

Immaculate Conception School
Columbia Heights, Minnesota



Theme for 2009-2010

GIFT
Growing In Faith Together

K - 8
Parent/Student Handbook
2009-2010

TABLE OF CONTENTS

Mission Statement -----2

Immaculate Conception School Philosophy -----2

Accreditation -----2

History of ICS -----3

General Information

 School hours of operation -----4

 Administration -----4

 Faculty and Staff -----4

Policies

 Absenteeism -----5

 Academic Probation -----5

 Acceptable use of the internet -----5

 Admission -----5

 Anti-bullying Pledge -----6

 Assessment/Testing -----7

 Arrival/Dismissal -----7

 Band -----7

 Behavior Management -----7

 Bicycles- Roller Blades/Skateboards/Scooters -----11

 Books -----11

 Building and Grounds Safety -----11

 Bus -----11

 Child Abuse and Neglect Reporting -----11

 Communications -----11

 Counseling -----12

 Criminal Background Checks -----12

 Curriculum Hours -----12

 Custody -----12

 Enrollment Policy -----12

 Extended Day Program -----12

 Extra Curricular Activities -----13

 Field Trips -----14

 Grievance Policy -----14

 Health Services -----14

 Home & School Association -----15

 Homework and Make- Up Work -----15

 Honor Roll -----16

 Hot Lunch and Milk -----16

 Lockers -----16

 Lost and Found -----16

 Middle School – Grades 6-8 -----16

 Non-Custodial Parent -----16

 One Will -----17

 Parent Transportation -----17

 Physical Education -----17

 Pictures -----17

 Pupil Progress Reporting -----17

 Recess -----18

 Right to Amend -----18

 Safety Drills -----18

 Scholarships -----18

 School Closings -----18

 School Hours -----18

 School TIES -----19

 Sexual Harassment/Harassment -----19

 State & Federal Programs -----20

 Student Records -----20

 Telephone -----20

 Tuition Policy -----21

 Uniform Policy -----22

 Uniform Company -----23

 VIRTUS Training -----23

 Visitors -----23

MISSION STATEMENT

The school of the Immaculate Conception is a Catholic community ministering to the children within the parish and throughout the surrounding neighborhoods. In the name of Jesus Christ, we are dedicated to fostering spiritual growth and academic excellence through our strong commitment to gospel justice.

IMMACULATE CONCEPTION SCHOOL PHILOSOPHY

We believe the purpose of Immaculate Conception Catholic School is to continue the tradition of Catholic Education by spreading the gospel message, worshiping together as a community, giving service to others and working together for social justice and global awareness. We strive to educate the whole child spiritually, academically, emotionally, socially, physically, and aesthetically taking into account each child's unique needs and abilities, We integrate faith into all aspects of the curriculum and strive to instill Christian values by our personal example.

ACCREDITATION

The Minnesota Nonpublic School Accrediting Association (MNSAA) accredits Immaculate Conception School on a 7 year cycle. Annually the school reports to this agency. In 2008-2009 ICS completed and earned accreditation through 2016. Accreditation certificates and reports are available in the school office. For further information, please visit the parish website <http://www.immac-church.org> click on accreditation tab or go to <http://www.mnsaa.org/>

HISTORY OF IMMACULATE CONCEPTION SCHOOL

The Church of the Immaculate Conception was founded in 1923. On May 25, 1939, Father Joseph Lapinski broke ground for Immaculate Conception School. The building was completed in the fall and the school opened with 224 students occupying six of the nine classrooms. Seven Sisters of St. Francis from Sylvania, Ohio staffed the school and lived in the three rooms at the south end of the original building.

The Church of the Immaculate Conception continued to expand and with it the school. By 1949, the school had reached an enrollment of slightly over 600. A new home for the Sisters was built in 1949, and their residence area in the school was renovated into classrooms. At this time there were twelve classrooms with about fifty students per class. In 1950, 659 students were enrolled. It was evident that an addition to the school was necessary in order to continue to bring Catholic Education to the ever-growing parish population. In the fall of 1953, the building of the new addition to the school was underway. The new wing added eight more classrooms bringing the total rooms to twenty. The faculty increased to 16 Sisters and 5 lay teachers. That year enrollment reached 1,123 students. The next few years saw the enrollment continue to grow, peaking at 1,223 students in 1961.

The year 1976 saw the ground breaking for another addition to the building. The new section included a gym facility, faith formation offices, and the parish offices. That same year the structure that was the old church, then a gym, was renovated to become the present school auditorium. The lunchroom also received a new look that year. In 1989 the Sisters vacated the convent and the parish began leasing the building to ELIM - a residence for single mothers and their children. Two years later, in 1991, Extended Day Care began operation in the school building.

In 1995, Extended Day moved its operation to the Rectory, as the priests no longer resided there. In 1998 the library became a Technology Center to house 20-30 computers with Internet access. In 1999 extensive work to the exterior of the buildings took place. The roofs were replaced and the exterior walls repaired. In 2001 the auditorium roof was replaced and trim painted. Extended Day moved to the rooms off the auditorium and the rectory became the pastor's residence. In 2003 the convent was converted for parish use and offices formerly housed in the rectory moved to the convent.

Renovations in the cafeteria took place in 2003 and in the auditorium in 2004. A licensed Pre-K opened in September of 2004 and was located on the first floor of the school.

In 2007, new standards were implemented for teacher and staff development, curriculum was updated to be child-learning centered, and the Food Service Program was revamped and a new chef hired.

During the 2009-2010 school year ICS will carry out the school mission using the framework from the accreditation process. ICS earned MNSAA accredited status for 2009-2016. ICS also earned recognition for meeting Diocesan standards for teaching religion.

The Extended Day Program was re-named Pathways and Journeys in 2008. The program expanded its offerings to provide day time care for students enrolled in the Pre-school program. After school activities were expanded to include First Lego League.

The school was founded to foster religious and moral values, as well as to provide an excellent academic education. Through the continued support of Immaculate Conception parishioners, the school still stands as a symbol to the whole community of the gospel message it imparts.

