

IMMACULATE CONCEPTION SCHOOL

ELEMENTARY FAMILY HANDBOOK 2025-2026



“GIVING WISDOM TO LITTLE ONES”

109 W. 4th Street
Port Clinton, Ohio 43452

Phone: (419) 734-3315

Fax: (419)-734-6172

www.portclintonics.net

(Updated 9/3/25)

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Mission Statement

ICS strives for excellence in our Catholic education by creating a Christian environment in which all children are respected and encouraged to develop in their faith.

(Revised by teachers, March 2006)

Philosophy of Immaculate Conception School

Immaculate Conception School is a Catholic Elementary School dedicated to the development of the student spiritually, academically, socially, emotionally, and physically within a Christian atmosphere.

Each student is considered to be a unique expression of God's creativity and is respected and encouraged as an individual to develop in his/her faith.

With the combined efforts of the church, school, and home, each child will have the preparation necessary to meet the challenges of later years and will be able to find success and fulfillment as a mature Christian, aware of basic principles and prepared to accept adult responsibility.

Four Cornerstones

We believe in the Centrality of a Good and Provident God.

We believe in the Human Dignity of each person as an Image of God.

We believe the Educator is a Gospel Witness.

We believe in an Integrated Education for Transformation.

Personnel List

Administration

Rev. Jonathan Wight	Pastor/Local Superintendent
Mrs. Margaret Drew	Principal
Mrs. Gail Trent	Administrative Assistant

Teachers

Mrs. Mary Heschel	Preschool
Mrs. Susan Adams	Kindergarten
Mrs. Peggy Crawford	Grade 1
Mrs. Donna Pump	Grade 2
Mrs. Christina Taylor	Grade 3
Mrs. Mary Ann Debo	Grade 4
Mrs. Theresa Radsick	Grade 5
Mrs. Emily Wamsley	Art
Mr. Greg Fox	Music
Mr. Del Culver	PE
Mrs. Maria Lucas	Spanish
Mrs. Melissa Candage	Reading Specialist –Title I / Remedial Reading
Ms. Amanda Faretta	Intervention Specialist
Ms. Tammy Parker	Jon Peterson Aide
Mrs. Kristen Quisno-Witt	Speech/Language Therapist (ASP)

Support Staff

Mrs. Jennifer Roberts	Student Enrollment/Marketing
Mr. Temey Whitt	Maintenance Director
Mr. Steven Harper	Custodian
Mrs. Dianna Sarty Bloomfield	After School Kids Care
Ms. Laura Stinchcomb	After School Kids Care
Ms. Monica Monak	Cafeteria Service
Mr. Rok Scott	Technology Specialist
Mr. Robert McMahon	Liturgical Music
Mrs. Kathy Boreman	Business Manager
Mrs. Kim Amenta	Parish Secretary

ICS Organizations

School Advisory Council (SAC)

This council is composed of school and parish members whose role is to advise the school principal and the pastor in matters concerning the school. The school council members are elected for a three-year term of office.

Mrs. Ariel Kaminski, President
Mrs. Carol Fox
Mrs. Stephanie Gonya
Mr. Keith Grine
Mr. John Phillippe

Fr. Jonathan Wight, Pastor
Mrs. Margaret Drew, Principal

Friends of Immaculate Conception School (FICS)

FICS is an organization composed of the parents/guardians of students attending ICS. The goal FICS is to provide services and materials for the school through fundraising, such as the ICS Auction.

Board of Trustees- Endowment Fund

In 1987, the Immaculate Conception School Endowment Fund was established. The purpose of this fund is to perpetuate, partially support, and uphold the educational work of the school. Donations are always accepted for this fund and may be made through the We Share Donate Button on our school's website www.portclintonics.net on the Donate Now Button (fees apply).

Mr. Gary Coon
Dr. Kevin Kast
Mr. Jordan Moore
Mr. Michael Sandwisch
Mr. Jim Wenzinger

Fr. Jonathan Wight, Pastor
Mrs. Margaret Drew, Principal

Admission

Racial Nondiscrimination Policy

The governing board of Immaculate Conception School located at 109 W. 4th Street in Port Clinton, Ohio 43452 has adopted the following racial nondiscrimination policies.

Immaculate Conception School recruits and admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Immaculate Conception School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Entrance Requirements

1. A child entering Kindergarten must be five years of age on or before September 30th of that school year.
2. In the State of Ohio, Kindergarten is mandatory prior to enrollment into the first grade.
3. Exception to the age requirements for school entrance may occur as a result of early entrance testing by the school psychologist or an appropriately designated person. The testing, which must be a recognized early entrance test, must be given before admission.
4. State health forms must be filled out and filed at the school before formal classes begin. No student will be admitted without proper immunization or its substitute.

Registration

Registration days and procedures are announced through the parent newsletter, the parish bulletin, and the local news media several weeks prior to the event. Children currently attending ICS, as well as any new students, are formally enrolled for the coming year at the time of registration **if all bills are paid**.

Change of Telephone/Address

In the interest of the child's safety, parents/guardians are requested to inform the school office of any change of address, email, telephone number, or other vital information, as soon as that change takes place.

Student Transfer Policy

This policy pertains to students transferring from another school to Immaculate Conception School. We hope parents transferring their children from another school to our school are aware of our mission statement and are making a commitment that will last throughout the student's elementary years. There are many legitimate reasons for transferring a student from one school to another, some which serve the parent, others which help the student. The good of the school must also be considered. A transfer made by the parent for the student's interest which involves a long-term commitment to the school will result in the most productive educational partnership. Such transfers will be done on a one-semester probationary basis. Transfers will be accepted on a case-by-case basis for students in kindergarten through 6th grade.

Custody Documentation (Buckley Amendment)

Immaculate Conception School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding student records' privacy and non-custodial parents' rights. The parents are responsible for sharing any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the main office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school will not be held responsible for failing to honor arrangements that have not been made known. The school reserves the right to charge a shipping and processing fee for extra records sent to multiple home addresses. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Cumulative Records

Cumulative records for each student are located in the school office. These include copies of report cards, interim reports, achievement scores, attendance, promotion data, and psychological testing information. Health records are filed and maintained in the school office.

Access to school records is granted in accordance with the Toledo Diocesan Policies as outlined in the Principals' Handbook. If a student transfers to/from another school, records are forwarded from/to that school in accordance with the Principals' Handbook, only after all school fees have been paid on the students' account.

