rental agreement must be completed. Students will perform in school and band concerts throughout the school year. Grades may be affected by involvement in extra-curricular activities.

ASSEMBLIES

Classroom teachers will escort their students to the assembly presentation area. Students are expected to conduct themselves with appropriate and acceptable behaviors. **No Whistling or Shouting is allowed during presentations.** If the person (s) presenting the assembly gives students the opportunity to ask questions, students are expected to ask things that are appropriate to the topic that was presented. The students should not ask questions that could potentially be embarrassing to himself or to the presenter. If a student asks an inappropriate question, he/she will be asked to report to the Principal's Office. The student

(s) will go through a Boys Town interaction and parents will be notified of the incident by mail.

FIELD TRIPS/CLASS TRIPS

- ❖ Field trips provide a learning experience for students. School personnel determine student participation on a field trip.
- ❖ Teachers will inform parents, in writing, about field trips. Parents are asked to sign and return any permission slips to the school immediately.
- ❖ Occasionally there is a fee. Parents should notify the school office if this presents a financial hardship.
- ❖ Students will be required to leave and return to the school in the same vehicle unless the school administration has been issued permission beforehand by the school administrator.
- ❖ Drivers are asked not to bring drinks or treats for students on field trips unless arrangements have been made beforehand. Parents are also asked not to stop anywhere to pick up "treats" during the field trip unless permission has been pre-arranged with the principal.
- ❖ Drivers should not make unauthorized stops and movies and radio stations in vehicles should be "G-rated" and appropriate. Students may bring electronic games to play while a passenger in a vehicle. Students accept full responsibility for the care of any electronic game they may bring along.
- ❖ Volunteer drivers are required to complete the volunteer driver's process; which includes signing a sexual misconduct form, volunteer driver form, on-line safe environment training, and a background check if volunteering more than once.

BIRTHDAYS/PARTIES

Student's birthdays are recognized on the first Wednesday of each month. Parents are welcome to join their child for lunch that day; please call the office by 9:30 to enable the kitchen staff to allow for extra meals.

Pizza is served on the first Wednesday and the birthday child receives a cupcake for desert.

Birthday Book Club: On this occasion many students donate a book to the school library, you may obtain the form from the school librarian or from the main office. In this way, the students have a chance to give, to see their name in the book and know that many will enjoy their gift.

Classroom treats (one per child) should be scheduled ahead of time with the classroom teacher. Parents must check with teacher regarding students with possible allergies so that a safe treat may be brought for those students. Summer birthdays may be celebrated during the school year.

Invitations to parties and special activities outside of school should not be sent to school and passed out during school time unless they are for the entire class (or all boys/girls). Disruptive activities, such as limos, singing telegrams, etc. are not allowed. Also, balloons and flowers are not to be delivered to the school because of allergy issues.

BEHAVIORAL EXPECTATIONS

Administrators have discretionary discipline authority. Together, the administration, teachers, and parents work to bring each student

to the point where he/she freely accepts his/her responsibilities as a Christian. The ultimate aim of the Immaculate Conception behavioral expectations program is to help students mature as responsible decision makers. Immaculate Conception School strives to guide the children in courtesy, kindness, respect, and to a healthy inner self-discipline. Each child deserves to be in an excellent and safe learning environment and strives for a consistency of expectations and consequences working together to achieve our goal. Immaculate Conception School stresses warmth and positive support for appropriate behavior emphasizing inner discipline and self-control. Please reference the following Student Code of Conduct at the end of this handbook.

CODE OF CONDUCT

Our school has elected to follow the Boys Town discipline plan. All staff has been trained in the Boys Town strategies through the Watertown School District.

GIRLS & BOYS TOWN CLASSROOM SOCIAL SKILLS

1. Following Instructions
 - a. Look at the Person.
 - b. Say 'Okay.'
 - c. Do what you have been asked right away.
 - d. Check back.

