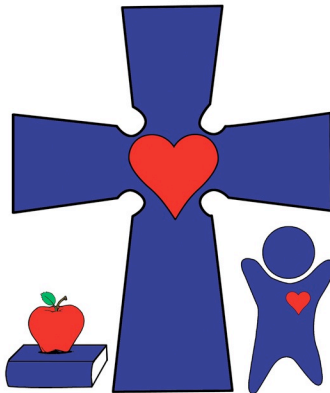


Mary Immaculate School

Parent/Student Handbook

2011 - 2012



MARY IMMACULATE SCHOOL

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Mary Immaculate School
Sponsored by the Sisters of Notre Dame
Diocese of Toledo

“The duty of human perfection, like the whole universe, has been renewed, recast, super naturalized, in the Kingdom of God. It is truly a Christian duty to grow...and to make one’s talents bear fruit... It is a part of the essentially Catholic vision to look upon the world as maturing – not only in each individual or in each nation, but in the whole human race.”

(Teilhart de Chardin, The Devine Milieu)

MISSION STATEMENT

Mary Immaculate School, sponsored by the Sisters of Notre Dame, fosters academic success in students with specialized learning needs by providing quality, individualized education in a Catholic faith-based learning environment.

BELIEF STATEMENT

Mary Immaculate School, in collaboration with families and in keeping with the tradition of the Sisters of Notre Dame and the Catholic Church, believe in:

Celebrating the uniqueness of each student,

Helping each student reach his or her full potential,

Respecting and supporting one another,

Individualizing instruction to meet each student’s needs,

Seeing each student as a child of God,

Teaching about the love of God.

EDUCATIONAL VISION OF THE SISTERS OF NOTRE DAME

Impelled by Jesus Christ and his mission
And our rich educational heritage,
We provide a Catholic environment
Of educational excellence
For the transformation of individuals and society.

We form persons who are skilled and committed
To journey together in hope
As witnesses and catalysts
For the responsibility care of all God's creation
And for justice and peace,
Especially for those on the margins of society.

EDUCATIONAL PRINCIPLES OF THE SISTERS OF NOTRE DAME

Principle One: The Centrality of a Good and Provident God

Principle Two: The Human Dignity of Each Person as an Image of God

Principle Three: The Notre Dame Educator as a Gospel Witness

Principle Four: An Integrated Education for Transformation

CATHOLIC EDUCATOR'S CREDO

As Catholic School Educators, we believe Mary Immaculate School is not only a School, but a community of Faith.

We believe those entrusted to us are not only students, but children of God.

We believe we are not only educators, but Ministers of the Gospel.

We believe the values we teach are not only character development, but a call to Holiness.

We believe our courses of study are not only academic pursuits, but a search for Truth.

We believe the purpose of education is not only for personal gain and the development of society, but for the transformation of the world.

ACADEMICS

“Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.” (cf. Vatican II, Education)

Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school. Without the cooperation of the parents, the school cannot educate the child. Mary Immaculate School’s philosophy concerning academic achievement is based upon the belief that children have diverse capabilities and individual patterns of growth and development.

Brain Compatible Learning

Mary Immaculate School’s policies and procedures acknowledge brain compatible learning as a comprehensive, multi-disciplinary approach, based on current research in neuroscience that suggests how our brain naturally learns best. The nine elements of brain compatible learning are: absence of threat, movement, meaningful content, mastery assessment, choice, collaboration, adequate time, enriched environment, and immediate feedback.

Curriculum

Mary Immaculate School is fully accredited through the Ohio Catholic School Accrediting Association (OCSAA) and curriculum flows from the Diocesan Courses of Study, which are in compliance with the Ohio Academic Content Standards. Teachers are fully licensed by the State of Ohio and participate in on-going professional development.

Faculty is expected to align their teaching to the content area standards. In their teaching practice, faculty utilize the philosophy of Differentiated Instruction to develop lessons that stimulate problem solving, are fun, creative, and geared towards the specialized needs learners. Our faculty is dedicated, caring, and committed to the ministry of Catholic education. They make a difference in their students’ lives by integrating academic disciplines with faith and values.

Grading Policy

Grades 1 - 4

A progressive scale will be used on the grade cards for grades one through four.

The progressive scale is as follows:

3 = Demonstrates proficiency in meeting the standard and working independently

2 = Progressing toward meeting the standard with practice and support

1 = Experiencing difficulty in meeting the academic standard

Grades 5-8

Percentage grades will be used on the grade cards for grades five through eight.

Grading scale is as follows:

A 90% - 100%

B 80% - 89%

C 70% - 79%

D 60% - 69%

F 59% and below

Homework

Homework is part of the learning process. Homework assignments reinforce learning begun at school and apprise the parent of work that the student is doing in school. Parents can assist their child/ren with home assignments in the following ways:

- Provide a quiet spot away from the TV, radio, telephone, and other members of the family.
- Check to see what was accomplished during the study time regarding completeness and neatness.
- Be willing to listen and offer assistance when requested from the child.
- Encourage, but do not pressure your child.
- Allow the child to complete his/her own homework, projects, and assignments.
- Students may not have homework every night. Parents are encouraged to prompt their children to read on these nights.
- If for some reason the child does not complete an assignment, a note of explanation from the parents is requested.