Confidentiality of Data and Student Records

It is the policy of Immaculate Conception School that the confidentiality of personally-identifiable data relating to all students, their parents and families shall be protected at all stages of collection, storage, disclosure, and destruction.

Tuition

EdChoice Scholarship

Universal School choice allows more families to qualify for a scholarship than ever before. Tuition at Immaculate Conception School is \$6,300.

To provide greater transparency for our families and parishioners, the Cost to Educate is \$11,300. Immaculate Conception Parish offers a subsidy of \$5,000 to all students who attend our school to lower the Cost to Educate to the tuition amount. This subsidy is available to all students due to the generous donors in the Port Clinton and Marblehead parishes and communities.

Based on the chart below, you can estimate your family's scholarship award amount per student:

Federal Poverty Levels with Gross Annual Amounts								
Number in Family/ Household	200%	450%	500%	550%	600%	650%	700%	750%
1	\$30,120	\$67,770	\$75,300	\$82,830	\$90,360	\$97,890	\$105,420	\$112,950
2	\$40,880	\$91,980	\$102,200	\$112,420	\$122,640	\$132,860	\$143,080	\$153,300
3	\$51,640	\$116,190	\$129,100	\$142,010	\$154,920	\$167,830	\$180,740	\$193,650
4	\$62,400	\$140,400	\$156,000	\$171,600	\$187,200	\$202,800	\$218,400	\$234,000
5	\$73,160	\$164,610	\$182,900	\$201,190	\$219,480	\$237,770	\$256,060	\$274,350
6	\$83,920	\$188,820	\$209,800	\$230,780	\$251,760	\$272,740	\$293,720	\$314,700
7	\$94,680	\$213,030	\$236,700	\$260,370	\$284,040	\$307,710	\$331,380	\$355,050
8	\$105,440	\$237,240	\$263,600	\$289,960	\$316,320	\$342,680	\$369,040	\$395,400
For each additional person add:	\$10,760	\$24,210	\$26,900	\$29,590	\$32,280	\$34,970	\$37,660	\$40,350

Source: Office of the Asst. Secretary for Planning & Eval/US Dept of HHS

Based on the chart above and your family's income, you can estimate your family's scholarship award per student:

Scholarship Award Amounts by Poverty Level								
	450% or less	451-500%	501-550%	551-600%	601-650%	651-700%	701-750%	751% or greater
Elementary K-8	\$ 6,165	\$ 5,200	\$ 3,650	\$ 2,600	\$ 1,850	\$ 1,300	\$ 900	\$ 650
High School 9-12	\$ 8,407	\$ 7,050	\$ 5,000	\$ 3,550	\$ 2,500	\$ 1,750	\$ 1,250	\$ 950

[Click here to view the 2024-2025 EdChoice Expansion Award Amounts by Federal Poverty Level](#)

Tuition Payment Information

- a) Tuition Scholarship Assistance is available for parishioners who financially qualify based on income and the EdChoice Expansion Scholarship. Forms may be requested from the school office. These must be completed and returned to the school office by the specified date.
- b) Payments may be made in several ways: Online at our website with credit card or by debit card (fees apply), by personal check, or cash.
- c) Tuition can be paid in full by August 1st.
- d) Tuition can be paid in 10 equal payments beginning **August 1st**.
- e) A **\$35.00** delinquent fee will be added each month that the tuition is not paid on time according to the payment plan selected. Returned checks may result in future check payments not being accepted or change of payment type.
- f) A **\$35.00** fee will be charged for any checks that are returned because of insufficient funds.
- g) All school fees (including tuition, Kid's Care, lunch IOUs, etc.) must be paid before the student's report card is issued for each trimester.

Tuition Refund Policy

<u>Withdrawal During:</u>	<u>Amount of Refund</u>
1st nine weeks	75%
2nd nine weeks	50%
3rd nine weeks	25%
4th nine weeks	0%

Student Withdrawal Policy

If a student is transferring to another school, parents/guardians are required to sign a release form requesting Immaculate Conception School to send your child's permanent record file to the school where he/she is being transferred. It will be necessary for you to get your child's report card and possessions on the last day of attendance. No academic records will be transferred until all financial obligations have been met. (Ohio Revised Code Section 3313.642).

Fees

Snack Fee: \$60.00 per child per service (Kid's Care, Preschool, Leap Time)

Attendance

Daily Attendance

All children between the ages of six and eighteen are of compulsory school age unless properly excused. (Ohio Revised Code 3321.01, 103,104). Regular attendance is important not only because it is required by law, but also because it is necessary for the child's educational, emotional, social, and spiritual benefit.

Children in Grades K through 6 who arrive in school after the 8:20 a.m. bell are required to report to the office and will be marked tardy. **If a student is tardy more than 8 times in a quarter a report will be sent to the Juvenile Court for intervention/mediation.** If tardiness becomes a repeated activity further action will be taken through the court system's truant officer. Students who ride the bus will not be marked tardy in the event of a late bus.

Absence

If a child is absent from school, the parent/guardian is required by Ohio State Law to notify the school of the reason for absence. If the student is absent because of a doctor's appointment, a doctor's signed form is required for the student's file. The parent/guardian **MUST** inform the school by 9:00 a.m. If the school is not notified of a child's absence by that time, a school official will attempt to contact the parent/guardian regarding the absence.

If a student is absent for 3 or more days due to ILLNESS, parents may call the school before 9:30 for homework assignments. They may be picked up at the school office after 3:30.p.m. at the teacher's discretion.

EdChoice Expansion Attendance Policy

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons. All excused absences must be documented as stipulated below. Documentation for excused absences must be maintained in the student file at the chartered nonpublic school.

As adopted by the State Board of Education from Rule 3301-69-02(B)(2) of the Administrative Code, an excused absence from school may be approved on the basis of one or more of the following conditions:

- Illness or injury of the child. The parent/guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- Illness in the family necessitating the presence of the child. The parent/guardian must provide documentation to the chartered nonpublic school stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- Death of a relative. The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.

- Medical or dental appointment. The parent/guardian must provide documentation to the chartered nonpublic school. The chartered nonpublic school may require a written statement from the physician or dentist upon request.
- Observance of religious holidays. A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the chartered nonpublic school detailing dates of all absences for religious holidays.
- Emergency or other set of circumstances. The parent or guardian must provide documentation to the chartered nonpublic school detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- Out-of-state enrichment activities or extracurricular activities. A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation to the chartered nonpublic school detailing the dates and reasons for these absences.