2. Accepting Criticism or a Consequence
 - a. Look at the person
 - b. Say 'Okay.'
 - c. Don't argue.

3. Accepting 'No' for an Answer
 - a. Look at the person.
 - b. Say 'Okay.'
 - c. Stay calm
 - d. If you disagree, ask later
4. Greeting Others
 - a. Look at the person
 - b. Use a pleasant voice.
 - c. Say 'Hi' or 'Hello.'
5. Getting the Staff's Attention
 - a. Look at the Staff.
 - b. Raise your hand. Stay calm.
 - c. Wait until the staff says your name.
 - d. Ask your question.
6. Making a Request
 - a. Look at the person.
 - b. Use a clear, pleasant voice.
 - c. Explain exactly what you are asking for. Say 'please'.
 - d. If the answer is 'Yes' say 'Thank you.'
 - e. If not, remember to accept 'No' for an answer.
7. Disagreeing Appropriately
 - a. Look at the person.
 - b. Use a pleasant voice.
 - c. Say 'I understand how you feel.'
 - d. Tell why you feel differently.
 - e. Give a reason.
 - f. Listen to the other person.
8. Giving Criticism
 - a. Look at the person.
 - b. Stay calm. Use a pleasant voice,
 - c. Say 'something positive or 'I understand.'
 - d. Describe exactly what you are criticizing.
 - e. Tell why this is a problem.
 - f. Listen to the person. Be polite.
9. Resisting peer pressure
 - a. Look at the person.
 - b. Use a calm voice.
 - c. Say clearly that you do not want to participate
 - d. Suggest something else to do.
 - e. If necessary, continue to say 'No.'
 - f. Leave the situation.
10. Making an apology
 - a. Look at the person.
 - b. Use a serious, sincere voice.
 - c. Say 'I'm sorry for...' or 'I want to apologize for...'
 - d. Don't make excuses.
 - e. Explain how you plan to do better in the future.
 - f. Say 'Thanks for listening.'
11. Talking with others
 - a. Look at the person.
 - b. Use a pleasant voice.
 - c. Ask questions.
 - d. Don't interrupt.
12. Giving Compliments
 - a. Look at the person.
 - b. Smile.
 - c. Speak clearly and enthusiastically.
 - d. Tell the person exactly what you like.
13. Accepting Compliments
 - a. Look at the person.
 - b. Use a pleasant voice.
 - c. Say 'Thank you.'

- d. Don't look away, mumble, or deny the compliment.
14. Volunteering
- Look at the person.
 - Use a pleasant, enthusiastic voice.
 - Ask if you can help. Describe the activity or task you are offering to do.
 - Thank the person.
 - Check back when you have finished.
15. Reporting other Youths' Behavior
- Look at the teacher or adult.
 - Use a calm voice. Ask to talk to him or her privately.
 - Describe the inappropriate behavior you are reporting
 - Explain why you are making the report.
 - Answer any questions the adult has.
 - Thank the adult for listening.
16. Introducing Yourself
- Look at the person. Smile.
 - Use a pleasant voice.
 - Offer a greeting. Say 'Hi, my name is...'
 - Shake the person's hand.
 - When you leave, say 'It was nice to meet you.'

STUDENT HARASSMENT/BULLYING



Policy – Any type of harassment or bullying is unacceptable, in some cases illegal, and shall not be tolerated. Per administrative discretion, any student violating this policy shall be subject to disciplinary action (e.g., detention, suspension, expulsion) including the possible involvement of law enforcement.

Definition- Repeated and intentional harmful contact made by one or more students directed towards another student by phone, computer or any electronic means, as well as verbal or written threats made against the physical or emotional well-being of any individual, are taken very seriously. Outward threatening behavior, cyber-bullying, (e.g., instant/text messaging, facebook or other social media), or other such intimidation tactics are considered unacceptable in the school setting. Students making such threats (seriously, in jest or online) face disciplinary action. Examples:

- **Threats**- direct or indirect, blatant or subtle, involving an imbalance of power through repeated and intentional actions.
- **Aggression** – (physical, social, verbal or written), intimidation, harassment (sexual, racial or ethnic).
- **Isolation** – of the victim by making them feel rejected by his/her community.
- **Gossip** – malicious/rumor spreading.
- **Physical** – harmful actions against another person's body (e.g., hitting, kicking, pushing, invading another's personal space).

