

STUDENT-PARENT HANDBOOK

FOR



Trust in the Lord,

Be Virtuous,

Work Hard

Immaculate Conception School

109 3rd Street SE

Watertown, SD 57201

605-886-3883

605-886-0199 (Fax)

Revised March 2017

This handbook contains certain policies and procedures of Immaculate Conception School. Immaculate Conception School administration may change any of its policies and procedures and apply them as circumstances dictate. If you have questions about a particular policy or procedure, please contact the Principal.

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IMMACULATE CONCEPTION SCHOOL

Mission Statement

To nurture a lifelong commitment and love for the Catholic faith through prayer, sacraments and service and to provide an environment of academic excellence in which our students can achieve their highest personal potential.

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 6th Ave by two Benedictine Sisters from Yankton. Due to the economic conditions and drought, this school closed in the spring of 1892 after only one year.

Around 1900 a second attempt to establish a Catholic school was made and property was purchased west on First Ave. The building and basement were completed, but 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 steady increase in 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 bought, and in 1912-13 the building was begun 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 with accreditation in 1919 under Mother Patricia. The first high school graduation 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 thirteen 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 1984-1985 school year.

The 1910 structure was destroyed in 1990-91 and the 1964 structure was enclosed. Preschool was started in 1992 in its own entity and closed in 1996. Preschool was then established under 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 all day kindergartens, and grades 1-6.

Admission

Immaculate Conception School endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. 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:

1. Birth Certificate
 2. Baptismal Certificate (regardless of home parish or denomination).
 3. Signed permission form to access state immunization website to obtain student immunization records. Immunizations must be up-to-date according to federal and state laws.
- * Every child must have these documents when enrolling at Immaculate Conception School.

Registration Guidelines

Families are accepted into the school in the following preferential order:

- a. Families from Immaculate Conception, Holy Name of Jesus and Holy Rosary Parishes with currently enrolled children 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 from other faiths.

Registration

Families currently registered at our school are required to enroll annually; registration forms will be sent home in January. Registration information will be communicated through the principal's letters called the "Cavalier News," 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).**

Admission of Students of Other Faiths

Students of all faiths may be admitted to our school under the following conditions:

- 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. Immaculate Conception School may impose fees for other items, such as co-curricular activities, field trips, books, and registration.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by Immaculate Conception School. **Please see current *Addendum* for tuition rates.**

A non-refundable Commitment Fee is required each year and will be billed in March. The fee is \$50.00 per family for Pre-K-Grade 6. If a family is enrolling only a preschool student, the fee is \$25 per family for Preschool.

Tuition Assistance applications are available in the office. All families attending Immaculate Conception School are encouraged to participate in buying SCRIP and other fundraisers to help support our school.

South Dakota Partners in Education grants are awarded to qualifying families; families must have a child entering kindergarten or first grade and meet income requirements. Please visit with school business manager for application information.

Tuition Policy

Parents will be directed to enroll in Smart Tuition at our fall open house. Tuition payments are due on or before the 10th 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.

Payments must be made by the deadline dates. Late payments are charged a \$40.00 per month late fee. Tuition is the minimum amount which must be paid toward the total cost of educating each student. If it is within your capability 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 above, arrangements can be made with the Finance Manager.

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 Finance Manager. Those families receiving assistance must reapply yearly.

Past Due Tuition

1. If tuition payments are not made according to the selected schedule, the following procedure will be followed:
 - a. 30 days late – a letter from the Finance Manager regarding the late payment
 - b. 60 days late – a phone call and/or visit from the pastor
 - c. 90 days late – continued enrollment placed on high risk; if no contact from the family has been made, the student(s) may be suspended from class.
2. A monthly report will be given to the school board for the purpose of monitoring the collection of fees and tuition.
3. Report cards will be delayed for children whose families have delinquent tuition.
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 arrangement for payment have been made.
5. 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.
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 (e.g., illness, unemployment) situation develops during the course of the school year, parents are asked to contact the Finance 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 themselves, he/she acts and works accordingly.

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

Personal appearance that constitutes as 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:

1. **Pants/Slacks** must be at waist, belted if needed. They must be clean and without holes.
2. **Skirts/Shorts** must be fingertip length to prevent exposure of the undergarments. Biker shorts are not allowed, unless under a dress.
3. **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 two options listed:
 - (A) A T-shirt with an inappropriate message will be turned inside out to hide the message.
 - (B) Call home and have another shirt brought to school for the student to wear for the day.
4. **Footwear:** All students must wear socks and rubber soled tennis shoes that tie for P.E. class. Flip flops are not allowed at any time due to safety issues. Sandals with a back strap are permitted.
5. **Accessories:** No permanent tattoos are permitted. Jewelry needs to be appropriate because of safety issues. Child may be asked to remove any inappropriate jewelry.
6. **Winter Attire:** Warm coat, snow pants, snow boots, hat, and mittens, are required during the winter months.

Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the South Dakota Department of Education and Cultural Affairs.

Arrivals

Students arriving for school prior to the ringing of the first bell will report to the gym. Upon arrival to the gym students have three options: 1. Students can walk laps with a partner for the "Well Walker" program. 2. Students can sit and visit with friends. 3. Students can read their AR books silently.

Absences

The policies regarding this area are as follows:

- a. A parent or guardian is required to call the school office (886-3883) by 9:00 a.m. the day the student(s) is absent.

- b. If your child is going to be absent, or arrive late at school, you are required to call the school by 9:00 a.m. If your child's name appears on an attendance report from the teacher and you have not phoned to let us know why your child(ren) is absent, 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.
- c. In the case of illness during school hours, a school official will contact the parent(s)/guardian(s).
- d. In order to arrange for assignments of children who are absent due to illness, call the school office by 9:00am. 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 work and tests that have been missed due to absence.

Tardiness

The school day begins at 8:20, students not present at this time will be considered tardy. Consistent 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.

Daily Dismissals

Children are dismissed from their classrooms by the teachers at 3:20pm. No child may leave the building prior to dismissal without permission. Parents must stop into 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.

No School Announcements/ Weather Related

Immaculate Conception School will follow the Watertown School District 's schedule for **No School Due to Inclement Weather**. All late starts and/or closings will be announced on the local radio stations.

Early Dismissals/ Prior to Vacations at 12:20pm

Immaculate Conception School **will dismiss** at 12:20 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 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. Schoolwork missed during this time is to be completed upon the student's return to school.

Communications

We seek to actively involve parents in the education of their children. As partners in education, the school will communicate with parents and students through conferences, written reports, phone calls, e-mail, Infinite Campus, the school website, 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 email, send a note, or call the school office and leave a message and the teacher will return your call.

PRIVACY/FERPA

The Family Educational Rights and Privacy Act (FERPA) a Federal law, requires that Immaculate Conception School, with certain expectations, obtain your 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 their child'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 Educational Rights and Privacy Act (FERPA), (20 U.S.C.1232g:34CFR Part 99).

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 a copy of the Visitor Registration form on page 26.) 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 the handbook. The school retains 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).

Lunch and Snacks

On-site food service is provided at Immaculate Conception School. 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 with him/her when leaving for and returning from lunch. The parent/guardian needs to stop in the office to check the child(ren) out. Preschool receive milk daily along with a healthy snack provided by the parents. According to the state guidelines from Pierre, fast food products are not allowed to be brought into the school. If a child brings a sack lunch from home, the lunch is expected to be healthy and contain no carbonated beverages. Students can purchase a carton of milk for \$0.40. Please see current Addendum for lunch costs.

Transportation

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive and leave 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.
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. A staff member 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. A 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. There is no after school supervision.
5. Kids On Target:

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 computer area near the stage to sign in. Each student will sign in on the lap top computer. Students will go to the stage area and sit down for further instructions and to eat a healthy snack.

Telephone-School Office

The telephone in the school office is for business only. A student may use the phone only with the permission of the staff. Permission will not be given to a student to call home for social plans.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be communicated to them from the school office. Messages can be given to the administrative assistant when necessary, and they will be given to the appropriate teacher.

Cellular Telephones/Pagers/Handheld Electronic Games

Cellular telephones, beepers, pagers, handheld electronic games, personal mp3 players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted to be turned on or taken out of book bags during school hours.

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 a planner, assignment notebooks, time budgeting of schoolwork and activities)

Homework Policy for Grades 3 thru 6

Grade 3 will also be following this plan 2nd through 4th quarter.

Homework Policy Guidelines

If assignments are not done the student will call their parents.

The student will stay in at noon on the day that the work is not done for class time.

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 particular day or the next day until 4:00pm.

If a student is absent for ½ day or 1 day from school because he or she is sick or on vacation the student will have 2 days to make up the assignments. **For example if a student is absent on Monday for illness, the missed assignments would be due to the teacher on Thursday at class time for each academic area.**

If a student needs to be gone for a special set of circumstances, special arrangements will be made to accommodate the student.

The homework room will be available Monday-Thursday 3:30-4:30 in 5th Grade classroom. There is no cost for this service to our students.