Absence During The School Day

Medical appointments during a school day for a student require a written note by the parent. The student must be signed out and if returning the same day, signed back into school in the main office.

Early Release Of A Student

A child may be excused from school only when necessary. If a child must be released from school before the regular dismissal time, the parent/guardian must notify the school office in a timely manner. The person who is meeting the child *must come to the school office* and the child will be met there. So that important teaching time is not taken from your child, it is strongly suggested that dental, doctor, and other appointments during the school day be avoided if at all possible.

Dismissal Procedures

All dismissal notes should be given to the school office first. Parents/guardians must inform the main office with a written note, text, call, or email if someone other than yourself will be picking your child up. If a staff member is not familiar with the pickup person, an ID could be required.

The dismissal bell rings at 3:30 p.m. allowing for dismissal of all K-6 students (bus and back door).

Early Dismissal Due To Weather

In the event that weather conditions require that school will be dismissed early, an announcement will be made through a Port Clinton City Schools phone call alert system. ICS students will be dismissed with the students of the Port Clinton City School system. Parents/guardian or those persons designated in writing will meet the students at the school or students may go home in their usual way. In the event that an evacuation is required due to an emergency, students will be transported to a safe site within Ottawa County. If there is a need to evacuate the county area, the children will be transported to another site. Information will be posted on all school doors as well as the information will be sent through the Port Clinton City Schools phone call alert system

Closing and Delays

In the event of severe or hazardous weather, the official announcement for school closing will be given over the local radio stations, local television stations, and through the Port Clinton City Schools phone call alert system. The announcement will be given for all Port Clinton City Schools. ***ICS will not be named separately.*** In the event of weather delays, all children should report at the announced time. For a two hour delay: *Preschool morning will begin at 10:15 – and for the K-6 is 10:30 – 3:30.*

Family Request For Vacation

We encourage parents to take their vacation time when the school is not in session. We realize that this is not always possible. The parent/guardian will be asked to sign a formal release paper stating the reason for the absence and indicating an understanding of their responsibilities regarding schoolwork.

No assignments will be given in anticipation of a vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. Tests to be made up are to be taken within ONE WEEK upon return to school. The student will be held responsible for all assignments during the time of the absence and will be required to complete and return them in as many days as the student has been absent.

Illness During The School Day

If a child becomes ill during the school day, the parent/guardian will be notified. If no one can be reached, the emergency card will be consulted for further information. If an accident should occur during the school hours, first aid will be administered by the school secretary. When further action is needed, the instructions given by the parent/guardian on the Emergency Medical form will be followed. Every effort will be made to contact the parent/guardian.

Permission To Leave School Grounds

At no time may a student leave school grounds during the school day without the permission of the school principal. A written request, stating the reason, must be made by the parent/guardian before permission will be given.

Academics

Curriculum - Course Of Study

The education of the whole child is an essential part of the ministry of Immaculate Conception School. Programs and textbooks are constantly being evaluated by school staff members in an effort to promote and provide for quality education.

Children who attend ICS have classes in the area of Religion, Language Arts (Grammar, Spelling, Handwriting, and Creative Writing), Reading, Mathematics, Social Studies, Science/Health, Music, Art, Physical Education, and Spanish.

MAP (Measure of Academic Progress) tests will be given to the students in Grades K-6. These tests are computerized. All K-6 students take the MAP test in the fall, winter, and spring.

Homework

Homework is a means of reinforcement of class material and is given on a regular basis. Homework is also a way to help students become self-reliant and self-directed. Homework may be given Monday through Thursday. **Homework will NOT be assigned on Friday evening or during Christmas or Spring Break.** The amount of homework will be reasonable and is at the discretion of the homeroom teacher. Students will be required to complete unfinished work or missed assignments according to the policies set by the individual teacher or group of teachers for a particular grade level.

Honor Roll

Grades 3, 4, 5, 6:

First Honors	All Advanced and Exceeding
Second Honors	More Advanced and Exceeding than Proficient
Third Honors	More Proficient than Advanced or Exceeding
Fourth Honors	All Proficient
Improvement Awards	Improvement indicated in at least one subject without a lowering of performance levels in any other subject.

End of Year Awards for All Grades:

- Academic Achievement Award- Advanced or exceeding academic achievement all school year
- Bee Kind Kindness Award- Shows kindness to all students and staff around them at all times
- Growth Mindset Best Effort Award- Continued to show effort, even when school work was difficult

Conduct grades, as well as other grades marked with symbols, are included in the consideration of a student for the Honor Roll.

Methods of Instruction at ICS

At Immaculate Conception school, our instructional approach is designed to engage students actively in the learning process while catering to diverse learning styles and needs. We employ a variety of instructional methods to ensure that all students receive a well-rounded education and the support necessary to succeed academically and personally. Below are the key methods of instruction used throughout our curriculum:

1. Direct Instruction:

- Teachers present new material through structured lessons that include clear explanations, demonstrations, and step-by-step guidance. This method is often used to introduce new concepts and ensure foundational understanding.
- 2. **Interactive Learning:**
 - Learning is enhanced through discussions, question-and-answer sessions, and class participation. Students are encouraged to ask questions, share ideas, and engage with their peers in a collaborative environment.
- 3. **Differentiated Instruction:**
 - Recognizing that each student has unique learning needs, teachers adapt lessons to accommodate different learning styles, abilities, and paces. This includes providing varied materials, using flexible groupings, and offering alternative ways to demonstrate understanding.
- 4. **Project-Based Learning (PBL):**
 - Students participate in hands-on projects and real-world problem-solving activities. This method promotes critical thinking, creativity, and collaboration, allowing students to apply their knowledge in meaningful contexts.
- 5. **Collaborative Learning:**
 - Group work and peer learning are central to our instructional approach. Students work together on assignments, discussions, and projects, learning from one another and developing essential teamwork skills.
- 6. **Technology-Enhanced Instruction:**
 - Technology is integrated into lessons to support learning through interactive tools, online resources, and digital assignments. These tools help students access information, collaborate virtually, and develop digital literacy skills.
- 7. **Formative Assessment and Feedback:**
 - Ongoing assessments, such as quizzes, class activities, and teacher feedback, help monitor student progress. These assessments guide teachers in adjusting instruction to meet students' needs and provide opportunities for students to reflect on their own learning.
- 8. **Hands-On Learning:**
 - Practical experiences, such as laboratory experiments, field trips, and artistic projects, allow students to engage directly with the subject matter. This experiential learning helps deepen understanding and make learning more memorable.
- 9. **Independent Study and Self-Directed Learning:**
 - Students are encouraged to take responsibility for their learning through independent research, self-study, and exploration of topics that interest them. This method fosters self-discipline, initiative, and lifelong learning habits.
- 10. **Reflective Learning:**
 - Students are guided to reflect on their learning experiences through journaling, class discussions, and self-assessments. Reflection helps students recognize their strengths, areas for growth, and ways to improve their learning strategies.