- **Verbal** – speaking to a person or about a person in an unkind or hurtful way (e.g., profanity, name calling, teasing, taunting, mocking, spreading rumors).
- **Visual** – providing visual evidence of material meant to harm an individual (e.g., sexting, e-mail text messaging, internet, pictures, and notes).
- **Sexual** – any unwelcome sexual advance, solicitation or sexual activity (e.g., sexual activity with a promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, sexting or physical sexual assaults). This conduct has the effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment regardless of intent.

Reporting: Students/Parents should report such incidents to Administration and/or the guidance counselor. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If a student is dissatisfied with the handling of a complaint, he/she may file a written complaint and utilize any applicable grievance procedures.

Responsibility – Administrators, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available in the school office.

**IN ADDITION TO THE ABOVE
THE BELOW LIST OF INFRACTONS
ARE SUBJECT TO DISCIPLINARY
ACTION**

- a. **Truancy** – unexcused absences
- b. **Violent Behavior** – any fighting or behavior that causes physical injury.
- c. **Blatant disrespect for authority** – to any adult in the building.
- d. **Possession and/or use of drugs,** narcotics, tobacco, or alcoholic beverages on campus or on a bus.
- e. **Irreverence**
- f. **Vandalism** – destruction or defacing of parish or school property.
- g. **Profane/obscene language** or gestures or engaging in immoral conduct,
- h. **Possession of any item which may present a danger to others in school or out.**

SUSPENSIONS/DISMISSALS

The Principal will inform the parents/guardians of the seriousness of the individual’s actions and seek their immediate cooperation in the corrective program designed to resolve the student’s problem, if possible.

The plan of action will be developed and implemented by all parties involved.

- a. **In-School Suspension (ISS):** The student (s) will be assigned a closed study hall. Make-up work must be completed during this time. A student may face a reduction in his/her grades.
- b. **Out of School-Suspension (OSS):** The student (s) is not to be in the

school building or on school property during this suspension, including school sponsored evening or weekend activities. Make-up work must be completed and is the responsibility of the student (s). A student may face a reduction in his/her grades.

- c. Expulsion: Expulsion is an extreme, but sometimes necessary, disciplinary measure for the common good. Any student will be subject to expulsion for any conduct which is of a nature to jeopardize the good name of the school community or which is detrimental or harmful to any member of Immaculate Conception School. Defiance of authority, overt disrespect for the laws of attendance, drinking, drug use, vandalism, theft, or possession of weapons may demand permanent expulsion. The administration holds discretionary power in regard to expelling a student.

PARENT CONCERN OR COMPLAINT PROCEDURE

The purpose of this procedure is to secure, at the most immediate level possible, resolutions to the questions that arise from time to time among parents, parishioners and the school. These procedures will be kept informal and confidential as may be appropriate at any level of the procedure. Since it is important that concerns are addressed as rapidly as possible, every effort will be made to expedite the process.

If a parent/parishioner has a concern, the following are the steps to follow:

- A parent/parishioner with a concern should first discuss the concern with the

classroom teacher, with the objective of resolving the concern informally.

- If the concern is not resolved with the teacher, the concern will be discussed with the principal, with the objective of resolving the concern informally. A written response will be furnished to the parent if requested.
- If the concern is still not satisfied, the parent may take their concern to the Superintendent of the school. The priest at Immaculate Conception Parish is the Superintendent and the priest at Holy Name is the Assistant Superintendent.

SAFE SCHOOL ENVIRONMENT

The school environment, including buildings, playground and parking lot must be safe and secure for everyone. Weapons and instruments that could do bodily harm to another person or be used for intimidation purposes may not be brought onto the premises. Anyone doing so will be subject to disciplinary action by school authorities. IF the laws of the state of South Dakota or federal government also forbid the possession of the weapon or instrument, school authorities are required to report the incident to local law enforcement authorities. Immaculate Conception School administration reserves the right to search desk, locker, book bags and coats.