- Students will be allowed to make up assignments from excused absences. The length of time to make up this work will be determined by the teacher. Assignments not completed by agreed upon completion date will be treated as missing or late assignments. This also includes personal convenience absences.
- The individual teacher will handle consequences for missing, incomplete, or late assignments.
- If a student is absent and you wish to pick up homework, the school office will need to be notified by 9:00 a.m. The homework will be available in the school office between 2:30 p.m. and 3:30 p.m.

Intervention Assistance Team

The Intervention Assistance Team is available to help teachers and parents address special student concerns. All interventions are a means of figuring out how best to teach a student who is experiencing academic, behavioral, medical, or social difficulties. Parents are important contributors to the problem-solving process; are always invited to attend meetings; and are actively involved in decision-making and recommendations. The team consists of the principal, intervention specialist, teacher/s, counselor, and support staff as appropriate.

Parent-Teacher Conferences

School initiated conferences will be scheduled at the end of the first quarter. A second conference opportunity will be offered during second semester. Because teachers are responsible for supervising students from 7:45 to 3:00 daily; teachers may not leave their classrooms during the day to talk with parents. They are, however, available to confer with you at a more convenient time. Please do not telephone teachers at their homes unless they have asked you to do so. The school office does not give out teachers' telephone numbers.

Promotion, Placement and Retention

The decision to place or retain a student at a grade level will not be finalized without the consultation of the parent/guardian. The consultation will occur prior to the beginning of the fourth quarter. All options such as previous interventions, tutoring, and academic testing/evaluations will be considered. However, parent permission is not required to retain, place or promote a child at grade level. Absences of ten (10) days per semester without a doctor's note could or may jeopardize promotion.

Report Cards

Report cards are issued four times a year. The purpose of the report card is to communicate meaningful information concerning achievement to parents and others who are authorized to access educational data. Although children vary in their rate of educational development, continuous progress is the goal for each child. Parents are asked to sign the report card envelope and promptly return it to the classroom teacher. If tuition payments or any other school fees are not up-to-date, report cards may be withheld.

Textbooks

A list of students and the textbooks they have been assigned is maintained for each class. Textbooks must be kept in good condition. A fee will be charged for damaged or lost books. Report cards will be withheld if the fee is not paid.

Student Progress Communication Tools

Many tools are used to enhance the communication process between students, parents, and Mary Immaculate School. Below is a list of several of the tools used by the faculty and staff of Mary Immaculate School.

TOOL	PURPOSE
Report Cards (Quarterly)	To communicate quarterly student achievement to parents and others.
Progress Reports (Mid-quarter)	To communicate progress and offer suggestions for student improvement to parents and others.
Classroom Communication	To communicate concepts and skills explored during the month, the learning activities planned, and how activities can be supported at home.
Parent Phone Calls & Written Messages	To communicate promptly with parents regarding issues with work habits and behaviors (positive and negative).
Student/Teacher Conferences	To communicate areas of improvement and accomplishment to students. To encourage improvement and motivation.
Parent/Teacher Conferences	To communicate areas of improvement and accomplishment to parents. To assist parents in helping their child.
Exhibits of Student Work & Classroom Assessments	To provide information students, parents, and teachers can use to measure student performance that will lead to improvement in both teacher instruction and student learning.
Homework Projects & Assignments	To communicate to parents the skills students are currently working on and to provide student practice on those skills. To involve the family in the educational process.
Writing Assessments	To communicate student progress in the area of writing to parents and to serve as a goal setting tool for students.
ACRE Religion Test	The purpose of the test is to see how students understand the Catholic faith and what they do to live it in their everyday life.
Developmental Reading Assessments (DRA)	To communicate current reading levels to parents and provide information to teachers in order to provide appropriate reading instruction.
Aims Web (Math)	To communicate current math levels to parents and provide information to teachers in order to provide appropriate math instruction.

ADMISSIONS

Non-Discriminatory Policy

In accordance with Christian principles, Mary Immaculate School admits students of any gender, race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated, desegregation.

Enrollment

Students will be accepted for admission based upon the following criteria:

1. All enrolled students in grades 1- 8 have first priority for registration.
2. Application submission and review by the Mary Immaculate School Admissions Team.

Application Process

All students seeking admittance to Mary Immaculate School are required to make application to the school. The Mary Immaculate School Admissions Team reviews all completed applications. If the team feels the School may be able to serve the applicant, the family is required to make an appointment to review any concerns and complete an academic assessment and behavioral assessment of the student. Upon completion of the academic and behavioral assessments, the Admissions Team will make a final determination as to whether Mary Immaculate School will be able to serve the student's academic and behavioral needs.

Additional criteria:

1. In no case will students already enrolled be excluded to make room for new students. However, non-payment of tuition, school fees, or defaulting on a tuition loan (without the approval of the principal and Finance Committee) is cause for dismissal from the school.
2. In case of financial hardship, parents must complete an application for financial assistance in accordance with dates and guidelines determined at the time of

registration. All situations will be kept in confidence and reviewed by the principal and Finance Committee.

3. All obligations to previously attended schools must be satisfied before registration at Mary Immaculate School is finalized.

4. Registration for students presently enrolled, will take place during February. New students, who have completed the application process, will be accepted to fill vacancies after the due date by which registration forms and payments must be received. **All registration fees must be paid at the time of registration or the registration will not be considered complete.**

5. New students and their parents will sign a Probationary Acceptance Form.

6. Parents and students agree to be governed by the procedures, policies and guidelines explained in the Parent Handbook, newsletters and/or other forms of communication.

First Grade Admission

A child must show evidence of prior achievement in a recognized kindergarten program.