Immaculate Conception School Teachers and Staff believe that a variety of instructional methods ensures that every student can learn in the way that suits them best while preparing for future academic and personal success. Our teachers are committed to creating a dynamic and inclusive learning environment where all students can thrive.

Placement Of Students

At the end of each school year, parents/guardians will be informed regarding the placement of their child for the following school year. The following will be used uniformly by all teachers regarding placement at ICS.

- **Passed on Trial:** A child is advanced to the next grade on the condition that satisfactory progress will be shown.
- **Placed:** A child is advanced to the next grade despite the fact that the child's work may not be quite at that grade level.
- **Promoted:** A child is advanced to the next grade after successful completion of work. Placement for a child transferring from another school is based on the recommendations of the previous school.
- **Retained:** A child remains in the same grade for the length of one year.

Report Cards

A report will be given to each student in levels Kindergarten through Grade 6 at the completion of each trimester of school. The report cards are designed to show the achievement and the effort of the individual student in particular subject areas. Conferences with the teacher, principal, or both, may be scheduled at any time. A formal conference with the classroom teacher is available each fall. Attendance by one or both parents/guardians is strongly encouraged. You must sign up for a particular time for the fall conference.

Gradelink, our online grading system, is available using the school code of 807, with your child's student ID and a password to access academic reports for your child. Call the school office for login information.

IEP progress reports are provided at the same time as general education report cards. These reports detail a student's progress toward achieving the specific goals and objectives outlined in their IEP. This ensures that parents/guardians are regularly informed of their child's development in the areas addressed by the IEP.

Textbooks

Proper use of textbooks and other school materials is required of all students. Writing in books is not permitted unless specified by the teacher. Students will be asked to pay for severely damaged or lost books. This will be done at the discretion of the classroom teacher or principal.

School Day Procedures

Daily Schedule

Grades K- 6

7:30 a.m.	School doors open (for Before Care Service Only)
8:00 a.m.	Classroom doors open to all students
8:20 a.m.	Tardy Bell
8:25 a.m.	Announcements
8:30 a.m.	School classes begins
11:00 a.m.	Recess/Lunch
11:50 a.m.	End of recess/lunch
3:30 p.m.	Dismissal for all K-6 students

Kid's Care Service (Before & Extended Day Program)

This program was established in order to assist parents/guardians who need or desire before/after school care for their children. The Before Care is available from 7:30am – 8:00 am. The Extended Care program is available from 3:15pm – 5:30 pm and offers supervised care, as well as, enrichment activities for the children. The program is under the administration of the principal of ICS. A program director works directly with the children during the time of the program (3:15 P.M. – 5:30 P.M.). After this time a late fee will be assessed to the child's account of \$15.00. There is a non-refundable snack and supply fee of \$60.00 per child due at the time of enrollment for this service.

Parents will be invoiced at the hourly rate of \$5.50 per child through the School Office. Parents will receive a statement of monthly charges in the mail by the half hour. Payments are due within thirty days, unless other arrangements are made with the school office or business manager. **A \$35.00 late fee will be assessed each month the payment due is late. Failure to pay fees beyond thirty days of billing is cause for removal from Kid's Care.**

Leap Time

This preschool program is available to our current three year old students from 11:15 – 3:15 P.M. Tuesday and Thursday (after school care continues until 5:30p.m.). Hourly cost is \$5.50 per child and parents will be billed at the hourly rate per child through the School Office. Parents will receive a statement of monthly charges in the mail. Payments are due within thirty days, unless other arrangements are made with the principal or business manager. **Failure to pay fees beyond thirty days of billing is cause for removal from Leap Time. A \$35.00 late fee will be assessed each month the payment due is late.**

There is a non-refundable snack and supply fee of \$60.00 per child due at the time of enrollment.

This program service is only available depending on enrollment confirmation by the parents.

Lost And Found

All articles of clothing and personal possessions should be marked with the child's name. Any lost articles may be claimed from the "Lost & Found" area, near the Main Office. ICS will not be responsible for the loss of any personal property.

Lunches

Hot lunches are served daily in our cafeteria for students in Preschool through Grade 6. Milk is available for those students who wish to bring a lunch. A monthly menu is provided by the Port Clinton City school system and distributed to all families in the monthly email. Families who are eligible in PK-6 may receive free or reduced lunch according to financial circumstances using federal guidelines. Students with free/reduced lunch do not receive free milk if they are packing, they must pay \$.55. Forms for receiving this aid for students in PK-6 are distributed at the beginning of the school year.

For the 2024-2025 school year, all students will be provided school lunches through the Community Eligibility Program (CEP) through Port Clinton City Schools. Students will still be required to pay for any 'extra' items they wish to purchase.

Students will each have their own lunch account through the Port Clinton City Schools. Parents are able to load money onto their account via the internet or by having the student bring their money to school. Lunches are \$2.65 each and milk is \$.55. (Milk is included in a hot lunch). You will be notified when balance falls below three dollars. Through this system your child will be permitted to charge only one time. You may send a check payable to PC Cafeteria into the school office.

No fast food restaurant lunches will be permitted.

Medication

In accordance with our policy, ICS shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted when necessary for the health of the student. Medication shall include all medicines including those prescribed by a physician and any over-the-counter drugs, preparations, and/or remedies. Treatment refers both to the manner in which a medication is administered and to health-care procedures.

Before any medication or treatment may be administered to any student during school hours, ICS requires the written verification from the child's physician and written authorization of the parent. The parent or guardian must complete and sign a "Parent's Request for the Administration of Medication by School Personnel" form. The principal or secretary will be authorized to administer the medication in the original container in which it was dispensed by the prescribing physician. All medication must be brought to the school office by an adult.