GENERAL INFORMATION

Organization: Grades K-8 (All-Day Kindergarten) and Licensed Pre-K
 Faculty: 10 Full Time Licensed Classroom Teachers
 Specialists: Computer, Music, Physical Education
 Special Services: Title I, ICS Learning Support/Resource Program, Speech, D.A.R.E.,
 Extended Day Care, Health Services, and Hot Lunch (Food Service).
 Sports and Activities: (after school programs) Soccer, Volleyball, Basketball, Softball, Baseball,
 Intramurals, and Saturday Morning Club, FIRST Lego League
 Extra Curricular: Band (Gr. 4-8), Choir (Gr. 6-8), Theater and Student Council
 Social Commitment: One Will Program

Hours of Operation **

Pre-K: 3-4 year olds TTh 8:00 a.m. – 11:00 a.m.
 4-5 year olds MWF 8:00 a.m. – 11:00 a.m.
 4-5 year olds M - F. – 12:15-2:45 p.m.
 Pre-K program offerings are based upon enrollment

School (K-8)

7:30 a.m	Breakfast program. Enter through Shrine door.
7:30 a.m	Main Doors open-wait for 7:45 a.m. bell
7:45-8:00 a.m	Children enter school through main door. It is the responsibility of parents to get their children to school on time! After 8:00 is considered tardy.
8:00 a.m	Beginning bell – Students are to be in their homerooms- attendance
8:05 a.m	Prayer, announcements, classes begin
11:20 a.m	1st lunch- K through 3
11:40 a.m	2nd lunch- 4 through 8
3:00 p.m	Closing Bell; Dismissal Grades K -3
3:02- p.m.	Grades 4-5 Dismissal
3:05 p.m	Grades 6-8 Dismissal

****Parents MUST make arrangements for their children after school. ICS has two programs to assist parents: Extended Day and Middle Level Power Hours. Students are not allowed to remain by the parish office area, outside the school, or on the IC campus without supervision.**

Pastor Fr. Tom Kunnel, TOR 763-788-9062 tkummel@immac-church.org
 Principal Richard Krainz 763-788-9065 rkrainz@immac-church.org
 Health Service District 13 763-788-9065 x221

Teachers

Pre School	Mrs. Linwood	8th Grade	Ms. Moore
Kindergarten	Mrs. Miller	Technology/Math	Mrs. Blake
1 st Grade	Ms. Plaisance	Music	Mrs. Schulze
2 nd Grade	Mrs. Kurt	Band	Mrs. Ratte
3 rd Grade	Sr. Nancy Kinsley	Physical Education	Mr.Couillard
4 th Grade	Mrs. Kulikowski	Extended Day Director	Mrs. Bunish
5 th Grade	Mrs. Guzdkiwicz	Pathways & Journeys	
6th Grade	Ms. Runyon	Pre-K Aide/Pathways	Mrs. Hinrichs
7th Grade	Ms. Earley	Food Service Manager	Mr.John Newkirk

ABSENTEEISM

If a child will not be in school during the scheduled class day, it is the responsibility of the parent to call the school office attendance line (763-788-9065 ext. 219) before 8:00 to report the reason for the absence. *A written excuse must be presented to the classroom teacher the day a child returns to school following an absence.*

If an extended absence is anticipated, due to injury or illness, the school should be notified to make arrangements for make-up work.

Absences from school disrupt the sequence of learning for a child, and for that reason absences for special activities and vacation are strongly discouraged. This includes being tardy for school and leaving before dismissal. Making up work is not the same as being present for classroom instruction and interaction.

If dental, medical, or other important pre-scheduled appointments must be handled during school hours, the office must be informed by phone or written note concerning the matter. Students will not be allowed to leave the school building during school hours for appointments unless a parent or delegated adult **reports to the school office to pick them up. Parents/guardians must come to the school office and sign students out when they leave and sign students in when they return.**

Students who are tardy must bring a written excuse to the office before being admitted to the classroom. Parents are responsible for getting their children to school on time. By being tardy, students miss important information. The school office will send home a copy of the tardy slip as a reminder to parents.

Students are tardy if they arrive after the 8:00 bell. Students are absent one-half day if more than one class is missed before the 3:05 dismissal bell.

EXTENDED ABSENCES: Planned absences require a ***Request for Leave of Absence***. The *Request for Leave of Absence* form can be picked up in the school office and must be filled out prior to a planned absence of more than three days.

ACADEMIC PROBATION

Students in grades 4-8 who earn one or more grades below a "C-" on their interim or report card for any quarter are placed on academic probation. The student, parents, and teachers will increase efforts to support and assist the student to improve his or her academic performance.

Following the distribution of interims or report cards teachers will notify the school office of students on academic probation. A letter will be sent to parents from the school office informing parents of the probationary status of their student along with recommendations and an Academic Probation Student/Parent Agreement Plan for Improvement. Parents and student will create a plan for success, sign and date the plan, and submit the plan to the principal.

ACCEPTABLE USE OF THE INTERNET AND RELATED TECHNOLOGY

It is the policy of Immaculate Conception School to require the responsible, legal, and ethical use of the Internet and related technologies by all employees, volunteers, and students of ICS. The purpose of our school's technology policy is to set forth guidelines for use of the school's computers, access to the ICS computer system and acceptable, safe use of the internet—including all electronic devices/communication. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken for violations that are illegal, irresponsible, or unethical.

For a complete copy of the school's technology policy refer to the school's website.

ADMISSIONS (Non-Discrimination Policy)

Immaculate Conception School admits students of any sex, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It accepts students of any religious conviction; however each student is considered part of the total Christian school community and is expected to participate in all classes and activities.

ANTI-BULLYING PLEDGE - Students

The students of Immaculate Conception School agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

Students will be educated about bullying and after materials is covered in the classroom; a copy of the pledge (see below) will be given to the student to sign.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty or administrative member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to classroom activities and assemblies dealing with bullying.

I acknowledge that where I am a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

ANTI-BULLYING PLEDGE - Parents

We the parents of Immaculate Conception School agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

A copy of this document will be sent home to be signed by the parent(s) and returned to school.

By signing this pledge, we the parents agree to:

1. Keep ourselves and our children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about schoolwork, friendships and relationships.
4. Emphasize to our children their responsibility to report honestly and immediately all incidents of bullying to a faculty member.
5. Inform faculty of changes in our child's behavior or circumstances at home that may change a child's behavior at school.
6. Alert faculty if any bullying has occurred.

