



STUDENT-PARENT HANDBOOK

Trust in the Lord,
Be Virtuous,
Work Hard

Immaculate Conception School
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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.

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 with children currently enrolled in our school.
- b. Families from Immaculate Conception, Holy Name of Jesus and Holy Rosary Parishes wanting to enroll.
- 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 review budget needs and annually determine the fees for preschool and 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.

Enrichment/Junior Kindergarten Requirements:

- a. Enrichment students must be 4 by January 1st of the school year they are enrolling for and they must be potty trained. Students must have the ability to be attentive during direct instruction.
- b. Junior Kindergarten students must be 4 by September 1st of the year they are enrolling for.

- c. Kindergarten students must by 5 by September 1, provide a certified copy of the students birth certificate and up to date immunization records.

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. (See Activities/Sundry Fees-page 16)

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 the current *Addendum* for tuition rates.**

A non-refundable Registration Fee is required each year and will be billed in September. The fee is \$50.00 per family for K-Grade 6. If a family is enrolling only an Enrichment/Junior Kindergarten student, the fee is \$25 per family for Enrichment/Junior Kindergarten.

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. Students enrolling at Immaculate Conception as a first time student; no matter the grade are also eligible to apply for an SDPE grant. Please visit with the 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 Business Manager. Tuition payments may also be dropped off at the office.

Tuition Assistance

The Immaculate Conception School Committee/Board of Education is committed to the principle that no child will ever be refused attendance at Immaculate Conception School because of the inability to pay tuition. If a family feels they are unable to meet their financial commitment, they can apply for tuition assistance in the spring for the upcoming school year. All families that apply for this service must also apply for free and reduced meals. The applications are available through the Business Manager. 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 Business 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. Students of a family who owe unexcused tuition from past years will not be admitted to Immaculate Conception school until all tuition is paid in full or until special arrangements for payment have been made.
4. 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.
5. 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 Business Manager to request special arrangements for payment.

Involvement of Parents/Guardians

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

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

- Sending their child(ren) to school physically fit, clean, properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with Immaculate Conception School in matters of activities, recreation, academics, and discipline.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings, or the law.
- Showing respect for school personnel as professionals working for the well being of your child(ren).
- Supporting the policies of the school.
- Attending Mass on weekends and holy days with your children.
- Participating in the liturgical and sacramental life of the parish.
- Promoting family prayer and faith traditions at home.
- Volunteering, giving service and financial support to the school and parish.
- Witnessing gospel values in our everyday lives.

Dress Code

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

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

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

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

1. **Pants/Slacks** must be at the waist, belted if needed. They must be clean and without large and inappropriately placed holes.
2. **Skirts/Shorts** must be fingertip length to prevent exposure of the undergarments. Biker shorts are not allowed, unless under a dress. Shorts may be worn only when daytime temperature reaches 55 degrees.
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 ATHLETIC TENNIS SHOES 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. **(If students don't have appropriate winter attire they will be required to sit on the bench at recess) The School will not be providing hats, mittens, snow pants, coats or boots when forgotten.**
7. **Hair:** No permanent hair color, hair extensions must match current, natural hair color. Mohawks are not permissible.

Dress Code for Mass Days

Our school mass is usually on Friday at 9:00am at Immaculate Conception Church.

Students are expected to wear any of the following for their mass attire:

- Royal Blue polo shirt with a collar, purchased from the school or on your own
- navy blue, black or khaki pants.
- The students can wear shorts as long as they are navy blue, black or khaki

and are fingertip in length.

- **No Hooded Sweatshirts/sweatshirt**
- **No holes in pants**
- **No sweatpants**
- **If students don't dress appropriately for Mass Day, Parents will be called and asked to bring a change of clothing or pick them up.**

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 can start to arrive at 6:30am to attend the KOT Program. Families who wish to have their children in this program need to pre-register. KOT is a licensed child care program. Students who arrive prior to 7:50 will be clocked into the KOT Program and charged. Students who arrive prior to 8:00am will report to the gym to sit with KOT until they can be escorted to their classrooms.