Registration Procedures

These procedures are in accordance with Section 3313.672 of Senate Bill 321, legislation dealing with missing children that became law on April 9, 1985. Section 3313.672 states:

“A pupil at the time of his/her initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of his birth and copies of those records pertaining to him maintained by the school that he most recently attended. If the pupil does not present copies of the items required by this section, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this and of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code.”

No student at the time of initial entry or at the beginning of each year shall be permitted to remain in school for more than fourteen (14) days without written evidence of immunization. In lieu of the requirements, a physician's statement may be presented stating that compliance is in process or that immunization may be detrimental to student's health.

At the time of registration, the following items are required:

- a. Birth Certificate
- b. Baptismal Certificate (If Roman Catholic)
- c. Immunization Record – All children accepted into the school are required to have proper immunizations in accordance with established regulations from the State of Ohio.
- d. Court Orders (if applicable)

Student Records

The school keeps a permanent record card indefinitely. A cumulative file of educational data for each student enrolled in the school is also maintained in the school office. The cumulative file contains: all standardized test scores, grade cards, photos, reports of all special services (i.e. speech therapy, psychological testing, IEP's). These files are locked and are only available to certified staff members. Parents or guardians requesting to review records must sign the record review sheet in the folder and note the purpose for review.

Mary Immaculate School will release educational data to non-custodial parents and to custodial parents. It is the responsibility of the custodial parent to present the school with evidence if the non-custodial parent is denied access to such information. Documentation would include a copy of the most recent court order limiting access by the non-custodial parent to information pertaining to the student.

The parent/guardian will be given a Release of Records Form to complete and sign, indicating the name and address of the last school attended by the student. The school secretary will contact the previous school to request the transfer of student records to Mary Immaculate School.

A health record folder is maintained separate from the child's academic record. This folder contains all health information and accurate records of all immunizations required by law. The health record is forwarded to the receiving school upon transfer and request of records.

TUITION AND OTHER FEES

Tuition

The Mary Immaculate School Board, with the recommendations of the Mary Immaculate Finance Committee and the principal, set the tuition scale prior to registration for the following school year. Since Mary Immaculate operates on a prepaid tuition schedule, families are required to make monthly payments through the FACTS program.

Tuition Assistance:

Registered families may request tuition assistance. The Mary Immaculate Finance Committee handles all applications for tuition assistance. Tuition assistance applications are due at the time of registration. Special need cases will be handled individually. All information is kept confidential. Families are also encouraged to apply for scholarships through the Northwest Ohio Scholarship Fund.

* All fees must be paid before the Tuition Assistance Committee will review any application.

Information about these programs is available from the school office.

Registration Fees

All families including Ed Choice, Autism Scholarship, and any other state funded scholarship recipients are required to pay the annual registration fee. Returning families are required to pay this fee in full at the time of re-enrollment. New families are required to pay the fee in full at the time of registration.

Other Fees

All families including Ed Choice, Autism Scholarship, and any other scholarship recipients are required to pay any other fees set forth by the school, i.e. fundraising fees, service hour fees.

Non-payment of Tuition and/or Fees

Tuition payments must be made in accordance with agreements made with the school. All other fees must be paid by the last day in May, with the exception of the registration fee which is payable at the time of enrollment/re-enrollment. Families with unpaid fees will not be considered for Mary Immaculate Scholarship until all fees are paid. Families also risk forfeiting their registration for the upcoming school year if fees are not paid. Student records will not be released until all fees and tuition are paid.

Tuition Refund Policy

Registration Fees are non-refundable and are not part of the tuition fee. When a family withdraws from Mary Immaculate School it is the policy of the School to provide reimbursement of prepaid tuition monies in a manner that is equitable to both school and family. The reimbursement schedule follows the academic school year. The reimbursement schedule is:

Withdrawal during the first quarter-	75% of tuition returned
Withdrawal during the second quarter-	50% of tuition returned
Withdrawal during the third quarter-	25% of tuition returned
Withdrawal during the fourth quarter-	0% of tuition returned

Withdrawals

When students withdraw from Mary Immaculate School, they are to return all property belonging to the school and pay any fines or charges that may be due. The parents/guardians must complete a release of records form with the receiving school before student records will be transferred.

Financial Obligations:

All families are expected to pay tuition and fees for a given school year. Families whose accounts fall into arrears risk the removal of the student from the school. Student records may be withheld until all monies are paid. Families also may be subject to the unpaid tuition and fees being collected through a collection agency.

ATTENDANCE

Prompt and regular attendance helps the child develop needed life skills and intellectual growth. Parents or guardians have a serious responsibility to see that their child is in attendance during all school calendar days except in cases of illness and family emergencies, exposure to a contagious disease, or circumstances which, in judgment of the parent, constitute good and sufficient cause for absence from school.

Absenteeism

If a student is to be absent from school for any reason, the parents or guardians are required to notify the school before 9:00 a.m. to be in compliance with the Ohio Revised Code, the Missing Child's Act, April, 1985. If a child is not reported absent, the school must contact the parent at home or work. If telephone contact cannot be made, written notice of the absence will be mailed home (Section 3313.205 Ohio Revised Code). A written excuse must be presented to the school office on the day the student returns. If a child's absence is known ahead of time, parents are to call the school office and send a note to the teacher. All such notes are forwarded to the office to the attention of the school's administrative assistant. A log of all phone calls and notes received and sent will be kept by the school's administrative assistant.