ASSESSMENT/TESTING

Students take standardized tests in the fall at different grade levels, as determined by the staff. These tests measure the student's level of achievement in reading, language and math skills. The tests are designed to help both students and teachers. They help students find out how much they have learned and what they still need to learn and they provide teachers with information that is helpful in improving the quality of instruction. Some of the instruments/assessments used are: Accelerated Reader, Stanford- Grades 3, 5, and 7, and Learnia, grades 3-8 for Reading and Math.

ARRIVAL-DISMISSAL

Arrival: Students who are not bused are not to be in the building until 7:45 a.m., with the exception of students having breakfast. Breakfast is available for students at 7:30 AM, when students enter the cafeteria, via the Shrine door. When students arrive at school, by any means of transportation, they may not leave the school grounds.

Dismissal: Teachers lead students out of the building at dismissal. Teachers monitor safety of students crossing streets, escort car riders, walkers, and bikers out of the building. It is then the responsibility of the parent and student to continue home safely from that point. Students who are not picked up at dismissal will be escorted to the Extended Day Program where the parent/guardian can be contacted. Students who need after school supervision or who participate in after school sports must participate in the Extended Day program. **Parents are to come to the roped area or school and pick up their child so all children are safe. If a parent does not pick up their child by 3:15 p.m. the child will be sent to Extended Day to wait.**

Changes in Dismissal/Transportation: Legal ramifications require written authorization for transportation changes. A written note will be needed for any variance in regularly scheduled transportation. Phone calls and/or verbal permissions requesting transportation changes are not allowed, as they do not protect the school from liability.

BAND

Instrumental band provided through the services of Schmitt Music Company is conducted one day a week at ICS. Group lessons are available for grades 4-8. Parents make fees and instrument arrangements with the band director. It is the responsibility of the student to make up any work missed while at band. If homework is not current, students jeopardize remaining in the band program. Refer to Extra Activities section

BEHAVIOR MANAGEMENT

Overall Statement of Belief

We at Immaculate Conception School expect our students to treat everyone with respect and in a Christian manner. We see discipline as an opportunity to teach common Catholic moral principles. Thus, the aim of our behavior management policy is self-discipline and assisting the individual student in developing the knowledge and skills needed for living a responsible, value centered life. Both home and school are responsible for a child's growth in personal behavior. When a student registers at Immaculate Conception, he/she thereby agrees to accept the schools code of conduct as set forth in this handbook.

Purpose of the ICS Behavior Management Plan

We believe the school community, including students, parents, teachers, administration, and the church, must work together to provide a safe supportive, Christian value based environment that promotes teaching and learning. The sections of the Behavior Management Plan are as follows:

1. The ICS Code of Conduct will list the core values for the ICS Behavior Management Plan that constitutes good behavior.
2. Specific rules related to the Code of Conduct.
3. Consequences and Discipline procedures if the Code or Rules are not followed.
4. Dispute resolution procedures

Code of Conduct

The ICS Code of Conduct is the list of core values that students should follow.

- Respect for authority
- Respect for others
- Respect for property
- Daily responsibility
- Display appropriate social skills
- Display a desire for learning
- Display Christian based values
- Be prompt and prepared
- Promote a safe environment

Code of Conduct and Rules of the ICS Behavior Management Plan

ICS students are expected to observe the Code of Conduct and related rules at all times while on school grounds or at school related events. Some examples include:

- In the classroom
- On the bus
- In the church
- School wide (Playground, halls, etc...)
- During extracurricular activities (Sports events, field trips, library visits etc...)

The flexibility built into the system allows for consideration of all circumstances in an attempt to administer reasonable, timely and fair justice. The intent is to help the student resolve the situation, and learn to display the appropriate behavior.

Specific Rules

Two sets of rules will be detailed as part of this document. These rules are in addition to the Code of Conduct and outline specific inappropriate behaviors that will result in disciplinary action.

1. Minor Infractions for Grades K-8
2. Major Infractions for Grades K-8

1: Minor Infractions for Grades K-8 (Teacher Responsibility, Handled through Classroom Learning models).

1. Disrupting class
2. Showing disrespect for others
3. Showing disrespect for property
4. Using inappropriate language
5. Homework responsibilities
6. Failure to return required parent signatures (I.e. missing assignment slip, low test scores)
7. Gum or Candy

Disciplinary Actions for Minor Infractions for Grades K-8

Minor infractions will be handled according to the “General Discipline Guidelines” outlined above. Classroom Learning models are based upon a gradual set of consequences which may include, corrective actions, removal from activity, and/or detention. The purpose of a detention is to provide the student an opportunity to reflect upon the direction and seriousness of their action. Conduct Referral Forms (Pink slip detentions) are not usually the first course of action for a minor infraction. However, multiple/repeated minor or severity of infractions could warrant a Conduct Referral Form. Please see the section below for more information on Conduct Referral Forms.

2: Major Infractions for Grades K-8 (Teacher and Administrator Responsibility)

1. Use of profane/vulgar language, written or verbal
2. Malicious damage to school or campus property
3. Fighting or any harassment/bullying of fellow students
4. Possession of drugs, alcohol or pornographic materials
5. Smoking on Immaculate Conception property
6. Acts of lying, cheating or stealing
7. Serious or continued disregard for classroom rules or school policies
8. Disrespect and/or open defiance of teachers, other school personnel and all adults
9. Leaving the premises without parental and school permission
10. Possession of a weapon
11. Bus violations
12. Truancy
13. Threat to do violence

Disciplinary Actions for Major Infractions for Grades K-8

Conduct Referral Form (aka pink slip)

A *Conduct Referral Form* will be written out by the witnessing adult when a student is disciplined and is required to spend time (detention) sitting quietly, working on school work, or performing a task (or tasks) as a natural consequence of inappropriate behavior.

Parent Notification

A parent will be notified the day of the **major** infraction and the consequence will be served **as soon as possible** (natural consequence, after school detention, noon detention and in-school suspension) or **within 48 hours depending on parent notification and transportation home after school.**

Copies of the *Conduct Referral Form* will be sent (parents will be notified that this form is coming home, signed by parent(s)/guardian(s) and returned. The principal and teacher will be given copies of the forms and a copy will be placed in the student’s “behavioral file”-Not his or hers cumulative file.