The school will not be responsible for any medication that is lost or stolen.

Recess/Lunch Hour

The recess/lunch hour is from 11:00 AM to 11:50 A.M. Every child is expected to participate in outdoor recess whenever possible. If a child must remain indoors because of illness, a written request by the parent/guardian must be given to the principal. This is highly discouraged.

Religious Formation

Religion classes are held formally each day at ICS. Christian values and practices are promoted throughout the school day and in all activities. Seasonal prayer services, Morning Prayer, Scripture reflection, classroom prayer, and special activities all help in the religious formation of the child.

School liturgies are generally celebrated once a week and on all Holy Days and on Friday morning's 8:30 a.m. Mass. Classes actively participate in the planning of these liturgies.

ICS has an active mission program. Although collections are taken for Diocesan and National mission groups in need through the Office of Global Concerns, donations are also sent to different local groups for local needs. Donations are on a voluntary basis.

Returning To School After Dismissal

Students are not permitted to return to the school building after the 3:30 p.m. dismissal unless accompanied by a parent or teacher. Students who choose to return to school after 3:30 p.m. without a parent or teacher may face detention. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Preparation

Sacramental preparation for First Holy Communion and First Reconciliation are provided for students attending our school. Students in second grade receive formal preparation for Reconciliation and First Holy Communion. According to the Diocesan Policy, the reception of Reconciliation is required prior to the reception of First Holy Communion.

School Visitors

All visitors, including parents, are required to report directly to the school office upon entering the building. No one may go directly to the classroom between 8:20 – 3:30 without the office's permission. This is for the safety of all children and to prevent class interruptions.

Parents or guardians wishing to observe or visit a particular class for a period of time are welcome to do so. The classroom teacher should be contacted in advance and arrangements can be made for an appropriate time.

Parents or guardians wishing to confer with the teacher are asked to do so at a pre-arranged time and place. It is strongly discouraged that parents/guardians initiate a conference in the classroom, on the playground, or at the back door during dismissal time, while the teacher is responsible for the safety of the children.

Volunteers

Aides of all kinds are an invaluable resource for the school. Parents, guardians, grandparents, and friends are able to help in various ways: tutors, teacher aides, fundraising event workers, lunchroom and playground monitors.

All volunteers are required to take the program 'Protecting God's Children' on the Diocese of Toledo website and are required to have a BCI and Selection.com Reports completed prior to volunteering at Immaculate Conception Catholic School. These reports when completed are valid for a 5 year period. Volunteers are expected to display a professional attitude in dress and manner when in the school, to be business-like in working with the students, and to be loyal to the school personnel and the children in their dealings outside of school. Parents/guardians with special skills or hobbies are invited to share these with the school.

Student Information

Cell Phones

Cell phones are not permitted during the school day. If you feel it is necessary for your child to carry a cell phone, please call the office to notify us. Students will then be permitted to keep their cell phone in their book bag.

Chromebooks

Students in K-6 have the use of an individual Chromebook in their classroom. Under the direction of the individual homeroom teacher, students are taught in different subject areas utilizing curriculum-based software. Internet access is also available under staff supervision.

Field Trips

Immaculate Conception School recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important element in the instructional program of the school. Field Trips are chosen at the discretion of the classroom teacher in order to be appropriate to the age and interest of the students. Field trips are a privilege and not a right. All grade levels do not always have the same number of field trips.

Parents/guardians must sign a permission form for their child. Only the signature of the custodial parents/guardian will be accepted as valid. Verbal permission cannot be accepted. A telephone call will not be accepted in lieu of the proper field trip permission slip. At times, parents/guardians will be invited to chaperone for a field trip, or to provide transportation.

Chaperones

Parents/guardians driving for the field trips are required to possess a valid driver's license and carry regular auto insurance. Volunteers who drive must be at least 25 years of age. If parents are driving all current regulations from the state transportation and safety department must be followed.

Drivers must sign a Diocese of Toledo Employees and Volunteer Vehicle Affirmation Form, which is in the office.

All volunteers for field trips must have a BCI report, Protecting God's Children completed certificate, and be approved by the Diocese of Toledo before being able to volunteer for field trips.

Those parents/guardians not approved chaperones/volunteers may not drive their car to the field trip and/or plan to meet the group at the location.

No siblings of the student may attend the field trip with the parent/guardian.

Items Brought From Home

Bringing toys from home is discouraged. Playground equipment and classroom games are provided. iPads, video games, or other electronic devices, etc. are not to be brought to school unless permission is given by the teacher or principal.

Students in the younger grades often have times of sharing. Parents/guardians will be notified in advance of such times. Students who wish to bring items at other times or who wish to bring “living creatures” should receive advance permission from their teacher before they bring in the item.

We will NOT be held responsible if they are broken or damaged.

Locker Use

The lockers at ICS are a convenience for Grades 4-6 students furnished by the school. Any student that defaces or misuses his locker may lose the privilege to use it.

1. Posters, pictures, slogans or any other material not consistent with the philosophy and principles of ICS are not to be attached or hung in any locker.
2. Lockers must be kept clean at all times and are subject to inspection.
3. Lockers will be inspected at the end of the year for damage or abuse and fines may be assessed.
4. Students are not allowed to attach anything to the outside of a locker without special permission from the teacher or principal.
5. Students are not allowed to open another student's locker without permission from a teacher or principal.

Student Use Of School Telephone

Children should be encouraged to develop a sense of responsibility in being prepared for the day's work. To support this goal, student use of the telephone is restricted to or emergency calls only. Students are not permitted to call for forgotten materials, assignments, or to make alternate after-school arrangements with friends. They are also not permitted to ask the school secretary to make the call for them.

Communication

All notes about student transportation or a change in their school day, such as pick up, doctor appointments, or any other similar information, should please be sent to the main office. The school secretary will notify the homeroom teacher.

Parent/Teacher Conferences

We offer K-6 parent-teacher conferences to review the report card of each child once per year in the fall. Additional conferences can be scheduled at the request of the parent or teacher throughout the school year.

Contacting A Teacher

Throughout the year, parents are encouraged to confer with their child's teacher(s). Please call the office to arrange an appointment or e-mail the teacher(s). (E-mail addresses are posted on the ICS website at portclintonics.net).