If a student has late work on a consistent basis a conference will be scheduled with the principal and the teachers involved. The purpose of the conference is to develop a plan in which the student can be successful in completing his or her assignments. Parents will be informed of the conference and the plan devised for their child.

Home Work 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 3:30-4:30 P.M. at no cost. A certified staff member will be available to assist anyone in need of help.

Academic Responsibilities

Teachers will note if a student is experiencing academic difficulties in either assignments or test scores, and will contact the parent(s)/guardian(s) to inform them of the possibility of academic probation.

Mid-term Grades

Mid-term grades may be accessed through the Infinite Campus Portal. They will not be sent home.

Promotion or Retention

Student progress is monitored throughout the school year. Parent /Teacher Conferences will be held once in the fall and in the spring. In January the teacher will contact the parent(s)/guardian(s) 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 parent(s) /guardian(s) and the principal. If retention is indicated, the parent(s) or guardian(s) will meet with the principal to establish a plan to prepare the student, as well as his or her classmates, for the transition back to his or her current grade level.

Report Cards

Report cards are issued four times a year, at the end of each quarter. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- Quizzes/tests
- Oral and written reports
- Independent classroom work
- Active participation in classroom lessons and activities
- Class/individual projects

Standardized Testing

South Dakota state testing is done during April. Students in grades 3, 4, 5, and 6 take the Dakota Step Ten Test. When test results are made available to the school by the state, they will be delivered to parents within 30 days.

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

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 in place.

Library

The library is available for student use Tuesday/Thursday and Friday. 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 are tied to P.E. class every day. For safety reasons, no flip- flops or sandals are allowed during Physical Education class.

Students are encouraged to approach physical education class with a positive attitude to always do their best. The physical education teacher 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 and enjoyment of our students. The following programs are available:

6th Grade Boys and Girls Basketball and Girls Volleyball

Each season is in conjunction with the Watertown Public School System. We play other schools in town. Students are expected to have good sportsmanship when participating.

Enrichment Classes

Enrichment classes will be offered each academic year. Schedules for these classes will be made available prior to the start date of each class.

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 the 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 are a privilege. Students can be denied that privilege if they fail to meet academic and/or behavioral requirements.

- Field trips provide a learning experience for students.
- Teachers will inform parents, in writing, about field trips. Parents are asked to sign and return any permission slips to school immediately. If forms are not returned the student will not be allowed to participate in the field trip. Hand written notes and phone calls are not acceptable; faxed forms will be allowed.
- School personnel will determine participation in field trips.
- Students will be required to leave and return to school in the same vehicle unless the school administrator has issued permission beforehand.
- Parents 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 field trip unless permission has been prearranged with the principal.

Code of Conduct

The 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.

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.

Girl's and Boy's Town Classroom Social Skills

1. Following instructions
 - a. Look at the person.
 - b. Say 'Okay.'
 - c. Do what you've 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.
 - e. Do not disagree with the compliment.
- 14. Volunteering
 - a. Look at the person.
 - b. Use a pleasant, enthusiastic voice.
 - c. Ask if you can help. Describe the activity or task you are offering to do.
 - d. Thank the person.
 - e. Check back when you have finished.
- 15. Reporting Other Youths' Behavior
 - a. Look at the teacher or adult.

- b. Use a calm voice. Ask to talk to him or her privately.
 - c. Describe the inappropriate behavior you are reporting.
 - d. Explain why you are making the report.
 - e. Answer any questions the adult has.
 - f. Thank the adult for listening.
16. Introducing Yourself
- a. Look at the person. Smile.
 - b. Use a pleasant voice.
 - c. Offer a greeting. Say 'Hi, my name is...'
 - d. Shake the person's hand.
 - e. When you leave, say 'It was nice to meet you.'

Harassment

Forms of harassment such as, sexual harassment, verbal remarks, physical threats, bullying on-line (including blogs, chats, and e-mails), or other such intimidation, are considered unacceptable in the school setting.

Sexual harassment is illegal, unacceptable, and will not be tolerated. No student of the school may sexually harass another. Any student will be subject to disciplinary action including possibly expulsion for violating this policy. Sexual harassment is defined as any unwelcome sexual advance, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical sexual assaults. Any form of sexual harassment can affect a student's academic performance or create a hostile or offensive educational environment regardless of intent.

All of Immaculate Conceptions employees and students are held accountable for maintaining a working and learning environment free of sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute as slander.

Students should report such incidents to the principal and/or responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

Serious Infractions may result in an immediate suspension or dismissal and apply when a student is on campus, on a bus, or at school-sponsored functions. Some examples of serious infractions include the following:

- 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 / Dismissal

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 to 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 such a nature as 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.