A student who receives multiple conduct referral forms in a single school year will be subject to increasingly severe disciplinary action according to the following guidelines:

	Action
1st Conduct Referral Form 2 nd Conduct Referral Form 3 rd Conduct Referral Form	Appropriate consequences will be determined by the staff, which may include detention.*
4 th Conduct Referral Form	In-School Suspension: Removal of a student from his/her classroom by the Principal, for a period of time. Class work will be assigned and completed.
5 th Conduct Referral Form	Out-of-School Suspension: Temporary removal of a student from the school by the Principal. While at home, class work will be assigned and completed. In addition, a student who has been on an out-of-school suspension is placed on probation for the remainder of the school year. Probation: Places a student in a precarious position. The conditions of Probation will be in writing. A violation of the behavior contract (any serious violations or repeated violations) could result in <i>expulsion</i> . In either case, a formal letter from the Principal will be mailed home.
6 th Conduct Referral Form	Expulsion: The Principal and Pastor have the authority to expel a student as a result of a serious violation or infraction or upon receiving 6 Conduct Referral Forms in a school year. A formal letter from the Principal will be mailed to the home with documentation.

***Detention**

The faculty will determine the appropriate starting time and duration for any detention. The following are provided as examples:

- Noon detention (15 minutes) in classroom or Principal’s office.
- After-school detention...3:15-4:00 (could be longer), served in the classroom of the teacher who handed out the consequence or in a designated location.

Dispute Resolution Procedure

The Dispute Procedure describes the steps to raise and resolve concerns with the application of discipline procedures.

- **Work with the teacher first.** Remember that they have the best interests of your student at heart. Work in an open and honest fashion to resolve differences. Remember that your actions are modeled by your child – start with a pleasant manner.
- If you and the teacher can’t resolve your differences, get the principal involved.
- The Pastor has final authority over all matters at the school.

Parental cooperation is essential for the welfare of all students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their child(ren) and sever the relationship with the school.

BICYCLES - ROLLER BLADES/SKATEBOARDS/SCOOTERS

Immaculate Conception School is not responsible for damaged or lost bicycles on the school grounds. Bicycles may not be taken into the school building.

Roller blades, skateboards, and scooters are the parents and student's responsibility. They are to be stored in the student's locker and not used during the class day. Roller blades may be used only in physical education class and are not to be used in the hallway. Any use of rollerblades, bicycles or skateboards in or around school property for the use during a scheduled P.E. class or school sponsored activity will require a helmet to be worn.

BOOKS

Immaculate Conception School and the State of Minnesota through State Law Chapter 733 Textbook Law loan textbooks and workbooks to the students. All books received are expected to be handled with care. Any books taken from the building for homework or study will be expected to be in a bag or have adequate cover. Books that are damaged will need to be replaced or repaired. Students will be assessed a monetary fine according to the degree of damage.

BUILDING AND GROUNDS SAFETY

The following procedures are established to ensure safety during school hours:

- Prior to 7:30 am all school doors are locked. At 7:30 am only the parish/school front entry doors are unlocked until 8:10 am, when they are locked again. Visitors are admitted to the school during school hours by means of a buzzer system controlled by the parish office receptionist.
- Parents, visitors, and/or volunteers need to check into the office and pick up a badge when they are in school. (This is not necessary when bringing children to school or picking them up after school.) Visitors need to sign out when they leave the building.
- Parents are not to interrupt classroom instruction. Parents/guardians are to report to the school office, the office will contact the classroom to have the student released.
- Access to the playground during noon recess (11:15-12:30) is curtailed by use of chains that cordon off the three playground driveways.

BUS

FIRST STUDENT (651-631-1755) provides bus service in the District 13 area. Questions about bus transportation should be directed to the bus company.

The bus company policy does not allow students to switch buses. The only reason for a bus switch would be a change of address.

BUS SAFETY: In the fall, classroom teachers instruct students in bus safety. Students practice safe evacuation procedures.

BUS MISCONDUCT: FIRST STUDENT uses written notification to parents and the school of misconduct. Immaculate Conception School uses the discipline procedures outlined under "Major Infractions" to handle bus misconduct.

CHILD ABUSE AND NEGLECT REPORTING

Under Minnesota Statute, a professional or professional's delegate who is engaged in the practice of education (including teachers, administrators, coaches, day care providers, counselor, paraprofessionals, and bus drivers) is mandated to report if she/he knows or has reason to believe that a child is being neglected or physically or sexually abused, or that a child has been neglected or physically or sexually abused within the preceding 3 years.

COMMUNICATIONS

The school will send home communications each Thursday with the youngest child in each family in a communication envelope. The student's responsibility is to return the envelope signed and dated by the parent, by the following Monday. The same envelope will be used all year.

COUNSELING

ICS has contracted with Dr. Steven Kahn and Associates for counseling services of grades K-8. Dr. Kahn, a psychologist, and his counselors are part of the ICS staff. Dr. Kahn and his counselor are available 1 day a week. Services are available to students, parents, and faculty. Parents can access Dr. Kahn by calling 651-426-4297. Parent approval is required for services to be administered.

CRIMINAL BACKGROUND CHECKS

It is policy in all schools, in the Archdiocese, that criminal background checks are performed on all employees as well as volunteers who have regular or unsupervised contact with minors.

CURRICULUM HOURS (Instructional Time Allocation)

ICS has adopted instructional hour's guidelines for curriculum. These guidelines were adopted in September 2007. The guidelines allow the administrators and faculty to deliver a firm foundation of core curriculum. Please contact the principal to review the grid.

CUSTODY

Divorced or separated parents; or other guardian relationships must file a **court-certified copy of the custody section** of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

ENROLLMENT POLICY

Registration priority will be as follows for grades 1-8:

- Current students
- Family members of current or former students, children of alumni, or parents employed at the parish
- Registered members of Immaculate Conception Parish
- Non-parishioners

Kindergarten registration priority: (A birth date prior to September 1, and assessment information is used as a guide to determine eligibility for kindergarten)

- Family members of current or former students, children of alumni, or parents employed at the parish
- Registered members of Immaculate Conception Parish
- Students enrolled in Immaculate Conception Sunday Preschool
- Non-parishioners

After the enrollment deadline, enrollment is open to parishioners and non-parishioners on a first come, first served basis.

