

IMMACULATE CONCEPTION SCHOOL
452 BOW STREET
ELKTON, MARYLAND 21921
410-398-2636
www.icschoolweb.org



"The Little School with the BIG Heart"

Educating Minds, Nurturing Disciples

ICS Parent/Student Handbook

TABLE OF CONTENTS

BRIEF HISTORY OF IMMACULATE CONCEPTION SCHOOL	1
BELIEF STATEMENTS	2
MISSION STATEMENT	2
GOALS	3
NON-DISCRIMINATION	3
ADMISSION, REGISTRATION, RE-REGISTRATION	3
FINANCES	4
Tuition	4
Registration and Re-registration Fees: grades K-8.....	5
Fundraising	5
FACULTY AND STAFF.....	5
CURRICULUM	6
Religion.....	6
Human Sexuality Program	6
Language Arts Program.....	6
Mathematics Program.....	7
Science Program.....	7
Social Studies Program.....	7
Enrichment Programs	8
Art.....	8
Computer Science.....	8
Library	8
Music	9
Physical Education.....	9
STUDENT DRESS CODE	9
School Uniform	10
Grades K-5 Girls.....	11
Grades 6-8 Girls.....	11
Grades K-5 Boys.....	11
Grades 6-8 Boys	12
Gym Uniform	12
Dress Down Day	13
Field Trip Dress.....	13
STUDENT ATTENDANCE	13
Absenteeism.....	13
Arrivals	14
Tardiness.....	14
Dismissals.....	14
Dismissals for Appointments.....	15
Aftercare Program.....	15
STUDENT CONDUCT.....	15

Behavior Code	15
Discipline Code	16
Disciplinary Action	17
Harassment Policy	17-18
Bullying	19
Drugs and Alcohol	19
Bus Conduct and Safety	20
Emergency School Closing	20
Library Regulations	20
Computer Regulations	21
ACADEMIC LIFE	21
Grouping	21
Grading System	21
Homework Policy	22
Make-up Work	22
Honor Roll – Grades 4 - 8	23
Parent-Teacher Conferences	23
Communication	23
Testing	24
Field Trips	24
Summer School	25
Promotion/Retention	25
Transfers	25
SPECIAL AND EXTRA-CURRICULAR ACTIVITIES	26
Instrumental Music Program	26
Yearbook	26
Sports Activities	26
Altar Servers	26
Buddy Program	26
Student Council	27
National Junior Honor Society	27
Liturgies, Para-Liturgies, and Service Projects	27
School Pictures	27
ADDITIONAL INFORMATION FOR PARENTS	27
Immunization and Physical Examinations	27
Administering Medicine	28
Health Policies	28
Insurance Policy	28
Change of Address/Phone Number	28
Telephone/Cell Phone/Personal Electronic Devices	29
Privacy Rights of Parents and Students	29
AHERA	29
Safety Drills	29
Parent Organization – PSO	29
Development	30
Acceptable Use Policy for Telecommunications	30-31

NOTE: The principal reserves the right to amend policy as necessitated by a particular situation.

Brief History of Immaculate Conception School

Immaculate Conception Roman Catholic School was opened in 1927 by the Ursuline Sisters. It was located at Cathedral Street and Singerly Avenue in Elkton, Maryland until 1956.

The Ursuline Sisters ministered in the school from 1927 through 1930. The Glen Riddle Franciscans followed the Ursuline Sisters in 1930 and presently continue to provide a quality, value-based Catholic education for the children of Immaculate Conception/St. Jude parish.

Many changes occurred between the founding year and the present. Due to increased enrollment, the old four-classroom structure became inadequate to properly house the children. Therefore, on September 10, 1956, the doors of the newly constructed twelve room school, located on Bow Street, were opened. At this time Kindergarten was added and grades 1 through 6 were single classes while grades 7 and 8 remained a combined class. In September of 1957, all grades were single with two of each at the primary level.

During the 60's Immaculate Conception School reached its peak, ministering to 554 children. It was necessary to have two classes for each grade level. The increased enrollment caused a problem as we began to outgrow the facility. As a result, it became a priority to provide Catholic education first to parishioners. At this time, and through the 80's, we experienced increases and decreases in enrollment for a variety of reasons. Two major factors impacting enrollment changes were busing and rising tuition costs.

Immaculate Conception School was fully accredited on October 14, 1988 by Middle States Association of Colleges and Schools Commission on Elementary Schools. The school continually monitors strengths and weaknesses to prepare for reaccreditation every ten years. Reaccreditation was obtained April 24, 1998 and most recently on May 1, 2015.