If parents should have a concern or question related to the school environment, they should contact the authority most directly involved in the situation before summoning a higher authority. For example, if there is a classroom learning or discipline problem, the first person to contact is the classroom teacher. If satisfactory results are not obtained, the proceeding order of contact is the principal and then the pastor.

Dress Code

The purpose of the dress code is to provide an environment to allow students to concentrate on spiritual, academic, athletic and personal growth. The dress code communicates to visitors, the parish and community the high standards of learning, purpose and discipline at Immaculate Conception School.

All students attending ICS in grades Kindergarten through Sixth grade are required to follow the uniform dress code as outlined below. Warm weather, Spirit Day and Jeans Day options are listed separately.

General regulations to the uniform dress code which apply to all students:

- a) A black or brown solid color belt must be worn with all slacks and shorts that have belt loops, for all students in grades 2-6
- b) All shirts and blouses must be tucked in at all times.
- c) When the arms are raised above the head, all shirts, uniform, or casual, must cover the midriff.
- d) All shorts, uniform, or casual, must be fingertip length.
- e) Grooming for girls - Appropriate hair cut styles, no hairpieces or extensions; no alterations to the natural look; no make-up, nail polish, glitter, tattoos; no body piercing except one in each ear lobe.
- f) Grooming for boys - Appropriate hair cut styles, neatly trimmed, off the collar, out of the eyes, full ear lobes must show; no alterations to the natural look; no hair color, tattoos, body piercing.
- g) No fads - uniform company styles and colors only, as defined and listed.
- h) No logos or designs except the ICS approved logo.

The approved uniform companies for school plaid are:

Schoolbelles website - www.schoolbelles.com - school #858 (School PLAID)

Item	Description	Notes
Pants/Shorts	<ul style="list-style-type: none"> Navy Khaki 	*No cargo pants or stretch material
Skirts/ Jumpers	<ul style="list-style-type: none"> Plaid Navy Khaki 	*May be pleated or kilt
Polo Dress	<ul style="list-style-type: none"> Solid navy only 	
Shirts	<ul style="list-style-type: none"> White or navy, long or short sleeve polo shirt- 3 button banded sleeve 	*May include school crest
Sweatshirts	ICS approved logo sweatshirt: <ul style="list-style-type: none"> Navy White 	*No hooded sweatshirts
Sweaters/Vests	Pullover, cardigan or vest: <ul style="list-style-type: none"> Navy White 	
Socks	<ul style="list-style-type: none"> White Khaki Navy 	*No patterns on socks
Tights	<ul style="list-style-type: none"> White Navy 	*No leggings or jeggings
Shoes	<ul style="list-style-type: none"> Brown or black solid color oxford or loafer shoes - with 1" heel or less 	*No flip-flops; all shoes must have a back*

	<ul style="list-style-type: none"> • Athletic shoes 	*No Crocs*
Hair	Clips, headbands, bows(no oversized bows): <ul style="list-style-type: none"> • Navy • White • School jumper plaid 	
Jewelry	<ul style="list-style-type: none"> • Simple wrist watch • Simple religious necklace • Earrings-post only, no hoops or dangles 	
Belts	<ul style="list-style-type: none"> • Must be worn if pants/shorts have belt loops 	

Warm Weather Options

March 31 - Nov 1: the regular uniform, in addition to the following warm weather items, are included in the student's uniform options:

Shorts: Navy blue or khaki pleated or plain front - may not be shorter than fingertip length

Sandals: Must have heel straps

Jeans Day/Casual Day

Periodically, students are permitted a Casual Day. This means that students do not need to come in uniform. They may wear casual or dress clothing of their choice, as long as the clothing is appropriate and in good taste. Shoes must follow the outlined dress code. Jean passes are not permitted on Fridays when students attend Mass.

The second Monday of each month is a jeans day. Students may wear jeans or casual clothes that day.

Spirit Day

Spirit day will be celebrated each Monday. Spirit day shirts with uniform slacks or shorts may be worn. You may purchase a spirit shirt through the main school office through the Rocket Shop in Oak Harbor. You may wear any Immaculate Conception School shirt on spirit day.

Free Uniform Exchange

In an effort to assist all of our ICS family, there is a free uniform exchange. This free exchange allows families to donate clean wearable uniforms to the office. The uniforms are stored in containers are sorted by item and size. Items include shorts, slacks, shirts, sweaters, sweatshirts, jumpers, and skirts. Everyone is welcome to shop the free uniform exchange. Please ask the main office if you are interested in looking through the uniform exchange.

Dress Code Violation

If a student is in violation of the dress code, they will be given the appropriate uniform item from the Uniform Exchange, provided the size is available and the parents will be notified. The school administration always has the final say on any questionable attire, hair styles, jewelry, etc.

Emergency Situations and Drills

Emergency At Davis-Besse Nuclear Power Station

In the event of an emergency at the Davis-Besse Nuclear Power Station (DBNPS) requiring response on the part of the population residing here, ICS has the following plan for protecting your child. There are four emergency classifications for incidents at the DBNPS. They are:

1. Unusual Event -poses no danger and requires no action to protect your child;
2. Alert- poses no danger, but the emergency could worsen;
3. Site Area Emergency - poses no danger except within the DBNPS site boundary, but the situation is worsening and we may relocate the children to Sandusky High School, 2130 Hayes Avenue, Sandusky, Ohio.; If an evacuation recommendation is made by Ottawa County officials, please go directly to the reception center. Parents, or the designated emergency contact persons, will be required to provide proper identification at the time of pickup and to sign a release form
4. General Emergency. If any students remain when a sheltering recommendation is received, we are prepared to comply.

Fire, Lockdown, and Tornado Procedures

Special procedures are followed in the event of a fire, fire drill, lockdown, tornado, and tornado drill. Students and staff members participate in regularly scheduled drills so that all are familiar with appropriate procedures. Routes and procedures are posted in each room in the school.

Lockdown

Each school is required to have an Official Lockdown Drill and the results are kept at the Police Department. The Port Clinton City Police encourage the schools to have one each quarter. In times of Lockdown, no one is permitted to enter school or leave. All doors are locked and no phones are answered. You will be notified of the results of the Lockdowns.