EXTENDED DAY PROGRAM (Grades Pre-K-8)

Pathways and Journeys

Immaculate Conception School offers a comfortable, relaxed, and creative environment for children who need care after regular school hours, and on scheduled days when school is not in session. Please refer to the extended day calendar. Children participate in arts and craft projects, socializing, games, reading, and homework, as well as recreation and enrichment activities. The Extended Day program has additional fees, contracts and a handbook. Hours 3:00-6:00 PM. Call the school office, 763-788-9065 ext. 225 for more information.

Power Hour program

This is an after school program for 6th-8th grade students who participate in ICS after school activities. This program provides supervision in a study hall format. Students are responsible for their own snacks.

EXTRA CURRICULAR ACTIVITIES (Grades 3-8)

Extra curricular activities support our educational program and provide opportunities for students to participate in activities outside (and possibly during) the normal school day. Extra curricular activities include, but are not limited to, sports, band, choir activities, theater, First Lego League, Shoebox Angles, and altar serving. An appropriate extra curricular fee may be charged to help offset the cost for these programs.

To ensure a positive experience, we want to put a major emphasis on the care and respect of one's self, others, and the facilities we use. All school rules apply before, during, and after each activity. We expect students to be respectful, cooperative, and demonstrate responsible behavior. Students must remember that they are representing the school during these activities.

Eligibility for extra curricular participation will be considered on an individual basis contingent on effort, behavior, and following school policies. More than one pink slip detention during a quarter or season may disqualify a student from participation in an extra curricular activity. Parents assume responsibility of monitoring student effort and academic progress when determining whether their child should be involved in extra curricular activities.

Interscholastic Athletics

Immaculate Conception School participates in inter-scholastic athletics. The program is a continuation in a student's development. The program consists of volleyball, soccer, basketball, softball, and baseball. CAA (Catholic Athletic Association) includes an interscholastic program that is handled by the Athletic Director with the principal as overall supervisor. Each adult acting as a coach or volunteer must have a background check and attend a Virtus training session. Goals of the program are:

- 1) Athletics provide a good form of self-discipline and continue the atmosphere of the school day, but in a different light.
- 2) Athletics teach students to participate cooperatively (whether they win or lose) when they are representing Immaculate Conception School and when they are representing other teams in the community.
- 3) Athletics provide another area in which a student can successfully achieve.
- 4) Athletics help build good sportsmanship in players.

General Rules

- 1) Students are not allowed in the gym without a supervising adult present.
- 2) If practice does not start right after school, students must leave school and return at the time of the scheduled practice. If students stay on the school grounds they must participate in the Extended Day program.
- 3) Transportation to and from practice or games is the responsibility of the student and parent. It is not the responsibility of the school.
- 4) Coaches and team members must conduct themselves in a Christian manner.
- 5) All participants must have parental permission slips.

Attendance and game play

- 1) A student not in school for the PM session, which starts at 12:00, does not play the day of the game.
- 2) Attendance at practice is required if the student wishes to play and remain on the team. The coach may excuse a player from practice.

Participation

The Director/Group Leader will hand out participation rules at the start of each season when a team/group meeting takes place. All students may sign up for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. The decision of the coach or group leader, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final.

FIELD TRIPS

Field trips are part of the overall curriculum. Students engage in a field trip experience to help achieve educational goals. Students will be charged for transportation and for admission fees. Parents will be notified about these trips and will be required to complete the formal permission request. ALL parents and volunteers MUST have Virtus training to assist on field trips.

GRIEVANCE POLICY

This policy provides a process to resolve disputes that may arise among parents, school staff members, and volunteer representatives of the school.

The following steps should be taken by the person seeking resolution; steps are successive only if resolution is not achieved:

- | | |
|--------|---|
| Step 1 | Discussion on a person to person level (i.e, parent and teacher) |
| Step 2 | Discussion with immediate supervisor (parent, teacher, principal) |
| Step 3 | Discussions with Principal |
| Step 4 | Make request in writing to Pastor |

For complete description of process see website.

HEALTH SERVICES- ILLNESS, IMMUNIZATIONS, MEDICATIONS

A health education assistant will be in the building as scheduled by District 13. The District 13 school nurse is not in the building on a regular basis but arrangements can be made for a student or parent to speak with them about a personal health problem, health information, or consultation. PLEASE CONSULT YOUR PHYSICIAN FOR CARE OF INJURIES OCCURRING OUTSIDE OF SCHOOL.

Emergency Information: Current emergency information is required for each student. A card is filled out by the parent for each child at the beginning of each school year. In case of emergency, the procedure will be to contact the parent at home or work. You should make arrangements for proper care in case your child should meet with an accident or become too ill to remain in school at a time you are away from home. The school must be notified if any changes occur (address, telephone number, physician, dentist, work telephone number, etc.) during the school year.

Illness: Please keep your child home from school when ill.

- A child with any kind of rash, lesions, or any suspected communicable disease must be kept out of school until diagnosed by a physician.
- A child should be fever-free for 24 hours before returning to school.
- If vomiting and diarrhea are present the 24-hour policy is also used.
- HEAD LICE POLICY: a child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nits are seen. Exclusion will be made if nits are found. Check your child's head on a regular basis and notify the school if you find head lice on any member of your family.

Physicals/Immunizations: Physical examinations are required for all children entering Kindergarten and grade 7. Forms for this purpose will be given to parents prior to the child entering these grades. All students entering Kindergarten and grade 7 must show proof of immunizations. The school must retain documentation of immunizations. YOUR CHILD WILL NOT BE ALLOWED TO ENTER SCHOOL UNTIL THE IMMUNIZATION REQUIREMENTS HAVE BEEN MET.

Screening Programs: Vision and hearing screening is done every year. Students with known concerns will be routinely monitored.

Medication Policy: See MN Statute 126.201, Administration of Medication by School Personnel. In December 2007 the following policies were passed by the School Advisory Team.

ICS Purpose: The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to school.

ICS General Statement of Policy: ICS acknowledges that some students may require prescribed drugs or medication during school hours. ICS licensed school nurse or trained Health Service personnel, or principal or Administrative Secretary, or teacher will administer prescribed medications in accordance with law and ICS procedures. The school's Medication Authorization Form must be completed and on file.

ICS medication policy and forms are located on the school's webpage.

HOME AND SCHOOL ASSOCIATION

Immaculate Conception Home and School Association is an organization that belongs to and made up of all the parents/guardians who have children in Immaculate Conception School. The association is a service organization whose purpose is to provide ways for parents/guardians to become involved in their child's school and to support and enhance the work of the school, its staff, and students. Home & School provides parents/guardians with an opportunity to meet and work with other parents/guardians. The association plans social events throughout the year and leads fund raising activities. Funds raised by the Home and School are used for items or projects to enhance the student environment and education experience.