Students who arrive at school after 8:00am will report to their classrooms. The morning bell rings at 8:20am all students need to be in their classrooms at this time.

The time slot from 8:00-8:20 is a prep time for the classroom teachers. When the students are in the classroom this is a quiet time to get prepared for the day. Students are encouraged to complete assignments, read silently, practice writing spelling words and practice their prayers.

Absences

The policies regarding absences 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 can be sent home with a sibling or picked up in the office after 3:30pm. It is the responsibility of the student (according to school homework policy) to complete work and tests that have been missed due to absence. For extended vacation absences students will be given homework upon their return.

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.**

Weather related announcements:

IMMACULATE CONCEPTION SCHOOL WILL ALWAYS FOLLOW THE WATERTOWN SCHOOL DISTRICTS CALL ON WEATHER RELATED LATE STARTS, EARLY OUTS AND NO SCHOOL DUE TO INCLEMENT WEATHER CONDITIONS.

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.

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. On these days there's no after school bus offered.**

Vacation Policy

The planning of family vacations is strongly discouraged during the school year. Please contact the principal directly if there is a need for your child to be gone during the academic year. Students will receive homework after they return from Vacation. Unless otherwise planned with that teacher. This allows for a more accurate homework distribution. **Please remember nothing replaces actual classroom instruction.**

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.

If a teacher/staff member chooses to give out a personal phone number please be considerate and don't text or call on weekends or evenings unless there is an emergency.

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).

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. Enrichment - 2nd Grade students receive 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, no candy, beverages must be 100% juice. Students can purchase a carton of milk for \$0.45. Please see current Addendum for lunch costs. **Immaculate Conception School is a peanut/tree nut free school.**

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 designated area to sign in. Students will follow directions and sit down for further instructions and to eat a healthy snack.

Staff Provided Transportation

Diocesan Policy dictated that Immaculate Conception School can only provide transportation within the district for students on an individualized Education Plan or ELL Services through Watertown Public Schools.

When possible we will try to schedule these services so a Parent can drop off at the beginning of the day or pick up at the end of the day to limit the number of transports taken.

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. If they are disobeying, the device will be confiscated and held in the principal's office until 3:20pm.

Smart Watches - These devices will be treated like any cell phone and kept in book bags from 8:20am-3:20pm. Notifications on these devices during class are a distraction in their learning and the classmates around them. Messages to students during the hours of 8:20am-3:20pm need to come through the school office.

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 for K-6 will be available Monday/Tuesday/Thursday 3:30-4:00 in Mrs. Harless's 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.

Homework Room

Students K-6 can go to the homework room after school for assistance in completing assignments. The homework room is available Monday, Tuesday & Thursday from 3:30-4:00 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 once 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 March and April. **It is vitally important that vacations and appointments are not scheduled during State Testing.** 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 also available to individual students who may desire one to one discussions. 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.

A 3 visit limit - after three visits the counselor will have a conversation with parents to discuss the counselor's recommendations for additional services off campus.

K-6 Grade will receive Lessons on Social/Emotional Skills 1 day a week as part of PE's Healthy Living Lesson

Library

The library is available for student use according to a pre-arranged schedule. Our librarian is available on a part time schedule. Lost or damaged books will be assessed a 10:00 fee per book.

Physical Education

Students need to wear ATHLETIC TENNIS shoes to P.E. class every day. For safety reasons, no flip- flops or sandals are allowed during Physical Education class. THIS IS NOT OPTIONAL

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:

Activity & Sundry Fees:

The following fees will be billed and are not refundable:

- **Registration Fee**
- **Orchestra/Band Fees for participants**
- **Intermediate Level Planners**

The following fees will be billed and are optional and non refundable:

- **Yearbook**
- **Summer Skills Books**
- **Field Trips**
- **Co-curricular activities**
- **Mass Shirts & Cavalier Apparel**

6th Grade Boys and Girls Basketball and Girls Volleyball

Optional Participation with the Watertown Public School System. We play other schools in town. Students are expected to have good sportsmanship when participating.