The State of Ohio allows the following may be approved excuses for school absence:

- The child's illness
- Illness in the family necessitating the child's presence
- Medical or dental appointments
- Observance of religious holidays
- College visitation
- Death of a relative
- Quarantine of the home
- Other emergency circumstances the principal determines to constitute good cause for absence from school

Any principal has the right to approve or deny all excuses.

Excessive Absences / Truancy

Absences of 5 or more consecutive days, seven or more days in a school month, or twelve or more days in a school year will result in a call to the parents or a letter will be sent informing them of the absences. A doctor's excuse for illness may be required for each absence after five (5) days. The parents will be required to attend a mediation conference. Truancy charges may be filed.

Truancy is also declared when a student is absent from school without school authorization and parental consent. Leaving school during the school day without the approval of the principal will be treated as truancy. A pattern of truancy will be reported to local authorities.

Ed Choice Recipient Absences

To maintain EdChoice Scholarship eligibility for future years, a scholarship recipient may not have more than twenty unexcused absences during a single school year. Any absence from school is considered unexcused unless it is on the approved EdChoice Absence Policy list and documented per State of Ohio requirements.

Alternate Transportation

The safety of your child is our primary concern. Therefore, any student who is going home in a way other than their normal way (walking, with another student, going to the library, or parent picking up for an appointment) must present a note, from the parent, giving permission for alternate transportation. If a note is not sent, the child will be sent home via their normal way. Students who are being picked up by a parent or other authorized person must be picked up on the school property. Arrangements for a student going home with another student must be made prior to the beginning of the school day.

Appointments/Early Dismissal

Whenever possible, appointments should be scheduled outside of regular school hours. If it is necessary for a student to be dismissed before the end of the school day, a written request indicating the time and reason for early dismissal is required from the parent or guardian. The school office will validate this note. Parents are not permitted to go to the classroom to get their child. The child will be released when the custodial parent, guardian or adult named in writing comes to the school office to pick up the student. When returning to school after an appointment, the student must report to the office and obtain a slip for re-entry into the classroom.

Assignments during Absences

Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete schoolwork while ill. The student will be allowed a sufficient amount of time to make up assignments. "Sufficient time" is relative to the length of absence and the nature of assignments missed and is determined by the teacher. ***Upon the return of the student, it is the student's responsibility to find out from the teacher what work must be completed and to decide a completion deadline.*** Assignments not completed by the deadline will be treated as missing assignments.

Requests for homework must be made at the time the child's absence is called in to allow teachers opportunity to gather necessary materials. When homework is requested, please be sure to come to the school office at dismissal to pick up work. Parents/guardians who ask teachers to prepare work for a student who is absent should consider the following:

- If the student will be absent for only a day, it is doubtful that acquiring the day's work is necessary. The student under normal circumstances should be able to make up work upon returning to school.
- When work has been sent home, there is an expectation that the work will be completed.

Personal Convenience Absences

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence will be considered "Unexcused" and parents are asked to complete the Application For A Student Personal Convenience Absence Form at least one week before leaving. State clearly the nature of this absence and the reason the leave must be taken during the school year. Forms may be obtained from the school office. Please be advised that teachers are not required to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Upon the return of the student, it is the student's responsibility to find out what work must be completed. Special circumstances may dictate an individualized approach to makeup assignments.

Please Note: Personal convenience absences should not be taken during testing weeks. High school visitations should be scheduled on days when Mary Immaculate School is not in session. If this is not possible, the Personal Convenience Absence form must be completed by the eighth grader and signed by the teacher one week prior to the visitation.

Tardiness

Students who are not present in the classroom at 8:10 a.m. will be marked tardy. When a student arrives late, the student must report to the school office to sign in and receive a tardy slip. The parent needs to come into the school office to sign in the student. If the situation is known in advance, please call the school office before 9:00 a.m. on the day of the late arrival or send a note to the teacher the day before the late arrival. Repeated tardies may result in probation, suspension, or expulsion from Mary Immaculate School's educational program and/or loss of scholarship monies received from the school. Excessive tardiness will be referred to County of Residence's authorities after written communication and conferencing with the parent/guardian has occurred.

Students arriving after the school day has begun may be asked to remain in the office until such time their entrance into the classroom will not disrupt the educational process.

Clarification of Tardiness vs. Absenteeism

Tardy = one (1) minute up to one (1) hour

Half Day Absence = one (1) hour to three (3) hours

Full Day Absence = over three (+3) hours

DISCIPLINE POLICY

Code of Conduct for Students

Lifelong Guidelines and LifeSkills serve as the foundation for our Code of Conduct. Our goal is to help students make behavioral decisions based on values, which are explained on posters prominently displayed throughout the building. Students are taught to take responsibility for their actions and to accept consequences of their actions. Lifelong Guidelines and LifeSkills taught in school must also be reinforced at home.

Lifelong Guidelines

Active Listening is giving my ears, my eyes, my heart, and my undivided attention to the person speaking to me.

Personal Best is doing all that I am capable of, always trying my hardest and never giving up.

Truthfulness is being honest, remembering to tell the whole truth, and accepting responsibility for my words and actions.

Trustworthiness is being someone others can believe and depend on at all times.

No Put-Downs - A put-down is a word or action that hurts the heart.

LifeSkills

Initiative is doing something without being asked.

Responsibility is doing my part and making good choices.

Problem Solving is using common sense and making a wise choice to find the best solution.

Caring is understanding how people feel and being there to offer help and comfort when needed.

Curiosity is a powerful desire to know so I wonder, ask questions and explore.