Concern Procedures

Our objective is to address concerns in a confidential, informal, and rapid manner. If a parent has a concern, these are the steps to follow:

- A parent should first discuss the concern with the teacher, with the objective of resolving the concern informally. If a parent or teacher is not comfortable meeting alone; the principal may be included.
- 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 School is the Superintendent. The priest at Holy Name Parish is the Co-Superintendent.

Safety

1. For the safety of our staff and students, all visitors must report to the office when entering the building and sign in with the Administrative Assistant.

Security Access System Policy:

We have an intercom/card access system on our front door.

EACH FAMILY IS REQUIRED TO PURCHASE AN ACCESS CARD for \$10.00. This will be your access to our school building. To use this card you will swipe it across the mounted card reader on the outside wall. This will unlock the front door. The access will be available from 8AM to 4PM.

Please use your card and DO NOT rely on the gray button, as this is intended for school visitors new to our school. Over usage diminishes the security of our system.

If you lose your card, contact the office IMMEDIATELY so the card can be deactivated. DO NOT allow students to have the family access card. Students will press the gray button to gain access to the building.

A refund of \$5.00 will be given for returned cards.

2. Illness
 - a. Students with a high fever, body aches, and vomiting/diarrhea will be isolated from other students. A call to a parent/guardian will be made immediately for the child to be picked up. If a parent/guardian is unavailable, the school will call 911 if the situation deems necessary.
3. Fire Drills
 - a. Fire drills are conducted six 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 Center or the Knights of Columbus building to await further instructions. Staff will follow safety management guidelines which are posted in all the classrooms.
6. Lockdown
 - a. When the lockdown announcement is made, staff members will clear all students from the hallways and have them go to the nearest classroom. Students and staff members will be confined in their room until notified of evacuation plans or that the situation is clear. Staff members will lock all doors and windows and turn off the room lights.
 - 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.

Medications

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, follow procedures below:

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 medicine
- 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 lunch boxes 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 care because of an injury by accident, a parent/guardian will be called immediately. If a parent/guardian is unavailable, the school will call 911 if the situation deems necessary.

Immaculate Conception School has two medication administration certified personnel on staff as required by state law.

Before any medication is administered a parent or guardian will be contacted for permission to dispense any OTC drugs.

Part of the registration process is parental agreement to allow administration of medications and to hold harmless Immaculate Conception Staff in the administration of these medications.

Smoking

The school 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 the principal.

IMMACULATE CONCEPTION SCHOOL OPERATION BLIZZARD

We have a number of students in our school who utilize the public school busing. This causes the need for an increased awareness of problems caused by blizzards, blocked roads, and the possibilities of busses not being able to proceed normally.

Immaculate Conception school follows the Watertown Public School system's guidelines regarding postponing or calling off school.

The three most common procedures are:

1. Schools will be closed because of adverse weather and busses will **not** go out on routes that day.

No classes will be held.

A. Announcements will be made on local radio stations prior to 6:30 a.m. that school will be closed and busses will not operate. Television announcements will also be made whenever possible. An e-mail will also be sent to all parents and staff

B. Students will not report to school.

2. Schools will be delayed in opening due to various factors. The announcement will indicate that school will start either one or two hours late.

A. An announcement will go out over local radio stations that school classes will start one or two hours late. Bus pick ups will be either one or two hours later than normal when school is delayed. Parents should allow extra time on bus stops as busses may have problems traveling on roads during a delayed opening. Staff will be unavailable until 1/2 hour before the scheduled time. **DO NOT DROP STUDENTS OFF BEFORE THIS TIME.**

B. If there is a late start **there will be no AM preschool classes/No AM KOT.**

3. Storms which occur after the children are in school.

- A. City children will be sent to their homes before conditions become too difficult.
- B. Bus children will be sent home on busses early, if conditions warrant. Announcement will be made over local radio stations prior to sending busses out.
- C. If conditions are too bad to send children home on busses, announcements will be over local radio stations that children will remain in Watertown and "Operation Blizzard" will go into effect. "Operation Blizzard" is the plan that will go into effect for the rural bus students who might not be able to get home on the bus route.
- D. KOT will be available for one (1) hour after school is dismissed.

Parent's decisions related to transportation of children during storms will be honored at all times.

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 uses will result in a cancellation of the privilege. These 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. The signatures on the Immaculate Conception Computer policy are legally binding and indicate that parties who have signed the policy have read the terms and conditions carefully and understand their significance.

- 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. Attempt 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. **The signature accepting the Immaculate Conception Handbook includes acceptance 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 spring 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. This is offered by the school.

Kids on Target

Before & After School Care Program

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. Kids On Target staff is 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.