HOMEWORK AND MAKE UP WORK

Homework: Homework assignment guidelines were developed using the NEA-National Education Association suggestions. Guidelines were adopted Dec 2007 by School Advisory and ICS Faculty.

Grades K-2	20-30 minutes a day
Grades 3	30-45 minutes a day
Grades 4-5	30-45 minutes a day
Grades 6-8	60-70 minutes a day

Students have opportunities during school to finish most of their assignments. Students in the Extended Day program are also encouraged to work on assignments there.

Homework is due by assigned due dates. There will be occasions when there is a valid reason for not completing homework on time and this will be taken into consideration by the teacher. (Sports or other afterschool/evening activities students are involved in are not considered to be a valid reason). Students should expect daily homework. Study time is available during the day and it is the student's responsibility to use their time wisely.

All assignments are posted in the classroom and students are to place these assignments in their Assignment Books. For students in grades 4-8, students and parents can also refer to the TIES website. It is the student's responsibility to write down the assignments and completing those assignments in the appropriate time frame.

If a student is absent, it is the student's responsibility to find out what the missing assignments were and the specific deadlines. School absences do not excuse a student from completing their assignments.

Grades are not given—they are earned!

Make-Up Assignments: When a child is absent, make-up work is the responsibility of the student and parents. When parents call to report their student absent a request can be made to have the assignments and materials available in the office for pick-up, or to be sent home with a sibling. For long term absences a *Request for Leave of Absence* form must be completed and assignment arrangements and deadlines must be discussed with the teacher.

HONOR ROLL

Students in grades 6-8 are recognized for their academic achievement through the publication of an honor roll.

- High Honors grade point average of 3.67- 4.0
- Honors grade point average of 3.00-3.66

HOT LUNCH AND MILK

Immaculate Conception School participates in the MN School Nutrition Program and offers nutritional lunches daily. Free and/or reduced lunches are available to families who meet MN eligibility regulations. We strongly encourage families who think they might meet criteria to apply. School personnel handle applications and eligibility confidentially. (Immaculate Conception receives Title I funding based on families receiving free and/or reduced meals. Your participation helps the entire Immaculate Conception community.) Contact Chef John Newkirk at 763-788-9065 x222 with questions to obtain forms.

All children remain at school during lunchtime. Menus are sent home monthly. A recommended amount in a child's lunch account is \$10, a month of hot lunches. The minimum amount for an account this year will be \$8.

Immaculate Conception encourages all students to eat a healthy lunch, and we support the drinking of milk, water, and fruit juices with lunch. Carbonated pop is not allowed in the lunchroom.

INVITATIONS

If everyone in a class is not being included, we ask that you not send birthday invitations, sleepover invitations, etc. to school. It causes hard feelings when everyone is not included. We urge invitations to be sent by mail. This courtesy should also apply to the exchange of any gifts.

LOCKERS

Some classrooms and the gym area are equipped with lockers. The lockers are school property and can be inspected without notice by teachers and administration.

LOST AND FOUND

Items that are found are kept in a bin located in the cafeteria. *Reminder: Please label all belongings so lost items can be claimed.* Long term lost and found items will be offered to the ICS community and after a period forwarded to Goodwill or the Salvation Army.

MIDDLE SCHOOL - GRADES 6-7-8

Immaculate Conception Middle School gives special emphasis to addressing the social, emotional, academic, and spiritual needs of adolescents. Students in these grades are organized together and instructed by teachers who teach in their specialized areas. Students are not in self-contained classrooms but move from room to room.

NON-CUSTODIAL PARENT

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. See also Custody section.

ONE WILL PROJECT

Through our connections to Dr. Leon Hesser and Dr. Norman Borlaug we have created the One Will project. This is a student driven project, lead by the student council, which seeks to expand our view of the world.

One Will Vision We will globalize our perspective of the world by learning together, working together, and serving together with other cultures.

One Will Mission To expand our understanding of the world we live in by learning together, working together, serving together. Within this project, we will create a partnership with schools in Mexico and Africa. With an increased understanding of the world, we will be better suited to serve as Jesus did. The will of one can make a difference.

PARENT TRANSPORTATION PROCEDURES

Drop-off/Morning Procedure- Parents will enter the school parking lot from Jackson Street. Parents who are dropping off students will use the drop off lane. Drive vehicles as far forward as possible. Parents who are walking in with children, proceed to Area B, (see map- maps are distributed in the fall and available in the school office), park, and walk in. Do **NOT** park in Area A or cross the drop-off lane.

Pick-up/Afternoon Procedure- All vehicles must park and parents come to the safety zone.

PHYSICAL EDUCATION

Physical education classes in grades K-8 are taught at Immaculate Conception School. Tennis shoes are required for all students in grades K-8 and a t-shirt or non-uniform sweatshirt and shorts or sweat pants for grades 1-8. Being dressed appropriately for class is considered as part of the grade.

PICTURES

Student pictures will be taken in the fall. The date is listed on the school calendar. Parents have the option of purchasing the pictures. Purchases are not required. All students will be photographed in order to be included in the class photo. A make-up date will be offered for re-takes and those absent on the original date. Please refer the photography company policy regarding re-takes.

PUPIL PROGRESS REPORTING

Students and parents receive information regularly on student progress in many forms: feedback on daily work, tests, projects, conversations with teachers, etc. A written report of student progress is given quarterly in grades 1-8.

Three principles guide the development of report cards at Immaculate Conception:

- The primary goal of grading and reporting is COMMUNICATION
- Reporting is an integral part of the learning process, much like assessment.
- Learning is a complex activity.
- Interim and Quarterly Interim reports are given to all students.

Grading symbols used at Immaculate Conception School:

K-1
S = Secure/Satisfactory
D= Developing
I = Improving
B= Beginning

2-3
O = Outstanding
S = Satisfactory
N = Needs Improvement
I = Improving

4-8 Grade Range

94-100	A	79-80	C+	61-63	D-
91-93	A-	74-78	C	Below 61	F
89-90	B+	71-73	C-		
84-88	B	69-70	D+		
81-83	B-	64-68	D		

+ = Outstanding N=Needs Improvement ✓ = Satisfactory I = Improving U = Unsatisfactory

RECESS

We expect that all students will participate in recess. Children should not be in school if they are too ill to go outdoors. Exceptions will be made for written doctor's orders.