Courage is being brave and strong hearted and doing what I know in my heart is right.

Effort is using my strength and energy to do my personal best to reach my goal in whatever I do.

Flexibility is being willing to change my plans with a willing heart.

Friendship is a special bond between two people based on shared respect and trust.

Integrity is the strength that comes from within and continues to grow as I live an honest and trustworthy life even when it's difficult.

Organization is being neat, having everything in order and ready for a task.

Patience is waiting calmly and dealing with a situation using self-control.

Pride is being 100% satisfied with all I've done because I know that I have done my personal best.

Sense of Humor is the ability to share laughter and feel light-hearted without hurting another's feelings.

Cooperation is teamwork – working together to reach a goal.

Common Sense is using my brain to know what to do in daily situations and then to go ahead and do it.

Perseverance is finishing what I've started; keep trying and don't give up.

Mary Immaculate School Code of Conduct for Parents

Mary Immaculate School is committed to working with you for the good of your child. We value open, honest communication and promise to treat both you and your children with dignity and respect. Your decision to enroll your child in this school indicates your willingness to support and cooperate with the leadership and faculty of the school.

Specifically:

- To speak with a civil and respectful tone of voice at all times.
- To discuss disagreements and conflicts out of earshot of your child/ren.
- To follow proper channels when conflicts arise. Speak with teacher first, then to the principal.
- To respect the time of the principal, teachers, and staff by seeking appropriate appointments for discussion of issues and following rules and procedures of the school.

School Expectations

In order to fulfill the mission of Mary Immaculate School, it is essential that the school staff and families work together in a positive relationship built on mutual trust and support. By enrolling their student in Mary Immaculate School, parents enter into an implied contract with the school. The school will continue to educate the student so long as the student abides by the school's academic and disciplinary standards. A student who violates disciplinary norms breaches the contract, justifying disciplinary action, including suspension or expulsion.

While at school or when involved in school-related activities, students are under the care, guidance, leadership, and authority of their teacher(s). Each teacher in consultation with the principal is responsible for establishing rules, procedures, and consequences that will govern his/her classroom or school activity. Each teacher shall establish a climate in the classroom that is fair, just, caring, safe, and free from threat.

Student Expectations:

- Show respect and obedience to teachers and adults in supervisory roles.
- Show respect and friendship to their peers through words and actions.
- Show respect and proper behavior when riding the bus or in the car to and from school as well as on school-related trips.
- Show respect for personal property, school/Sister's of Notre Dame property, and other students' property.
- Exhibit behavior that allows teachers to teach and students to learn.
- Obey classroom rules, routines, and procedures.
- Be present at school every day unless prevented by illness or other excusable reasons.
- Be on time every day.
- Be prepared for classes by completing assignments and having available all required learning materials.
- Be properly attired and groomed in accordance with the school's dress code policy.
- Behave in a way that is safe to themselves and the school community.

Guidelines for Code of Conduct Violations

The Discipline Code applies to all students attending Mary Immaculate School. The age and grade of the student in question will be considered when consequences for violations are determined.

Please understand that our students are Mary Immaculate School students at all times. A student who engages in conduct that is detrimental to the reputation of the school or has the potential to bring harm to any other individual, or impacts school safety and security may be disciplined in accordance with school policy regardless of its place of origin.

The following actions are serious violations whether occurring in school, at school related activities, or outside of school. These violations may result in suspension or expulsion:

- Arson or attempted arson
- Breaking and entering
- Cheating, lying
- False fire alarm
- Forgery
- Gambling
- Theft
- Assault and/or battery of a school official
- Verbal or non-verbal threat to do harm to another
- Malicious destruction of school/Sister's of Notre Dame property or the property of those working at Mary Immaculate School.
- Lack of respect for teachers, staff, and students
- Plagiarism
- Possession and/or use of explosive materials, guns, or look-alike guns or dangerous instruments
- Possession of, use of, or promoting the use of drugs, tobacco, alcohol, or pornographic materials
- Leaving the school premises without permission
- Inappropriate or unacceptable use of technology including but not limited to cyber-bullying
- Failure to complete required work after due warning
- Repeated violations of dress code after due warning
- Altering the color of one's hair to unnatural colors
- Profanity and/or obscenity by words, gestures, or visual images
- Repeated tardiness
- Trespassing
- Conduct unbecoming to a Mary Immaculate School student
- Any other good and just cause upon the discretion of the principal

Accusations

Any student accused of a serious wrong may be placed on a home-study program pending an investigation or adjudication.

Confidences

Confidences, whether written or verbal, which threaten the life, health, property, or safety of anyone or involve criminal activity must be reported to proper authorities.

Corporal Punishment

Although the Ohio law allows the use of corporal punishment by school officials, it is our belief that such punishment should not be administered by teachers, and therefore, shall not be used at Mary Immaculate School.

Drugs/Alcohol/Tobacco

Mary Immaculate School prohibits the use, possession and/or sale of cigarettes, tobacco related products, alcohol, and other drugs or paraphernalia at school. Any staff person who observes actual or suspected use, possession and/or sale of cigarettes, tobacco related products, alcohol or other drugs or paraphernalia will immediately report the incident to the principal. The principal will investigate the incident. If the incident is verified, the student will be sent home for the remainder of the day. Steps of the discipline code will be initiated immediately.

Gang Culture

No student shall be permitted to wear or display any clothing, jewelry, insignia, hand signals, or other items, signs, or language that identify the student with the gang culture at school or coming to and from school.