Curriculum areas are updated every five years. The Parent Student Organization was revitalized in September 1991. A networked computer lab was opened in September 1992. We look forward to the challenge of continued growth in our faith, basic curriculum and technological skills into the next millennium.

Presently, Immaculate Conception School has the following facilities:

11 classrooms, 2 reading rooms, 1 math room, 1 art room, 1 computer room, 1 science lab, 1 large library, 1 gymnasium/auditorium, 1 health room, 1 faculty lunchroom, 2 administration offices, 1 counselor's office, 1 administration office for DRE (Director of Religious Education), 1 equipped playground and 1 field.

Belief Statements

We believe that:

- children must recognize and respond to the needs of both local and global communities through active participation in service projects.
- all students must be challenged to achieve their personal best, spiritually, intellectually, socially, and physically.
- faculty and staff strive to model Gospel values as they interact with each other, parents, and students.
- Catholic education is a shared commitment to continuous growth and improvement among the school, home, and parish communities.
- prayer and reflection are integral to our daily routine.
- the foundation of a successful learning experience is responsibility, respect, and compassion for each other.
- Catholic faith formation permeates the curriculum.
- children learn best in a loving, structured, safe environment where each child is valued as God's creation.
- the school community supports and extends the formation of the Catholic faith begun by parents, through the teaching of Jesus and the Church.
- the school community nurtures students through opportunities to live faithfully as disciples of Christ.
- all parish children should have the opportunity to receive a Catholic school education.

Mission Statement

Immaculate Conception School develops the spiritual, intellectual, physical and social needs of its students in a Christ-centered, Catholic environment. Through a Franciscan tradition of faith and service, in partnership with our parish, parents, and community, and a challenging academic program, Immaculate Conception School nurtures disciples who embrace their God-given talents to serve humankind.

Immaculate Conception School Strategic Goals

1. Immaculate Conception School will strive to create an environment of Catholic educational beliefs that will promote all to live by the teachings of the Catholic Faith.
2. Immaculate Conception School will implement initiatives that will move us toward greater financial stability.
3. Immaculate Conception School will continue to ensure the safety and protection of students while enhancing the learning environment.
4. Immaculate Conception School will enhance the instructional program through a continued emphasis on core curriculum, encouraging critical thinking and providing opportunities for integration across the curriculum.

Non-discrimination Policy

(Policy 5.11.0) “Whereas: The Philosophy of the Catholic Schools in the Diocese of Wilmington is based on the Christian Social Principles of the Gospel Message ---to love and to respect the right of all people.

It is the policy of the Diocesan School Board that the Catholic Schools in the Diocese of Wilmington shall not discriminate on the basis of race, color, and/or national origin in the administration of their educational policies, admissions policies, scholarship and loan programs, athletic and other school administration programs.

It is the policy of the Diocesan School Board that the Catholic Schools in the Diocese of Wilmington shall not discriminate against any student because of sex in any education program and activity.”

Admission, Registration, Re-registration

1. Enrollment shall not exceed 35 students in any class except when approved by the principal and the pastor.
2. For admission to Grade 1, a child shall be six years of age by August 31 of the school year in question. Kindergarten children must be five years of age by August 31 of the school year in question.
3. In advance of initial enrollment, the following certificates must be presented:
 - Birth certificate
 - Baptismal Certificate (unless baptized at Immaculate Conception Church)
 - Verification of Immunization as required by the State of Maryland

4. In considering children for initial enrollment beyond Grade 1, careful attention will be given to the child's academic record or potential, his social and emotional development, and the family's reasons for seeking Catholic School enrollment.
5. Children of families who have a past history of being delinquent in tuition payment will not be re-enrolled without written permission of the pastor.
6. In considering the re-registration of returning students and the admission of new students, the following priorities will be followed:
 - A. Siblings of children of parish families already in the school and in good standing.
 - B. Siblings of non-parish children already in the school and in good standing.
 - C. Oldest child of families active in Immaculate Conception/St. Jude entering for the first time at the Kindergarten level.
 - D. Oldest child of families active in other parishes entering school for the first time at the Kindergarten level.
 - E. Catholic students transferring from private or public schools.
 - F. Non-Catholic students transferring or entering school for the first time at the Kindergarten level.

Finances

Tuition

For a Catholic parishioner of Immaculate Conception to qualify for Rate tuition, the minimal expectation for eligibility is as follows:

1. Proper registration of the family in Immaculate Conception/St. Jude parish.
2. Active practice of the Catholic faith by the family as evidenced in weekly attendance at Mass, participation in the sacramental life of the parish and involvement in school and parish activities.
3. Financial support of the parish through the use of weekly church envelope and/or other identifiable means. (Suggested guidelines \$15.00 weekly.)