SECURITY SYSTEM

Immaculate Conception School has a security system which requires key card access. Each new family will be issued one card at a cost of 10.00 which will be billed on their first statement of the school year.

Additional cards may be requested for an additional 10.00 billable fee. You must turn in your card for a refund of \$5.00 when you no longer have students attending Immaculate Conception School. **If your card is lost please notify the office immediately so that it may be inactivated.**

Card keys are activated for Parents from 8:00 a.m. to 4:00 p.m. and 6:30 a.m. to 6:00 p.m. for KOT parents, Monday thru Friday. Please do not rely on the doorbell system or drop your child off and expect that someone will be there to let them in.

SAFETY



The Safety of Immaculate Conception students and staff is a top priority. Parents and visitors need to drive slowly, watch for children in school zones, and follow designated parking lot safety routes. Students are allowed only in designated areas before and after school. Students need to remain in the designated area until their ride is available. South Dakota law requires that all passengers must wear seatbelts.

Students are not permitted to ride bikes, scooters or roller blades on the playground. Bikes shall be walked onto the playground. Students must walk their bikes on the sidewalk connected to the playground. All bicycles must be locked and licensed when parked. The school is not responsible for bicycles parked on the school grounds.

Students should be taught to follow a safe direct route to their homes. Preschool children should be walked into the

classroom. Trespassing through public buildings and private yards is FORBIDDEN. Students are expected to obey all safety regulations and to accept responsibility for violations. Students cannot leave the school grounds once they have arrived at school. In inclement weather, all students shall wait in the designated area inside the school for rides.

SAFETY DRILLS



Safety drills are practiced several times during the school year so that students are aware of proper procedures. Teachers will inform and practice the following with their students

- 1) Assigned exits
- 2) Class assembling area,
- 3) Silence in order to hear directions, and
- 4) Windows/doors closed and lights off.

Evacuation Plan: In case of a building emergency (gas leak, explosions, etc.) it may be necessary to evacuate. Students and staff will be evacuated according to the Crisis Management Plan and if it is not possible to re-enter the building, students will be released according to the emergency dismissal or reunification plan.

1. For the Safety of our staff and students; all visitors must report to the office when entering the building and sign in at the main office.
2. Illness

- a. Students with a fever, body aches, or vomiting/diarrhea will be isolated from other students. A call to the parent/guardian will be made immediately for the child to be picked up. If a parent/guardian is unavailable, the school will attempt to reach the emergency contacts you have listed. If that is unsuccessful and the school deems the situation necessary 911 will be called.
3. Fire Drills
- a. Fire drills are conducted four times per year. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area.
4. Tornado Drills
- a. Tornado Drills are conducted twice a year. The students are instructed to go quickly and quietly when the alarm rings to their designated location.
5. Bomb Threat
- a. In case of a bomb threat, Immaculate Conception School students will exit the building using the designated fire drill evacuation plan. Staff will direct students to the Parish Hall or The Knights of Columbus building to await further instructions. Staff will follow safety management guidelines which are posted in the classrooms.
6. Lockdown
- a. When the lockdown announcement is made, staff members will clear all the students from the hallways and have them go to the nearest classroom. Students and staff members will be confined in their room with doors/ windows locked and lights off. NO ONE is to leave their room until notified of evacuation plans or that the situation is all clear.
- b. Staff members will have students move away from windows and doors and sit near an interior wall out of the line of sight from hallway windows.
 - c. Staff members and students will remain in the classrooms until further instructions are given over the intercom system.
7. Asbestos
- a. The school has an asbestos inspection plan on file in the office. Anyone wishing to view the plan should contact the custodian.
- Parents should not access the school building if they are aware a drill or crisis is taking place. If the crisis occurs while a parent is visiting the school, the parent should take direction from the authority in- charge. At no time, should parents impede, challenge or obstruct school or law-enforcement personnel during a lockdown situation.**

MEDICATIONS



Immaculate Conception School acknowledges that its personnel have limited or no knowledge of administering medication to students.