The school agrees to:

- Provide active supervision during non-academic as well as academic times
- Consistently investigate reports of bullying
- Communicate and teach Christian values which uphold the dignity of each person and contribute to the formation of a healthy and morally sound lifestyle among its members
- Impose progressive penalties or consequences for repeated violations

Harassment, Bullying, Cyber-Bullying and Abuse

Students and parents of Mary Immaculate School are expected to avoid harassing, bullying, and abusive behaviors. Such behaviors will not be tolerated and disciplinary action will be promptly taken. Student to student harassment may be deemed abuse when the age, maturity or developmental differences between the students are significant.

Examples of harassment or bullying behaviors among children of similar ages include:

- Calling names or insults
- Hitting, punching, kicking, choking, shoving, pinching, poking
- Hazing
- Threatening others, including families or friends
- Sending hurtful, insulting, or humiliating notes and/or messages
- Deliberately isolating, ignoring, or excluding others
- Spreading hurtful rumors or gossip
- Interfering with the property of others
- Making sexual innuendos and harassing remarks
- Engaging in any assault, excessive or unwelcome physical contact
- Ganging up or cornering or coercing
- Playing mean or embarrassing tricks or telling cruel jokes
- Taunting and teasing about race, religion, disabilities, social status, physical appearance
- Demanding servitude, money or property
- Blackmailing
- Ranking or rating activities about persons
- Writing hateful graffiti
- Manipulating relationships
- Using technology to intimidate, embarrass or coerce (Internet, e-mail, text messaging, phone messaging)

Hazing

Hazing is defined as any act initiating a person into any school or other organization that causes or creates a substantial risk of mental or physical harm.

Search and Seizure

Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, there is a right to search for and seize weapons or other dangerous or illegal objects, where the school official has reasonable grounds to believe that such are in the possession of a student. Teachers and other staff members shall make the administration aware of reliable knowledge concerning the whereabouts of such materials.

Weapons/Explosive Materials/Pornographic Materials

Mary Immaculate School prohibits the use, possession and/or sale of any object that might be considered a dangerous weapon or instrument capable of harming in any way the carrier, another person, or another's property. Any staff person who observes actual or suspected use, possession or sale of such objects will immediately report the incident to the principal. The principal will investigate the incident. If the incident is verified, the student will be sent home for the remainder of the day. Steps of the discipline code will be initiated immediately.

Suspension or Expulsion

According to this discipline policy, the principal shall have the authority to impose suspensions and expulsions for serious violations. All appeals must be made in writing to the principal.

Procedures for Suspension or Expulsion

Suspensions shall be imposed by the principal upon students who commit violations, which warrant suspension and are less serious in nature as determined by the principal. The principal shall grant the student an informal hearing before imposing suspension. One or two-day suspensions may be either in-school or out-of-school as determined by the principal. The principal shall notify the student's parents/guardians and teacher(s) of the suspension. At the end of the period of suspension, the student shall return to school accompanied by his/her parents/guardians. The student shall be required to submit to the teacher all class work and assignments for the missed day(s) according to the directives of the teacher. Students may be required to meet with a counselor before returning to class. For extended suspensions or expulsion, unless immediate action is required to promote the safety or security of persons or property involved and before imposing suspension for more than two days or expulsion of any student, the principal shall convene the discipline advisory board and give written notice to the student and his/her parents of the reasons for suspension or expulsion. A student who is suspended for an extended period shall return to school at the end of the prescribed period accompanied by his/her parents/guardians.

The Principal retains the right to amend and adjust any discipline, including probationary conditions and consequences as appropriate under the particular facts and circumstances of different student's disciplinary records and perceived needs.

The Principal is the final recourse in all disciplinary situations.

Pregnancy Policy

The principal initiates the following policy when a pregnancy is confirmed:

Counseling

- An initial conference must be scheduled with the student, parent(s), principal, counselor, and any other person deemed necessary, to review school policy and legal responsibilities.
- If a physician has not been obtained, the student will be referred to Catholic Social Services for testing and a physician referral within two weeks.
- A monthly check with the Principal will be necessary to ascertain that a physician is seeing the girl on a regular basis.
- Counseling with a spiritual director must be instituted immediately and continue throughout the pregnancy. The student and her family may make their own clergy selection.
- Catholic Social Services should be informed and utilized for any necessary referrals. Other resources available in the community will be outlined. Adoption counseling is strongly recommended as part of the professional guidance program.

Academics

Sometimes it may be in better judgment for the student, her parent(s), and/or the school that she temporarily not attend formal classes. Academic work could be completed in any number of settings, (e.g., at home with a tutor or alternative learning settings), until it is mutually agreed by the above mentioned that the student return to school. It is, however, important to point out that to be faithful to the gospel, it is not ordinarily our policy to suspend or expel the student from our school.

Student Fathers

As stated with regard to a pregnant student, a conference will be scheduled with the student, parent(s), principal, counselor and any other person deemed necessary, to review school policy and legal responsibilities. Counseling with a spiritual director must be instituted immediately. The student and his family may make their own clergy selection.

Participation Policy

The boy and/or girl involved in a pregnancy may be excluded from activities where they become representatives of the school, and where health and safety are a concern. This will be determined by the principal. This ruling would apply only until the birth of the child, at which time full participation may then be granted.