Families registered in the parish who fail to fulfill the qualifications will be expected to pay Rate B tuition. The parish has the right to change a family from Rate A to Rate B tuition or vice versa.

Tuition payments may be made according to one of the following schedules:

1. In full - Payment for the entire amount of tuition with payment due July 1.
2. Tuition payment program is set up and maintained by FACTS. The first payment is taken out July 1.

The parish has the responsibility to support the school financially and does so by providing a substantial subsidy to the school. Immaculate Conception School is the largest undertaking of the parish. We need and expect every family with a child in the school to support the parish through weekly offertory collection.

In an effort to build a functional budget that will cover all expenses incurred during the school year, the parish holds certain expectations for payment of tuition. If a student is enrolled after the start of the school year, the tuition would be prorated to incorporate the whole month in which the student enters school through the end of the school year. If a student withdraws prior to the end of the school year, and the tuition has been paid in full, reimbursement for the whole months after withdrawal will be reimbursed. If the FACTS system is being utilized, automatic payments will stop the month following withdrawal of the student and the account will be considered paid-in-full.

Registration and Re-registration Fees: Grades K-8

At the time of initial registration and annual re-registration to Immaculate Conception School, a non-refundable, non-transferable registration fee is required.

Fundraising

Families of students are encouraged to actively participate in and support the fundraising activities sponsored by the school and parish. These assist in the operational costs of the school.

Faculty/Staff

Immaculate Conception School has a qualified faculty/staff who are dedicated to developing and educating the total child to the best of their abilities. It is our belief that education is an important way by which we, as Church, fulfill our commitment to the dignity of each individual as he/she takes his place in society. Our faith will live on in our youth.

Each member of the faculty of Immaculate Conception School attends workshops and receives directives from the Catholic Schools Office. Because of the diversity of methods, approaches, requirements and instructions within the school, teachers have curriculum meetings, departmental meetings and weekly faculty meetings to coordinate programs. Classroom assistants help meet the individual needs of students through the use of small groups in grades PreK - 1. Reading and Math Specialists are on staff to provide remediation, support and challenge first through eighth grade.

Curriculum

Religion

Religion is taught daily in each classroom and is integrated into all curriculum areas. In addition, students regularly participate in liturgies and para-liturgies during the school year. Opportunities for receiving the Sacrament of Reconciliation are scheduled during Advent and Lent.

Sacramental programs are sponsored by the Religious Education program. Parents are required to enroll their child and attend all meetings. Parents are the primary educators of their children and are therefore obliged to see that their children participate at Mass weekly, and periodically receive the Sacrament of Reconciliation.

In accordance with our philosophy, we see our school environment as conducive to learning and living Christian values. Our religion program reflects the deep commitment, which the school has, to the formation of spiritual and moral growth in our students.

Human Sexuality Program

The Diocese of Wilmington has approved guidelines for programs in Human Sexuality and Family Living for all elementary grades. Immaculate Conception School integrates the Human Sexuality Program into the religion curriculum. Included in this program are drug abuse education, alcohol dependency education, and AIDS education.

Students in grades K through 8 are helped to look at life as a gift from God. The emphasis is upon an awareness and simple appreciation of creation in all forms: plant, animal, family, and self. In addition, students are encouraged to become more aware of their personal attitudes toward life, their value system, their dignity as persons, and their normal physical and emotional development. Students are reminded that “what they are is God’s gift to them and what they become is their gift to God.” Guidelines are sent home before the program begins to encourage parental participation.

Language Arts Program

At Immaculate Conception School, we adhere to the Diocesan Language Arts Curriculum. Included in this area of learning are the following subjects:

- English grammar and composition
- Phonics in primary grades
- Penmanship
- Spelling
- Reading

In addition to the daily Language Arts curriculum, we encourage the students to participate in the following activities that enhance their learning:

- Diocesan Spelling Bee (grades 5 through 8)
- Declamation Contest (grades 5 through 8)
- Local and National Essay contests sponsored by Diocesan, religious, civic and national organizations

Mathematics Program

Emphasis is placed on basic skills of addition, subtraction, multiplication and division; problem-solving; and critical thinking. Many supplementary materials are used throughout the grades to assist students to solve problems and learn concepts. Manipulative objects are used to help students master facts and concepts. We encourage parents to assist us in reinforcing concepts taught in the classroom by using “hands-on” materials at home with the children (card games, buttons, etc.)