Transportation

Bicycle Riding

Students are permitted to ride bicycles to and from school. Bikes must be parked and locked in the designated area in the parking lot at the front of ICS. The bicycles must be walked off the parking lot before being ridden. The school will not assume responsibility for any lost or damaged bicycles or items found on the bicycles. Failure to follow the bicycle rules will result in denial of bicycle riding privileges.

Bus Transportation Policy:

Parents are responsible for registering their students for bus transportation through the Port Clinton City School's Transportation Director, Brenda Janes. He can be reached at 419-960-7678. Parents must also notify the ICS school office of bussing arrangements.

Children riding the school bus to and from school are subject to the rules and regulations set for bus conduct by the Port Clinton City Schools. Busing is a privilege and not a right. Students must maintain proper conduct while riding the PCCS busses.

Drop Off/ Pick Up

ICS has adopted the following traffic flow procedure for those students being dropped off and/or picked up by a vehicle. This procedure was developed to keep students from walking through the parking area among moving vehicles.

Drop Off- Student should be dropped off at the back door of Immaculate Conception School. Parents should not drive in the fire lane. Drivers should proceed cautiously within the parking lot.

Pick-Up- All students picked up in a vehicle should enter the car from the back door of ICS. Vehicles will enter the parking lot from Madison Street and proceed around the lot into the pick-up line. A staff member will be directing traffic. Adults should not exit their vehicles while in the pick-up line, except to help a child with their seat belt/ car seat. Adults are also welcome to park their car and stand near the garage to pick-up their student.

Discipline Policy

A school-wide discipline policy has been developed with the following goals:

1. To develop capable and responsible students.
2. Have a systematic plan for discipline.
3. To be consistent when dealing with problems.

This plan is a three-sided effort:

1. Each teacher has established his/her own discipline plan and consequences which are grade-appropriate for their respective homerooms.
2. The School-wide Discipline Plan governs the behavior of students in common areas of the school.
3. A General or Serious Offenses form will be given to students upon referral to the school office. (Appendix B and C)

School Office Referrals

General Offenses

1. Disrespect toward school staff members, visitors, and other students.
2. Throwing paper/other objects/snow, etc.
3. Bringing “toys” to class without prior permission.
4. Paper/envelopes/report cards/etc. not returned within 3 days.
5. Misbehavior/talking out/excessive talking.
6. Chewing gum, candy, eating without permission.
7. Unprepared for class: books, equipment, supplies.
8. Littering.
9. Not following through with responsibilities.
10. Noncompliance with Dress Code as in the Handbook

Serious Offenses

1. Verbal or written words or actions indicating serious disrespect towards another
2. Fighting
3. Harassment of another
4. Cheating
5. Forging signatures
6. Threatening another student, staff member, or visitor
7. Use of profanity and/or obscene language or gestures
8. Maliciously throwing objects
9. Leaving school property without permission
10. Stealing
11. Vandalism
12. Weapons or other dangerous items at school
13. Bullying of any kind, including cyber or cell phone
14. Repeated minor violations
15. Possession or use of drugs, alcohol, or tobacco

Bullying

Definition of bullying: Any intentional unwanted and repeated written, verbal, or physical act, including any threatening or insulting by a student towards another student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause mental or physical harm; discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation.

This may involve:

- Teasing
- Threats
- Hazing
- Intimidation
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Public humiliation and/or
- Destruction of property

False Complaints

We encourage the reporting of violations however, in compliance with Ohio Revised Code 3313.666, students are prohibited from knowingly and deliberately making false complaints of harassment, intimidation, or bullying. Students found responsible for deliberately making false reports of harassment, intimidation, or bullying may be subject to a full range of disciplinary consequences.

Suspension

Temporary removal from school (not to exceed five days) is given for a serious reason. After completion of the suspension, the student must:

1. Be accompanied to school by a parent and request re-admission to class.
2. Remain on probation for the rest of the school year, with automatic dismissal possible for repetition of unacceptable conduct.
3. Submit all missing outside class assignments within the same length of time of suspension.
4. Reschedule all tests missed during the suspension.
5. Complete all long-range assignments by the assigned due date.
6. Parents will be billed for the cost of a sub to supervise their student for the duration of the suspension.

Expulsion

Permanent dismissal from school may result in a grave violation of school regulations. The school authorities should follow this procedure:

1. Seek advice from appropriate specialists and/or diocesan consultants.
2. Discuss the matter with parents, teachers, and administration.
3. Send a written notice to the student and parent stating the reason for expulsion.
4. Report cases to the Superintendent of Catholic Schools.
5. Forward transcripts of records to the new school.

Due Process

Some instances call for immediate suspension or expulsion. These would include but are not limited to: Acts of vandalism, possession, use, or sale of illegal substances or weapons, and assault or battery of a student or staff member. Where disciplinary action is necessary, the following procedures will be followed:

1. Formal written notice of reasons for the action will be sent to the parents. Parents will also be notified by telephone in the event of immediate suspension. The notification shall include the opportunity for parent appeal, a statement of the possible consequences, and the reason for the consequences.
2. An informal hearing may be held at which the student has the opportunity to state his/her case. Since this is an informal hearing, students are not allowed counsel other than guardians or licensed staff members.
3. The pastor will not be involved in the first hearing but will be available for appeal and final disposition of the case.
4. In all cases the pastor remains available as counsel to the principal, teachers, parents, and student and has the ultimate responsibility for expulsion. Immaculate Conception School is a private school and as such, the school authorities reserve the right to refuse admission to any student who is judged unable to comply with school policies. They also have the right to expel a student for a grave matter. The code of conduct is enforced to uphold the rights of our dedicated faculty, fine students, and concerned parents. To do less would deprive our children of the wholesome environment they need to grow and mature as Christians.

Principal's Discretion

The Parent/Student Handbook states the general academic and disciplinary policies and procedures. Because they are general, the use of discretion is often necessary. The ultimate interpretation and decision-making must rest with the principal as a chief educational leader.

History of Immaculate Conception School

Immaculate Conception School, founded in August of 1924, had its first opening day of school in September of 1925. Father Leonard Plumanns, pastor in 1911, was presented with a farewell gift of \$80 from the parish. He, in turn, gave this donation back to the parish as the initial donation toward the building of a parish school. Ground was broken in August 1924 by Fr. R. I. Kinanne and was dedicated by Bishop Stritch on July 4, 1925. The building consisted of four classrooms for Grades one through seven. The Ursuline Sisters of Toledo, along with one lay woman, were the first teachers for the 106 students.