Abortion

Mary Immaculate School operates as part of the Catholic Church and as such may not view abortion as a viable or a moral option. The school community is encouraged to provide compassion, care and support for students involved in this moral situation. In the event that a student is in conflict with the school's mission, philosophy and policy, suitable disciplinary action, including expulsion, may result as a consequence.

DIVORCE AND GUARDIANSHIP

Each parent, as a natural guardian of his/her children, is presumed to have full authority regarding tuition, record release, and enrollment, unless a court order restricts authority. If a non-parent seeks to act on behalf of the child, the principal will inquire as to the source of his/her authority (e.g., guardianship letter or a custody or temporary placement order). If the courts give custody to one parent, that parent has responsibility for communication and financial obligation. When there is a question regarding the adult's authority to act for the child, the principal will place the burden of showing authority on that person by requiring presentation of a written court or state agency order.

DRESS CODE

Mary Immaculate students are expected to dress and conduct themselves in a manner that is respectful of their dignity as children of God. Neatness, cleanliness, and a well-groomed appearance are expected. Students are required to wear the school uniform. Since buying clothing is a family function, parents are expected to purchase clothing that will meet the standards set forth in the dress code policy. This policy is written so that it is easy for students and parents to adhere to and easy for teachers and administration to enforce.

MARY IMMACULATE SCHOOL DRESS CODE		
	BOYS	GIRLS
SHIRTS	<ul style="list-style-type: none"> Navy, Light Blue, Yellow or White Knit Polo Shirt Light Blue or White Dress Shirt Long or Short Sleeve Loose Fitting Gr. 5-8 Shirts need to be tucked into pants 	<ul style="list-style-type: none"> Navy, Light Blue, Yellow or White Knit Polo Shirt Light Blue or White Dress Shirt Long or Short Sleeve Loose Fitting Gr. 5-8 Shirts need to be tucked into pants/skirts
SLACKS/PANTS	<ul style="list-style-type: none"> Navy Blue or Khaki Dress pants or slacks Fit at Waist/ Relax fit through the seat and legs (loose fitting) No Cargo Pants Gr. 1 – 3 may wear pants/slacks with elastic waist 	<ul style="list-style-type: none"> Navy Blue or Khaki Dress pants or slacks Fit at Waist/ Relax fit through the seat and legs (loose fitting)No Cargo Pants Gr. 1 – 3 may wear pants/slacks with elastic waist
JUMPER	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Gr. 1 – 4 only Navy Blue or Khaki May not be more than 2" above the knee
SKORTS/SKIRTS	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Navy Blue or Khaki Uniform Skirt A-line or pleated May not be more than 2" above the knee
SOCKS	<ul style="list-style-type: none"> Navy Blue, Black, or White Crew Socks Ankle Length or longer 	<ul style="list-style-type: none"> Navy Blue or White socks Ankle Length or longer Navy Blue or White Tights
SHOES	<ul style="list-style-type: none"> Solid Black or White Athletic Shoes NO BOOTS 	<ul style="list-style-type: none"> Solid Black or White Athletic Shoes NO BOOTS

<p>SWEATERS/SWEAT SHIRTS (Optional)</p>	<ul style="list-style-type: none"> • Plain, solid Navy Blue Crew Neck Cardigan • Long Sleeve • Navy Blue or Gray Mary Immaculate Crew Neck Sweat Shirt 	<ul style="list-style-type: none"> • Plain, solid Navy Blue or White Crew Neck Cardigan • Long Sleeve • Navy Blue or Gray Mary Immaculate Crew Neck Sweat Shirt
<p>SHORTS (August, September, May, and June only)</p>	<ul style="list-style-type: none"> • Navy Blue or Khaki shorts • Fit at Waist/ Relax fit through the seat and legs (loose fitting) • May not be worn more than 2" above the knee • No cargo style shorts 	<ul style="list-style-type: none"> • Navy Blue or Khaki shorts • Fit at Waist/ Relax fit through the seat and legs (loose fitting) • May not be worn more than 2" above the knee • No cargo style shorts
<p>GYM UNIFORM* ALL CLOTHING MUST BE VOID OF DECORATION, WRITING, GRAPHICS other than MARY IMMACULATE SPIRIT WEAR</p>	<ul style="list-style-type: none"> • Plain, solid Navy Blue or Gray T-shirt • Plain, solid Navy Blue or gray Shorts (no more than 2" above the knee) • Navy Blue or Gray Mary Immaculate Crew Neck Sweat Shirt (to be worn over gym t-shirt) • Navy Blue or Gray jersey sweatpants must be worn over navy blue gym shorts • Ankle length athletic socks • Solid Black or White Athletic Shoes 	<ul style="list-style-type: none"> • Plain, Solid Navy Blue or Gray T-shirt • Plain, solid Navy Blue or gray Shorts (no more than 2" above the knee) • Navy Blue or Gray Mary Immaculate Crew Neck Sweat Shirt (to be worn over gym t-shirt) • Navy Blue or Gray jersey sweatpants must be worn over navy blue gym shorts • Ankle length athletic socks • Solid Black or White Athletic Shoes
<p>ACCESSORIES</p>	<ul style="list-style-type: none"> • Watches with simple band • Religious Medal or Cross may be worn under uniform shirt • No earrings or other piercings 	<ul style="list-style-type: none"> • Watches with simple band • Religious Medal or cross may be worn • Simple Post earrings (one pair only) • Clear or light nail polish – solid color
<p>HAIR</p>	<ul style="list-style-type: none"> • Must be 1/2" above the collar • No "fad" or extreme hairstyles • Natural hair color • Bangs must be no longer than eyebrow length • No pony tails • No beads that dangle 	<ul style="list-style-type: none"> • Hair must be combed and clean • No "fad" or extreme haircuts • Natural hair color • No hair hanging in the eyes • No beads that dangle