Pre-Algebra and Algebra are offered to eighth-grade students.

Science Program

The Inquiry Approach and Scientific Method are used throughout the school. These approaches encourage the students to discover, to think for themselves, to weigh pros and cons, to interpret facts, and to do hands-on experiments. Students participate in lab classes where they are taught to prepare a lab report and analyze findings. To enhance the Science program, middle school students participate in a Science Fair sponsored by the school where creativity and originality emerge.

Social Studies Program

The major goals of the Social Studies Program are:

1. To learn and understand the five major disciplines:
 - Geography/Ecology
 - History/Current Events
 - Anthropology/Sociology
 - Political Science
 - Economics
2. To develop a basic understanding of concepts through a foundation of knowledge from the aforementioned subjects.

To keep informed of national and international events, middle school students are required to maintain a daily current events journal using television news, radio, newspapers, or the Internet.

Enrichment Programs

The Enrichment Programs consisting of Art, Computer Science, General Music, Library, and Physical Education are important components to the school curriculum.

Art Program

The Art program is an essential component of the school curriculum. Students are encouraged to utilize their skills and talents by participating in contests made available to the school. Standards of conduct and attendance are the same as those of other subject areas. Students who come to Art unprepared or without the proper excuse three times will receive an unsatisfactory grade in Art.

Computer Science

Immaculate Conception School's computer lab is equipped with 22 workstations. Each workstation is equipped with headphones to allow each child to completely utilize all multimedia functions without disturbing the other students.

At the beginning of each school year the students, along with their parents, must sign an Acceptable Use Policy before having access to the Internet. "The Guidelines for Acceptable Use for Telecommunications" is posted on the school website www.icschoolweb.org in the ICS Student Handbook. As explained in the Acceptable Use Policy, misuse of the Internet will subject the student to disciplinary action at the appropriate level in keeping with existing procedures and practices regarding inappropriate language or behavior. Access to the Internet and use of technology equipment will be revoked if the teacher deems it necessary.

The Computer Science program is an important element of the school curriculum. Students are taught basic keyboarding, Microsoft applications, Internet research, Internet safety, and practical computer science skills. Standards of conduct and attendance are the same as those of the other subject areas. Students who come to Computer class unprepared or without the proper excuse three times will receive an unsatisfactory grade.

Library

Library is an important part of the curriculum at Immaculate Conception School. Students attend Library class weekly with the goals of fostering an enjoyment of reading, teaching skills that support and reinforce the school-wide curriculum, and enabling the students to navigate successfully in a Library. The standards of conduct and attendance are the same as in other subject areas. Supplemental materials are used to assist students in learning various library skills. In grades three through eight, there are some homework and small project requirements. Diocesan grading standards are adhered to in Library class at Immaculate Conception School.

Music Program

A general music program is offered in grades K – 5. Students sing, dance and play simple instruments. Instructional band is offered to students in grades 4 – 8 at an additional cost. Opportunities to participate in the performing arts are available each year.

Physical Education Program

The Physical Education program is an important component of the school curriculum. The same standards of conduct and attendance which apply to other subjects also apply to gym. Students are expected to come prepared by wearing the required uniform/sneakers for gym on the days assigned. If a student is unable to participate on given day for health reasons, the parents must send a note of explanation to the Physical Education teacher. If a student is unable to participate for an extended period of time, the parents must obtain a medical excuse from the family physician to be presented to the Physical Education teacher. Students who come to gym unprepared or without the proper excuse three times will receive an unsatisfactory grade in gym.

STUDENT DRESS CODE

We are proud of Immaculate Conception School. Our students are expected to maintain a clean, well-groomed, and neat appearance at all times. By enrolling at Immaculate Conception School, students and parents have accepted the rules governing dress.

The principal reserves the right to determine if the Dress Code is being properly followed and to amend the code. Failure to comply with Dress Codes will lead to a Dress Code Violation Notice.

*NOTE: The dress code is in force from the time students arrive in the morning **until the school day has ended and the students are off the campus.** The Code for Aftercare students remains under the supervision of the Director.*

Unless otherwise noted, school uniforms are to be worn from the first day of school to the end of the school year. **Uniforms are to be purchased from Rush Uniform Company only.** White t-shirts only may be worn under uniform shirts.

At no time other than entering and leaving the building for: appointments, recess, or for the day may outside clothing be worn.

Parents must tag all clothing, backpacks, and lunch boxes so that lost items may be returned to the students. Unclaimed belongings will be donated to those less fortunate.