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.

Splitting Classes and Student Placement

The decision to split a grade level into two classes will be made when the numbers reach certain levels.

K-3rd - Maximum number of students prior to splitting is 23. When the class reaches 20-23 students the need for a Paraprofessional will be assessed.

4-6th Grade - Maximum number of students prior to splitting is 26/28. When the class reaches 24-28 students the need for a ParaProfessional will be assessed.

The procedure for determining student placement when we have grade levels with multiple classrooms will go as follows.

Primary purpose for the placement process is to create a classroom environment that allow teachers to meet the academic, social and emotional needs of every student. When looking at placement there are a balance of variables these variables include the following:

- Levels of academic progress and student needs
- Projected number of students at each grade level
- Social and emotional maturity
- Family situations eg. twins, siblings
- The ratio of boys to girls
- The number of classrooms available
- Behavior

Our teachers/principal meet and collaborate about what is in the best interest of each student.

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. 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 trips 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

- f. Look at the teacher or adult.
 - g. Use a calm voice. Ask to talk to him or her privately.
 - h. Describe the inappropriate behavior you are reporting.
 - i. Explain why you are making the report.
 - j. Answer any questions the adult has.
 - k. Thank the adult for listening.
16. Introducing Yourself
- l. Look at the person. Smile.
 - m. Use a pleasant voice.
 - n. Offer a greeting. Say 'Hi, my name is...'
 - o. Shake the person's hand.
 - p. 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 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 by administration and then 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 actions taken in regard to serious infractions.

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 either of the co-superintendents of the school. The priests at Immaculate Conception Parish and Holy Name of Jesus Parish are the co-superintendents.

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.

Security Key Cards are used to access the school's main door during hours that the school office may be closed, or for families that may need to access the building multiple times a day.

- KOT families will be issued key cards for access during the hours of 6:30am-8:00am and 3:20pm-6pm.

- Parents who use the school gym for practice will be issued a key card for access.
- If you are interested or have a need for a key card please inquire in the school office.

The first key card is issued to you at no charge – additional key cards are \$10. If the key card is returned you will be credited \$5.

2. Illness

- a. Students with a temperature, 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. We will follow CDC policy on all contagious diseases including head lice.

3. Fire Drills

- a. Fire drills are conducted four times per year. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area.

4. Tornado Drills

- a. Tornado drills are conducted twice a year. The students are instructed to go quickly and quietly when the alarm rings to their designated location.

5. Bomb Threat

- a. In case of a bomb threat, Immaculate Conception School students will exit the building using the designated fire drill evacuation plan. Staff will direct students to the Parish 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.
- d. If necessary, as the building is cleared by appropriate personnel, our reunification point is First United Methodist Church, 4 2nd Avenue SE, Watertown.

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, 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 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 are 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 Junior Kindergarten 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. Once students are picked up by the school district, they become the responsibility of the Watertown School district.

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 that operate the computer system have access to all mail.
6. Any questions about the network should be directed to the administration.

Students will be signing the Technology Acceptable Use Policy and Grades 3-6 will sign the Chromebook Policy with the Technology Coordinator.

Publicity

At various times throughout the year, local news organizations are invited to do articles about the various events we have going on here at the school. The Bishop's Bulletin newsletter for our diocese may also publish articles that include photos of our students. We also publish various activities with student photos on our website. Publicizing our events on other forms of social media should be left to marketing where they have the correct parental permissions for students.

Volunteers

The assistance of parent volunteers is required for at least 2 events/signups. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. Volunteering for these fundraising events is VITAL to keeping tuition affordable.

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

If Parents do not show support/involvement in our fundraising events and other necessary tasks of school operations, the council is considering an additional fee or increase in tuition in the near future.

Fundraising activities are a great way to meet new families and create a much stronger school environment, give it a try!!!

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 child 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.