RIGHT TO AMEND

Since situations can arise that were not foreseen at the time of writing a handbook, the principal reserves the right to amend the handbook. Parents and students will be notified of any amendments in a timely fashion. Amendments will be distributed in writing via the communicator envelope or special distribution.

SAFETY DRILLS

Fire and tornado, evacuation and lockdown drills are held on a periodic basis for safety. All plans are reviewed by local safety officials.

SCHOLARSHIPS

The Church of the Immaculate Conception School offers scholarship aid to families with children enrolled in the parish school. An application form must be completed. Forms are available online or the school office. Tuition Aid Data Services (TADS), <http://www.tuitionaid.com>. Applications and the information contained in them are confidential.

SCHOOL CLOSINGS

Emergency school closing due to severe weather, or for any other reason, will be announced over WCCO radio (830 AM). Any weather announcement closing Columbia Heights District 13 will include Immaculate Conception School as we follow ISD #13 procedures.

SCHOOL HOURS

School begins at 8:00 and ends at 3:05. Bus students may enter the building when the bus brings them. Students who are not bused are not to be in the building until 7:45, when the bell rings and the parish/school main entry doors are unlocked. The school offers an Extended Daycare Program for students needing supervision after school. (Contact the office for extended daycare information.) Once students arrive they may not leave the school grounds without permission.

Students who are in sports after school, and if the practice does not start right after school, must leave school and return at the time of the scheduled practice. ANY CHILD NOT PICKED UP BY 3:15 will be escorted to Extended Day. Please know that when you arrive to pick up your child from Extended Day, you will be charged for this drop-in service and with payment due at that time. See also Extended Day Handbook. **Students are not to congregate in the Parish Office entry, as there is no adult present to supervise them.**

SCHOOL TIES- HOMEWORK WEB POSTING FOR GRADES 4-8

Each grade 4-8 teacher will have her/his own web page. The teacher webpage has a weekly note to the parents and the assignments. Not all assignments are posted at the beginning of the week; assignments will be updated and posted by the teacher daily (6:00 PM) to meet the classroom progress. The assignments posted will be the assignments that are available for the student to copy into their assignment notebook daily. The assignment notebook is the primary tool for students to track their work.

School TIES web pages will show you the current week assignments and their due dates, how to contact us and links to learning resources <http://www2.informns.k12.mn.us/schoolties/search/index.cfm>

Note: To view assignments that have been assigned the previous week, or that have been given but are due in the following weeks, click on the word "here" under Assignments. You will be able to view all assignments at once this way.

SEXUAL HARASSMENT / HARASSMENT

It is the policy of Immaculate Conception School to provide a learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, principal, parents, vendors, volunteers, coaches, guests, and others, who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonable interference with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

One particular category of *harassment*, *sexual harassment*, consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature, which substantially interferes with an individual's employment or education, or creates a hostile, intimidating environment. Submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, or other graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- otherwise creating a hostile, intimidating, or offensive environment.

Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely, but firmly, advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, or if a request to stop is not respected, he or she should report the incident to an appropriate official (principal, teacher, or in the case of a complaint against the principal, to the Pastor).

All complaints of harassment will be handled promptly and completely. The facts shall determine the response to each complaint. Each situation will be handled with discretion and sensitivity.

STATE AND FEDERAL PROGRAMS: No Child Left Behind and MN Textbook funds

Title I (Federal Program) Qualifying students receive supplemental services in the areas of reading and/or math on site (grades 1st and 2nd).

Guidance: (State Program) Students in grades 7-8 have access to Dr. Steven Kahn, on site psychologist, and his counseling staff.

Special Education: Schools in Minnesota are required to serve the special education needs of children from birth to age 22, or the completion of high school. The areas of delay or disability include sensory, physical, mental or social/emotional. If a child qualifies for special education services and meets the eligibility criteria, the school district is responsible for serving the child's special education needs. Immaculate Conception will assist the family in working with the district to obtain services needed. Please consult with your student's teacher and the school principal to start any assessment processes.

If you have questions about any of these programs, please contact the school principal.

STUDENT RECORDS

The school maintains records of students while they are in attendance. Records or data may mean any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance data
- Health data
- Family background information
- Official correspondence

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren's) records. An appointment with the principal should be made in advance of requesting to review records. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days.

To transfer records, parents/guardians are asked to inform the school offices as soon as possible. Parents should complete an *ICS Records Request* form to have records transferred. The official records will be sent directly to the new school. Contact the principal for the form.

TELEPHONE

Incoming calls/leaving messages

- If you wish to speak with a teacher, please leave a message with the school secretary of available times you can be reached. Teachers make every effort to return calls the same day they are received.
- If there are messages that need to be given to students during the school day, please leave these messages in the office before 12:00.
- ***Telephone calls are not allowed for transportation changes. Legal ramifications require written authorization for any variance in regularly scheduled transportation.***

Outgoing calls

- Students are not allowed to use the school phone except in cases of necessity and with a signed permission slip from the teacher. The phone may not be used for social reasons, such as arranging visits with friends.
- Cell phones or other digital communication are not allowed to be used by students during the school day.
- Students participating in athletics have a phone available near the gym.

TUITION POLICY

- Any parent or guardian who chooses to enroll a child or children at Immaculate Conception School shall accept full responsibility for paying the cost of this education.

Tuition Procedures K-8 (One registration form will be completed per family)

- To complete the registration process at Immaculate Conception School, for all K-8 and new enrollments, a **non-refundable \$50.00 deposit is required per child.**
- Current families that register after the deadline incur a \$75.00 registration fee.
- Summer and Late Registrations
 - > Any family registering between July 1, 20XX and September 30, 20XX will be required to pay all monthly tuition accrued from the July start date.
 - > Any new family registering after October 1, 20XX will pay a prorated tuition based on the student's actual first day in attendance
- Pre-School enrollment requires a \$25.00 registration fee per child (non-refundable).

All parishioners at The Church of the Immaculate Conception are expected to contribute to the parish community. Immaculate Conception reserves the right to check the status of parishioners in an effort to keep accurate records and maintain the integrity of the tuition policy.