School Uniforms

NOTE:

- The *warm weather uniform* may be worn from the opening of the school year to October 31st
- The *winter uniform* is to be worn November 1st until March 31st
- The *warm weather uniform* is in effect April 1st until the end of the school year
- Uniform sweaters or sweatshirts (on gym days only) may be worn with warm weather uniforms when necessary. No outside attire (jackets, sweatshirts, etc.) may be worn during the school day.
- All shirts, except girls banded bottom shirts, must be tucked in at all times.

Shoes - (K - 5)

Ex. of acceptable shoes for K - 5



Ex. of non-acceptable shoes for K - 5



A sturdy, rubber soled, low flat heeled navy blue, black or brown **tied shoe** (tied up high on the foot) for boys and girls or a buckled Mary Jane styled shoe for girls.

Shoes – Middle School (6 - 8)

Middle School students **may wear** dockside/topside in appropriate colors: solid two-tone tan, brown or navy. **No patterned/glitzy shoes are permissible.**

(Athletic shoes, slip-ons, ballerina flats, boots, sandals, clogs, etc. are NOT permitted.)

Belts (2-8)

All students must wear a dark, solid colored belt with shorts and slacks.

Hair (K-8)

- Natural color only
- *Girls* - No dyed, color rinsed, punk or rock shaved hairstyles
- *Boys* - Hair must NOT touch shirt collar, cover ears, or hang below eyebrows. No spiked, punk or rock shaved hairstyles
- No fad hairstyles as defined by the principal

Jewelry (K-8)

- *Girls* - One earring per ear; no earring hanging below earlobe
- *Boys* - No earrings
- One small medal or small cross around the neck
- Only a watch may be worn on the wrist – nothing else, including bracelets and hair bands
- One ring
- No body rings
- No fashion pins on uniforms

Eyewear (K-8)

- No outrageous contact lenses or eyeglass frames, as defined by the principal

Make-Up / Nail Polish / Tattoos (K-8)

- Make-up may not be worn (except by physician's prescription)
- No nail polish or artificial nails are permitted
- No cologne or perfume (The different fragrances may cause allergic reactions to those with asthma and/or allergies)
- No temporary (received at birthday parties, fairs, etc.) or permanent tattoos are permitted

GIRLS – Grades K – 5

Warm Weather Uniform

- Short sleeved blue monogrammed polo shirt (*from Rush Uniform only*)
- Navy blue walking shorts **OR** navy blue skorts no shorter than 3" from knee (*from Rush Uniform only*)
- Plain white crew socks above the ankles
(*Sport socks, anklets, etc. are NOT permitted*)

Winter Uniform

- Long or short sleeved white Peter Pan collar blouse
- Plaid jumper (*MUST be mid-knee length*)
- Navy blue cardigan sweater from Rush Uniform
- **OR** navy blue slacks, white Peter Pan collar blouse and navy blue cardigan (*from Rush Uniform only*)
- Navy blue knee socks or navy blue tights (no nylons permitted) .
- No white socks may be worn with navy tights

GIRLS – Grades 6-8

Warm Weather Uniform

- Short sleeved, yellow banded, monogrammed polo shirt (*from Rush Uniform only*)
- Navy blue walking shorts, slacks, **OR** navy blue skorts no shorter than 3" from knee (*from Rush Uniform only*)
- Plain white crew socks above the ankles (*socks with logos are NOT permitted*)

Winter Uniform

- Long or short sleeved white oxford blouse
- Plaid skirt (*MUST be mid-knee length*) **OR** navy blue slacks (*from Rush Uniform only*)
- Navy blue v-neck sweater or sweater vest, not bulky knit (*from Rush Uniform only*)
- Navy blue knee socks or navy blue tights. No white socks or pantyhose may be worn

BOYS – Grades K – 5

Warm Weather Uniform

- Short sleeved blue monogrammed polo shirt (*from Rush Uniform only*)
- Navy blue walking shorts **OR** navy blue dress slacks (*from Rush Uniform only*)

- Plain white crew socks above the ankles (*socks with logos are NOT permitted*)

Winter Uniform

- Long or short sleeved blue dress shirt
- Navy blue slacks (*from Rush Uniform only*)
- Navy blue sweater vest (*from Rush Uniform only*)
- Navy blue tie
- Navy blue socks above the ankle. Solid color only.