Parents must have completed the entire Medical Section on the original registration card. Parents are also responsible for annually verifying this information; forms for each child must be submitted at the Spring Conferences.

Your family may provide medications for your children. They must be clearly marked with your family name, the dose and must be in the original package.

We do maintain a small inventory of Children's acetaminophen and/or ibuprofen. Immaculate Conception School can refuse to dispense medication to students.

Students with food allergies, asthma, diabetes or other affliction that may require medication for their protection or in order to stay in school, and whose parents cannot be present to dispense the aid, must follow procedures below as appropriate.

STUDENTS MUST BE ABLE TO ADMINISTER THEIR OWN MEDICATIONS; FOR EXAMPLE SELF ADMINISTERING SHOTS IF DIABETIC OR USING INHALERS INDEPENDENTLY.

In the event that your child becomes ill or seriously injured during school, an immediate effort will be made to call the parent or person indicated on the emergency

file. In the event of serious injury or illness, and failure to reach a responsible party, the principal or adult supervisor will exercise reasonable judgment with reference to contacting emergency services (per student's emergency medical form information).

It is critical that this information be kept current. Consistent efforts will be made during this time to contact parents.

Immaculate Conception School does not have a certified nurse on staff. The SDSU nursing students under the supervision of the nursing instructor do come once a year to do various health screenings. If possible health concerns are detected, a referral form will be sent home to the parent. This form should be signed and returned to the school.

VERY IMPORTANT: Health Services Request form A & B must be on file for any student with allergies or requiring any type of prescribed medication, This form is available at all Watertown Clinics and in the school office. **THIS FORM MUST BE COMPLETED ANNUALLY!** The school office and teachers lunchroom staff will be made aware of any health issues your child possesses.

If your child's allergy requires the emergency use of an epi-pen; you are required to provide 2 pens to the school. One will be kept in a marked box in the office and the other will be kept in a locked cabinet, in a marked box in the gym/lunchroom area. We have Epi-pen zero co-pay cards in the office, so you are able to obtain these pens, with a prescription from your physician at no cost to you.

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it

should be taken by the student in the presence of appropriate office personnel.

Parents/guardians are required to review emergency contact, medication authorization and emergency treatment authorizations on the Student Demographics sheet that is handed out at Spring Conferences. A signature is required annually verifying that parents/guardians have reviewed this form and that all information is correct.

Prescription, and non-prescription over the counter medications, must be in the original container with a note from the parents and physician to include:

- ❖ Name of the medication
- ❖ Dosage
- ❖ Time of administration
- ❖ Dates to be given
- ❖ Reason for medication

Students requiring medical attention must report to the office. No medications should be placed in the student's lunchbox or school bags for students to self-administer. All medications must be taken to the office and checked in. If a student requires emergency medical treatment, 911 will be called immediately, then, a parent or guardian will be called. A staff member will accompany the child until a parent or guardian can be present.

Children occasionally contract communicable diseases or conditions, which require that they be excluded from school. In the event a child contracts a communicable disease or condition (chicken pox, impetigo, head lice, scabies, strep infections, pink eye, ring worm, etc.), re-admission requires that the child maintains a temperature under 100 degrees without medication for 24 hours, has a signed physicians statement or consultation with administration.

We try to follow the CDC's guidelines as to when a child is no longer contagious and allowed back to school.

If your child contracts a communicable disease, inform the school personnel so they can take preventative measures at school.

If a 'pandemic' situation arises, school officials will work closely with health and state authorities to keep parents updated, advised and informed.

Students may be excused from gym class by a written dated note given to the physical education instructor, stating the time frame and reason why the student is unable to participate.

SMOKING



The Immaculate Conception Building and grounds is a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school related activities until a conference can be arranged with the parents and principal.