TUITION PAYMENT PLANS

Choose a payment plan: Parent(s) or legal guardian(s) may choose any one of the three options listed for the payment of tuition. Parents must use FACTS for Semi-annual and Monthly payment plans and must complete a FACTS enrollment form. **FACTS is used to secure the school tuition income to reduce school administrative costs and be an effective measure to collect tuition, thus no exceptions to the following plans will be considered.**

- **In Full:** Payment in the **full amount on or before, June 30**, prior to the upcoming school year.
Tuition checks are made payable to Immaculate Conception School, and all tuitions monies are to be directed to the Parish Office.
- **Semi-Annual:** Payment of **half the tuition owed on or before, June 30**, prior to the upcoming school year. The tuition is paid by direct transfer of money from your savings or checking account over a two payment period starting in July and then January.
The **balance of the tuition is due on or before January 2**. All tuition monies are paid through direct transfer. Families choosing this plan must use the FACTS Plan.
- **Monthly:** Monthly payments are made beginning July as contracted through the FACTS Tuition Management company. The tuition is paid by direct transfer of money from your savings or checking account over a period of 10, 11 or 12 months beginning on either July 1st or July 20, (depending on your option date). No exceptions to this plan are allowed. Families must use FACTS.

For the semi- annual and monthly plans: A one-time assessment fee of \$38.00 will be withdrawn from the designated account. This fee is not part of the down payment of the tuition and is non-refundable. For more information please see the FACTS Tuition Management enrollment form in the enrollment packet.

UNIFORM POLICY

Revised: June 2005

Policy: Immaculate Conception School policy states that students attending Immaculate Conception School will wear a uniform as defined in this policy. It is the parent's responsibility to see that this code is observed. When there is a school liturgy, dress down attire is prohibited, only the school uniform is to be worn.

Rationale:

The purpose of the uniform:

- To reflect Christian values such as humility, simplicity, modesty
- To emphasize the value and purpose of education
- To decrease peer pressure and competition
- To decrease focus on appearance by having uniformity among students
- To promote school identity
- To promote comfort and utility
- To promote cost effectiveness

Procedure:

If a child comes to school without proper uniform attire, parents will be notified by the school office. If the child comes again out of uniform, the parents will receive a call and will be requested to bring the correct uniform.

BOYS:

Slacks: Only plain straight leg navy blue uniform slacks allowed. (*Cargo, multi-pocketed, carpenter pants, wide leg, pants with pocket flaps, pants with logos are not allowed*).
Pants must be worn at the waist.

Shirts: Grade K-5 Royal blue polo knit; long or short sleeves. Only plain white T-shirts are to be worn under the uniform shirt.

Grade 6-8 Light blue long or short sleeve oxford cloth shirt with button down collar.

Only plain white T-shirts are to be worn under the uniform shirt. Shirts must be tucked in. Shirts are not to have logos.

Sweatshirts: Only the long sleeve, royal blue ICS uniform sweatshirt is to be worn with shirts.

Socks: Solid color: Only navy blue or white socks are allowed. Tennis socks or socks with logos are not allowed. The multi-colored ICS sporting socks can not be worn. Socks must be worn with all footwear.

Shoes: Comfortable nonskid soled shoes or tennis shoes. Tennis shoes must be clean. Sandals only with appropriate back supports may be worn. Clogs/mules are not allowed. Shoes must have appropriate back supports.

Shorts: Navy blue uniform shorts: shorts that fall between mid-thigh and knee. (*Cargo, multi-pocketed, carpenter style, oversized, shorts with pocket flaps, shorts with logos are not allowed*). When there is a school liturgy uniform shorts may be worn.

Belts: If belts are worn, they are to be simple solid colored (no decorations).

Other: No facial jewelry, tattoos or body piercing

GIRLS:

- Jumper:** Grade K-5 Plaid jumper
- Skirt:** Grade 6-8 Plaid skirt with plaid vest of the same skirt material. Skirts are not to be rolled at the waist. Skirts are knee length.
- Blouse:** Plain white long or short-sleeved blouse with classic pointed or button collar. Plain white turtleneck or long or short sleeve (no cap sleeves) polo shirt may be worn in place of the white blouse. Turtlenecks are not to have lace, decorative stitching or trim. Blouses must be tucked in.
- Slacks:** Only plain straight leg navy blue uniform slacks allowed. (*Cargo, multi-pocketed, flared, wide leg, carpenter style, leggings, pants with pocket flaps, pants with logos are not allowed*).
Pants are to be worn at the waist. Low-rise, hip-hugger and 5-pocket pants are not allowed.
- Sweatshirts:** Only the long sleeve, royal blue ICS uniform sweatshirt is to be worn.
- Socks:** Solid color: Only navy blue or white socks are allowed. Tennis socks, golf socks or socks with logos are not allowed. The multi-colored ICS sporting socks cannot be worn. White or navy blue tights can be worn under skirt or jumper. Socks must be worn with all footwear.
- Shoes:** Comfortable nonskid soled shoes or tennis shoes. Tennis shoes must be clean. Sandals only with appropriate back supports may be worn. Clogs/mules and platform-heeled shoes are not allowed. Shoes must have appropriate back supports.
- Shorts:** Navy blue uniform shorts that fall between mid-thigh and knee. (*Cargo, multi-pocketed, carpenter style, shorts with pocket flaps, shorts with logos are not allowed*). When there is a school liturgy uniform shorts may be worn.
- Other:** Earrings must be posts and no larger than a dime in size. Hoops or dangles are not allowed. No facial jewelry. Make-up is not allowed. No tattoos or body piercing is allowed.
- Belts:** If belts are worn, they are to be simple solid colored (no decorations).

UNIFORM COMPANY

DONALD'S 972 Payne Avenue St. Paul, MN 55101
651-776-2880
<http://www.donaldsuniform.com/>

VIRTUS TRAINING

VIRTUS training is a three hour awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are in regular contact with children under the age of 18. Further information on the program, policies and training available can be found at <http://www.archspm.org/pcyi/>

VISITORS

State law requires that visitors to the school report to the school office to receive authorization to go to other areas of the building. All parents, visitors, and/or volunteers need to sign in and out of the school office. This includes parents who come to eat lunch with children. Please wear visitor badges provided when visiting/volunteering. Signing in is not necessary when bringing children to school or picking them up after school.