BOYS – Grades 6 – 8

Warm Weather Uniform

- Short sleeved yellow monogrammed polo shirt (*from Rush Uniform only*)
- Navy blue walking shorts or slacks (*from Rush Uniform only*)
- Plain white crew socks above the ankles (*socks with logos are NOT permitted.*)

Winter Uniform

- Light blue dress shirt (long/short sleeve)
- Navy blue slacks (*from Rush Uniform only*)
- Navy blue vest sweater only (*from Rush Uniform only*)
- Navy blue tie
- Navy blue socks above the ankle. Solid color only

Gym Uniform

GIRLS & BOYS – Grades K – 8

Gym uniforms are to be worn as school uniforms on gym days. **NOTE:** *Hair must be pulled back away from the face during gym class.*

Warm Weather Gym Uniform

- Navy blue mesh shorts, ICS tee shirt, plain white socks above the ankle, and athletic shoes

Winter Gym Uniform

- Navy blue sweatshirt, navy blue sweatpants, ICS tee shirt, solid white socks above the ankle, and athletic shoes
- ICS Hawks sweatshirts may be worn (*no other logos*)
- Plain white undershirts only

Gym shirt and shorts must be purchased from Rush Uniform.

Dress Down Day

Periodically throughout the year students are offered the opportunity to come to school or participate in other school-sponsored activities without wearing uniforms. We believe that clothing helps to set an atmosphere and influences behavior. While participating in school activities, students are representatives of Immaculate Conception School. For these reasons, we expect the following dress code to be maintained at all times.

- **SNEAKERS or SCHOOL SHOES only. Girls may wear boots, without heels, similar to the Uggs style. (Ballerina flats, sandals, clogs, flip-flops, and open toed shoes are not permissible.)**
- **SOCKS** are to be worn on Dress Down Days.
- **SHORTS** are permissible on hot weather days and should be no shorter than 2 inches above the knee. **The following are not acceptable attire** for Dress Down Day: *swimming trunks, cut off shorts, shorts that are extremely short and/or tight*
- **SHIRTS AND/OR BLOUSES** with inappropriate logos, words, phrases, and/or pictures are unacceptable. Additionally, **the following are not acceptable attire** for Dress Down Day: *tight clothing, such as body suits, tank tops, sleeveless or spaghetti-strap shirts, crop tops, midriff blouses, or revealing tops.*
- **SKIRTS** should be no shorter than 2 inches above the knee
- **JEANS** are permissible so long as they do not have holes and/or slits in them. **The following are not permitted:** *Jeans dragging/hanging (inappropriately sagging) below the waist, low waist jeans, and pajama looking slacks. Also unacceptable are leggings and skinny jeans. A belt must be used when wearing Jeans.*
- **JEWELRY:** The guidelines as stated in regular school uniform policy apply to Dress Down Day as well.

Field Trip Dress Code

GIRLS & BOYS – Grades K – 8

- When school uniforms are not required on a field trip, proper school attire is as defined under Dress Down Day
- Classroom/Homeroom teachers set guidelines according to school guidelines

Student Attendance

Missing school, whether for excused or unexcused reasons, is not conducive to good grades and learning. Immaculate Conception is committed to an attendance policy that ensures success for all students.

Absenteeism

To ensure the safety of every child, parents are required to notify the school office before 8:00 a.m. on the day of absence. On the first day that a student returns to school after an absence, the student is required to present to his teacher the absentee note properly completed and signed by the parent. **If the child is absent for three or more consecutive days, a medical excuse from**

the doctor may be required with the absentee note.

The following policy is in effect for school absences:

1. At eight (8) absences from school, a letter will be sent home to parents informing them of the high degree of absenteeism.
2. When a student is absent for a total of ten (10) days, the principal will meet with the parents and student.
3. According to Diocesan Policy, absence of twenty (20) days a year could be a determinant for retention when considered with all other factors. (Regulation 5 1 12.1)

In case of absence, make-up work is the responsibility of the child and the parent. The child should report to his teachers during homeroom for make-up work. At the Parent Orientation meeting, each teacher communicates to parents her expectations regarding obtaining and completing assignments while the child is absent. Teacher discretion will be used in setting make-up work deadlines for students who have been absent due to illness. Parents should call the school office by 10:00 a.m. to request make-up assignments for their absent child. Teachers will make every possible effort to accommodate these requests. The child must complete all make-up work.

Avoid unnecessary absenteeism. Family vacations scheduled when school is in session are counterproductive. School work missed for family vacations will be assigned upon student returning. Teachers are not required to provide a list of assignments in advance. Upon returning to school, it is the student's responsibility to obtain all missed work and complete it within one week.

Absence from school excludes presence at all school functions or events until the student returns to school.

Arrivals

Morning prayer begins at 7:25 a.m. for faculty and any students present. Students should not arrive earlier, since it is unsafe for a child to be in the school building without proper supervision. When dropping off the child by car, please pull around to the back and stay in line so that buses may have the space they need in the front of the school. All students must be in their classrooms by 7:50 a.m. The parking lot doors close at 7:48 a.m. to ensure students arrive in homerooms on time.