COMPUTER ACCEPTABLE USE POLICY

The use of the Internet and all technology at Immaculate Conception School is a privilege, not a right, and any inappropriate use will result in a cancellation of the

privilege. The guidelines are provided so that users are aware of their responsibilities. Users are required to make efficient and ethical utilization of the network resources. IF a user violates any of these provisions, his or her computer access will be terminated and future access will be set up on a limited basis with supervision. **Each parent/guardian and student must read and sign a legally binding Technology Acceptable Use Policy & Form.**

1. The use of an Internet account will support research and education.
2. Users are expected to abide by the accepted rules of network etiquette. These include but are not limited to the following:
 - A. Be Polite
 - B. Use appropriate language
 - C. Do not reveal your personal address or phone number or those of other students or colleagues.
3. Security is a high priority. If a user feels they can identify a security problem, notify an administrator. Do not go looking for a security problem. Do not demonstrate the problem to others. Attempts to bypass security will result in the cancellation of privileges.
4. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data. This includes uploading or creating a computer virus.
5. Note that electronic mail (e-mail) is not private. Immaculate Conception Staff who operate the computer system have access to all mail.
6. Any questions about the network should be directed to the administration.

7. The signature accepting the Immaculate Conception Handbook includes acceptable use of this policy.



VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

- ✓ Library Aides
- ✓ Teacher Aides
- ✓ PTC
- ✓ Fundraising
- ✓ Classroom Aides
- ✓ Room Parents
- ✓ Co-curricular Activity Aides
- ✓ Volunteer Drivers for Field Trips

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be filled out at the fall registration for those parents or family members that would like to share their time and talents with us.

ALL VOLUNTEERS MUST RECEIVE SAFE ENVIRONMENT TRAINING YEARLY. Office personnel can provide the necessary Safe Environment Information.



CAVALIER PARENT ORGANIZATION

Every Parent who has a student enrolled is automatically a member of the school parent organization and is encouraged to attend meetings and participate at any level. The parent organization encourages community building and organizes local fund-raising opportunities, when appropriate. If you have any questions, feel free to contact your principal for more information.

their business office, Immaculate Conception School, Parish office and after Masses, Holy Rosary Church after weekend Masses and at the Holy Rosary Office during the week.

The Cavalier Card may be picked up in the school office or at any of the Scrip sales locations. This card has several local businesses listed on the back. If you patronize any of these businesses you may submit a Cavalier Card when you make your payment and the business will return the card to our school with a donation to our school based on a percentage of your purchase.

SCRIP AND CAVALIER CARD



Scrip is a nationwide program that offers gift cards that may be purchased at face value and the business donates a preset amount to the school. We also have local businesses that support this program. (Example: Hy-Vee allows a 5% return on their cards; a family purchases a \$100.00 gift card to Hy-Vee for their groceries; you pay 100.00 for that card, you spend the 100.00 gift card and Hy-Vee then donates \$5.00 to our school. This is a win/win situation for everyone. Families also have the opportunity to register for a tuition refund based on the amount of Scrip you purchase. Please see Business Office for details and a registration card. Scrip may be purchased at Holy Name after Masses and in

**KIDS ON TARGET
BEFORE/AFTER SCHOOL PROGRAM**

Immaculate Conception School has a before and after school program for K-6 students from 6:30 a.m. to 8:00 a.m. and 3:20 to 6:00 p.m. Monday thru Friday.

We also have an afterschool program Monday thru Friday from 3:20 to 6:00 for our pre-school students.

During the summer months we have a summer Kids on Target program for Students having completed Kindergarten through 4th grades.

Our Mission

The mission of Kids On Target is to provide a safe, positive, child centered environment where children can explore hands on educational activities and develop age appropriate social skills. The Kids on Target staff are committed to the success of all children we serve. Kids On Target program is designed to serve the day care needs of school age children.

License

Our day care program is licensed by the State of South Dakota through the Department of Social Services, and therefore complies with the child care regulations presented by the State of South Dakota. Children are supervised at all times. We have a staff to child ratio of 1:15.

For more information on our program or to enroll your child(ren), Kids on Target Handbooks are available in the Business Office.