The Sisters of St. Francis, Sylvania, at the invitation of the pastor, Fr. Karl Brand, came to the school in 1929 and continued to minister in the school until June of 1994 when two Sisters of Notre Dame joined the school staff. In 2013 the school hired its first lay person as principal.

The closing of the 1962-1963 school year saw an end of Grades seven and eight at ICS. This was the direct result of an increased enrollment and a lack of available space. Beginning with the 1963-1964 school year, the school provided education to students in Grades one through six.

Responding to a need for early Catholic education, Immaculate Conception School broadened its scope to include Kindergarten in 1984. During the 1989-1990 school year, an after-school program, Kid's Care Service, was added. The name for the program was suggested by a sixth grade student, Amanda Puffenberger. The 1991-1992 school year welcomed the opening of a Preschool.

Immaculate Conception School continues to work with students and their families in providing the best possible education. Dedicated teachers, school staff members, and a wealth of volunteers use current teaching methods, materials, computers, and other resources to provide the children with multiple opportunities for learning.

Immaculate Conception School consists of adjoining buildings at the corners of Fourth and Madison Streets. The school presently accommodates children in Preschool through sixth grade and includes classrooms, storage areas, a science lab, gym/cafeteria, principal's office, secretary's office, and faculty lounge. In the 1996-97 school year, the Preschool moved to the "old" Parish Center (Madison Street) adjacent the main school building. In the 2004-2005, the Preschool moved back to the main building. The end of the 2011-2012 saw the end of the sixth grade due to a lack of enrollment for that grade. A new Middle School was opened for the Public School in Port Clinton affecting enrollment.

Appendix A



Immaculate Conception School Acceptable Use Policy

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome*, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At Immaculate Conception School, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in their backpack or in a specific place as designated by the school.

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of Immaculate Conception School must obtain parental permission. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Principal to deny, revoke, or suspend specific user accounts.

III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

A. Safe Communication

- 1) *Personal Information*: When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.

- 2) *Meetings*: Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

B. Netiquette

- 1) *Behavior*: Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

C. Copyrights

- 1) *Honesty*: Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of Immaculate Conception School in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher. Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

A. Recording devices

- 1) *Messaging*: Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas*: Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting*: Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission*: Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

B. Downloads

- 1) *Games*: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses*: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

C. Unauthorized Access

- 1) *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts*: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Google Apps for Education, Microsoft Office 365, PowerSchool, Edmodo, etc.
- 3) *Mobile Hotspots*: Students are not permitted to use any device to create a mobile Wi-Fi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable Wi-Fi hotspot technologies.

- 4) *Proper Action to Take:* If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access:* Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 5G connection or otherwise is strictly prohibited.

D. Other Actions

- 1) *Employees:* Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities:* Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation:* Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking:* Students are not permitted to access social networking sites (such as Facebook, Twitter, Instagram) unless for academic purposes as specified by the supervising teacher.
- 5) *Tampering:* Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) *Inappropriate Material:* Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying:* Cyberbullying is strictly prohibited.
- 8) *Jailbreaking:* Students are not permitted to "jailbreak" school-provided devices nor do any similar process that wipes clean the hard drive of a device.

V. Content of Policy

A. Review and Revisions

- 1) *Current Policy:* Signed Acceptable Use Policies will be kept on file at Immaculate Conception School
- 2) *Updating the Policy:* Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

Retain this policy for your records. Return the signature page.



Acceptable Use Policy Immaculate Conception School

Please write legibly.

STUDENT (AND STAFF) SECTION

I have read the Acceptable Use Policy and I agree to abide by measures established by these rules. I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures up to and including suspension or expulsion.

Name of User

Grade

Signature of User

Date

PARENT (OR GUARDIAN) SECTION

As the parent or legal guardian of the student signing above, I have read this Acceptable Use Policy. I grant permission for my son or daughter to access the Internet and to use the school's technology. I understand that it is impossible for Immaculate Conception School to restrict access to all controversial materials, and I will not hold the school or its staff responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Name of Parent

Signature of Parent

Home Address

Date

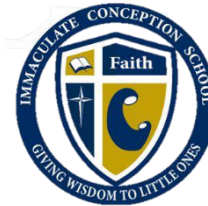
Phone

Cell



Appendix B

Immaculate Conception School General Offenses



Name of Student _____ Grade _____ Date _____

_____ has violated Immaculate Conception School's disciplinary code as indicated below.

1. Disrespect toward school staff members, visitors, and other students.
2. Throwing paper/other objects/snow, etc.
3. Bringing "toys" to class without prior permission.
4. Paper/envelopes/report cards/etc. not returned within 3 days.
5. Misbehavior/talking out/excessive talking.
6. Chewing gum, candy, eating without permission.
7. Unprepared for class: books, equipment, supplies.
8. Littering.
9. Not following through with responsibilities.
10. Noncompliance with Dress Code as in the Handbook: _____
11. Other: _____

The student has now received ____ opportunity/opportunities to correct his/her behavior. Please help me to remind him/her of the class rules and the student's responsibility in the classroom.

If this is your child's third offense form, your child will serve an after school detention on _____.

Please sign and return:

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Appendix C



Immaculate Conception School Serious Offenses

Name of Student _____ Grade _____ Date _____

_____ has violated Immaculate Conception School's disciplinary code as indicated below.

In the event that additional serious offenses occur, further disciplinary steps will be followed.

Such offenses can include (but not limited to) any of the following:

1. Verbal or written words or actions indicating serious disrespect towards another
2. Fighting
3. Harassment of another
4. Cheating
5. Forging signatures
6. Threatening another student, staff member, or visitor
7. Use of profanity and/or obscene language or gestures
8. Maliciously throwing objects
9. Leaving school property without permission
10. Stealing
11. Vandalism
12. Weapons or other dangerous items at school
13. Bullying of any kind, including cyber or cell phone
14. Repeated minor violations
15. Possession or use of drugs, alcohol, or tobacco
16. Other: _____

The consequence for the above actions will be: _____

Please sign and return:

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Please sign and return:

I have received and read with my child all of the Immaculate Conception School Elementary Family Handbook for the 2025- 2026 School year. Please sign and return by September 12, 2025.

Parent/Guardian Signature

Date

Printed Parent/Guardian Name

Student’s Signature

Date

Printed Student Name