IMMACULATE SCHOOL DRESS DOWN DRESS CODE		
	BOYS	GIRLS
SHIRTS	<ul style="list-style-type: none"> • Loose fitting shirts/t-shirts – appropriately sized • Long or Short Sleeve • Shoulders must be covered • No obscene or offensive graphics /language including skulls; alcohol, drugs, sex, or ethnic innuendos 	<ul style="list-style-type: none"> • Loose fitting shirts/t-shirts – appropriately sized • Long or Short Sleeve • Shoulders and Cleavage must be covered – no tank tops • No obscene or offensive graphics /language including skulls; alcohol, drugs, sex, or ethnic innuendos
SLACKS/PANTS	<ul style="list-style-type: none"> • Jeans or other slacks or trousers • Fit at Waist/ Relax fit through the seat and legs (loose fitting) • No skinny jeans or other form fitting pants • No drooping • Must be appropriate length 	<ul style="list-style-type: none"> • Jeans or other slacks or trousers • Fit at Waist/ Relax fit through the seat and legs (loose fitting) • No skinny jeans, jeggings, leggings, or other form fitting pants • Must be appropriate length
SHORTS/SKORTS/SKIRTS	<ul style="list-style-type: none"> • Boys may not wear skorts or skirts • Fit at Waist/ Relax fit through the seat and thigh area (loose fitting - Not form fitting) • May not be more than 2" above the knee 	<ul style="list-style-type: none"> • Fit at Waist/ Relax fit through the seat and thigh area (loose fitting - Not form fitting) • Must be made from non-clingy material • May not be more than 2" above the knee
SOCKS	<ul style="list-style-type: none"> • Ankle Length or longer 	<ul style="list-style-type: none"> • Ankle Length or longer • Tights may be worn under skirts
SHOES	<ul style="list-style-type: none"> • Solid Black or White Athletic Shoes • NO SANDLES • NO FLIP FLOPS • NO BOOTS 	<ul style="list-style-type: none"> • Solid Black or White Athletic Shoes • NO SANDLES • NO FLIP FLOPS • NO BOOTS
SWEATERS/SWEAT SHIRTS (Optional)	<ul style="list-style-type: none"> • Plain Crew Neck Cardigan, Pull-overs or Sweatshirts • NO HOODIES • No offensive or obscene graphics/language 	<ul style="list-style-type: none"> • Plain Crew Neck Cardigan, Pull-overs or Sweatshirts • NO HOODIES • No offensive or obscene graphics/language
HAIR/ ACCESSORIES	<ul style="list-style-type: none"> • SEE EVERY DAY DRESS CODE POLICY 	<ul style="list-style-type: none"> • SEE EVERY DAY DRESS CODE POLICY

MARY IMMACULATE SCHOOL DRESS UP DRESS CODE		
	BOYS	GIRLS
SHIRTS	<ul style="list-style-type: none"> • Loose fitting collared shirts appropriately sized • Long or Short Sleeve • Shoulders must be covered • No obscene /offensive graphics /language including skulls; alcohol, drugs, sex, or ethnic innuendos 	<ul style="list-style-type: none"> • Loose fitting shirts appropriately sized • Long or Short Sleeve • Shoulders and Cleavage must be covered – no tank tops • No obscene/offensive graphics /language including skulls; alcohol, drugs, sex, or ethnic innuendos
SLACKS/PANTS	<ul style="list-style-type: none"> • Dress slacks or Khakis • NO CARGO PANTS • Fit at Waist/ Relax fit through the seat and legs (loose fitting) • No skinny jeans or other form fitting pants • No drooping • Must be appropriate length 	<ul style="list-style-type: none"> • Dress slacks or Khakis • NO CARGO PANTS • Fit at Waist/ Relax fit through the seat and legs (loose fitting) • No skinny jeans, jeggings, leggings, or other form fitting pants • Must be appropriate length
SKORTS/SKIRTS	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Fit at Waist/ Relax fit through the seat and thigh area (loose fitting - Not form fitting) • Must be made from non-clingy material • May not be more than 2" above the knee
SOCKS	<ul style="list-style-type: none"> • Ankle Length or longer 	<ul style="list-style-type: none"> • Ankle Length or longer • Tights may be worn under skirts
SHOES	<ul style="list-style-type: none"> • Dark colored dress shoe/athletic shoes • NO SANDLES • NO FLIP FLOPS • NO BOOTS 	<ul style="list-style-type: none"> • Full Coverage Dress Shoe (Toes and Heels) or Dark colored athletic shoes • 1" heel or less (Grades 1- 4) • 2" heel or less (Grades 5-8) • NO SANDLES • NO FLIP FLOPS • NO BOOTS
SWEATERS/SWEAT SHIRTS (Optional)	<ul style="list-style-type: none"> • Plain Crew Neck Cardigan, Pull-overs or Sweatshirts • NO HOODIES 	<ul style="list-style-type: none"> • Plain Crew Neck Cardigan, Pull-overs or Sweatshirts • NO HOODIES
HAIR/ ACCESSORIES	<ul style="list-style-type: none"> • SEE EVERY DAY DRESS CODE POLICY 	<ul style="list-style-type: none"> • SEE EVERY DAY DRESS CODE POLICY