Tardiness

All students are to be in their seats prepared to begin class by 7:50 a.m. When a student arrives after 7:50 a.m., he/she is marked late. Students who arrive after 8:00 a.m. are expected to present a note from his/her parents to the office and then receive a late slip before entering the classroom.

Three unexcused tardies per marking period prevent the student from receiving perfect attendance recognition.

Dismissals

The students riding buses will be dismissed first, followed by walkers. Car riders will be dismissed to the back lot. Parents must park in the back parking lot to pick up child/ren. **Due to safety issues, parents may not park out front and pick up children in back of the school.** Students are considered “walkers” if they live within walking distance to the school.

Please inform the office and your child’s teacher, as early as possible, if a different mode of transportation will be in effect that particular day.

No faculty supervision is provided for dismissed students after 2:45 p.m. on a regular school day and 12:15 P.M. on a noon dismissal day.

If you are unable to pick up your child/ren at dismissal, then it will be necessary for you to use the Aftercare Program and be charged accordingly. All students using the Aftercare Program must abide by the same policies set forth in this handbook.

Dismissals for Appointments

Medical and other appointments should be made during non-school hours. However, in the case of an emergency, or when appointments can only be made during school hours, a written note must be brought to the classroom teacher.

The parent/authorized adult must pick up the child in the school office at the time of early dismissal. A sign-out book is provided for your child’s protection. The book must be signed by the parent/authorized adult before your child may leave for early dismissal.

Aftercare Program

The purpose of the Aftercare Program is to provide additional service for working parents. Registration forms will be sent home the first week of school.

Times:

2:30 – 5:30 daily

12:00 – 5:30 half days

Student Conduct

Behavior Code

An important aim of Catholic education is the Christian development of the person. Discipline is necessary. It is important that students learn to get along with others and to respect one another. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, or safety of others.

The immediate goal of discipline is to create a favorable atmosphere for learning. Students are encouraged to develop good habits, such as courtesy, respect, kindness, helpfulness, cooperation, responsibility, as well as good study habits.

Self-discipline is the goal of each student. The purpose of discipline is to enable students to move from externally imposed discipline to self-discipline. Self-discipline is an indication that one is capable of accepting responsibilities and privileges.

Training for responsible citizenship is one of the major functions of school and home. Christian behavior is expected in and outside of school. Attitudes and actions that evidence Christian character include:

Respect... demonstrates courteous behavior towards teachers, classmates and all others.

Obedience... reacts in a Christian manner to direction or suggestion.

Honesty... responds truthfully to all situations.

Courage... acknowledges mistakes and does the right thing regardless of the remarks of others.

Cooperation... joins with others in work and all other activities.

Self-Control... thinks before acting or speaking and is aware of the consequences.

Responsibility... prepares diligently for classwork, homework and related projects.

Perseverance... continues trying in spite of obstacles.

Neatness... keeps books and materials in good order; arranges and prepares work neatly.

Discipline Code

If a problem arises, the classroom teacher will handle the situation. If a more serious situation exists, parents will be promptly contacted. Teachers and parents will work together on discipline concerns. Corporal punishment is never a disciplinary action. Teachers are empowered to assign detention or deny privileges when students choose to ignore or oppose Christian behavior or any standards set by our school.

More serious disciplinary action may be initiated for the following reasons:

- Possession of drugs, including prescription and over-the-counter medications, alcohol, or any weapons.
- Cutting classes or leaving school property without official school permission, truancy and excessive tardiness (arrival after 7:50 a.m.).
- Abuse, verbal or physical, of teachers or staff, as well as abuse of other students in the classrooms, hallways, cafeteria or on the grounds.
- Stealing or knowingly retaining another person's property.
- Cheating, forging signatures, and plagiarism (including violation of computer ethics, and the Acceptable Use Policy.)
- Class disturbance that interferes with the teaching or learning process.
- Destroying or defacing school property (including texts, workbooks, furniture, and gym or playground equipment). In the instance of destruction to school property, restitution will be required, including payment for the replacement of lost or damaged textbooks.

- Chewing gum or unapproved eating on school premises.
- Use of cell phone/electronic device before, during or after school.
- Any violation of classroom rules as established by administration, teacher and students.
- Bullying, including Cyber Bullying

Whenever a student's action violates a civil code, e.g. drug-related activities, vandalism, stealing, etc., school will contact the proper police authorities. The school reserves the right to search a student's desk, books, or personal possessions, when deemed necessary.

Disciplinary Action

Students (K-3)

A child displaying inappropriate behavior will be given a notice to be taken home to parent, to be signed and returned to the classroom teacher. If the behavior persists, a conference will be requested with parent, and teacher.

Students (4-8)

Infraction of Discipline Code and/or Student Dress Code will result in the student receiving a Disciplinary Referral or Uniform Violation Notice. The referral/notice must be taken home, signed by a parent, and returned to the issuing teacher on the next school day. Repeated offenses may require further action that will include the principal and may lead to after-school detention.

Suspension

Suspension is imposed only for a very serious reason, including extreme instances of the unacceptable behaviors listed. The decision to suspend a student rests with the principal. Prior to suspension, the parents will be notified. Documentation stating the situation and reasons for such action will be placed in the student's file.

Expulsion

Expulsion occurs only when all other means of discipline have proved ineffectual and the student's conduct is a hindrance to the welfare of the school community. The principal makes this decision with the approval of the pastor. Expulsion becomes effective after parents are notified and a conference is held. A letter to the parents stating the situation and the reasons for such action follows. The Superintendent of Schools is notified prior to expulsion.

Harassment Policy

The Diocese of Wilmington has formulated and adopted the following Harassment Policy. Regulation 4001. We adhere to this policy which applies to all students, employees and volunteers.

Complaint

Any employee, volunteer or student, who believes that he/she has been subjected to harassment, as described in Policy 4001, has a responsibility to report the harassment as soon as possible to the principal. All employees, volunteers and students are responsible for ensuring that all schools are free from all forms of harassment.

Investigation

The administrator will promptly and thoroughly investigate the complaint of harassment and document the complaint. All information will be kept as confidential as possible and will be disseminated on a “need to know” basis only.

As soon as possible after the completion of the investigation, the administrator will advise the employee, volunteer or student who brought the harassment complaint of the findings and conclusions of the investigation.

Action

Any employee, volunteer or student who is determined, as a result of a proper investigation, to have engaged in harassment in violation of Policy 4001 will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee, or suspension or dismissal in the case of a volunteer or student. In cases requiring disciplinary action, the administrator will consult with the pastor and the Superintendent of Schools before any disciplinary action is taken in the matter.

Retaliation Prohibited

Retaliation in any form against an employee, volunteer or student who exercises his right to make a good faith complaint of harassment under Policy 4001 is strictly prohibited. Any retaliation against an employee, volunteer or student for making a complaint of harassment will be subject to disciplinary action, which may include up to termination of employment in the case of an employee, or suspension or dismissal from school in the case of a volunteer or student.

For the Sake of God’s Children

Immaculate Conception School complies with the standards established by the Catholic Diocese of Wilmington through its safe environment program entitled, “For the Sake of God’s Children”.

In 2003 the Diocese implemented a safe environment program entitled, “For the Sake of God’s Children” throughout the Diocese of Wilmington. The program was written by and for the people of our Diocese. It now serves as the model in at least three other Dioceses in the country. Since that time more than 20,000 persons have participated in background check, committed to the ethical standards or volunteer covenant, and received education about the nature of and prevention of child abuse in all its forms.

“For the Sake of God’s Children” is the comprehensive safe environment program. The chief aspects of the program are:

- A process to assess suitability for ministry through criminal background checks. The Bishop, all priests, deacons, seminarians, religious brothers and sisters, as well as lay employees and volunteers participate in this process. Background checks allow the Diocese to issue Certificates of Clearance to the parishes for each of the employees and volunteers who work with youth and young people on a regular, recurring basis.

- Ethical and Behavioral Standards for all church personnel.
- Guidelines for establishing a safe environment in the parish communities and institutions of the diocese.
- Educational information for local training of teachers, parents, volunteers, and children (pamphlets, articles, video presentations, web notes)

Bullying

At Immaculate Conception School, bullying is defined as the use of force, threatened or real, to coerce or humiliate others. While the school does not hold itself responsible for offenses committed outside the school, conduct or an allegation of conduct which is of such a nature as to force the question of whether a student's presence at ICS can reasonably be considered to be a potential threat to the safety or well-being of other students in the School, or which can reasonably be determined to interfere with the educational process is cause for immediate disciplinary action to be determined by the administration.

ICS implements the Stamp Out Bullying Program which is reviewed annually with all students and staff.

Bullying can take the form of:

- Constant name calling
- Physical aggression
- Threatened violence
- Isolation
- Cyber Bullying

Bullying is never acceptable and will not be tolerated. The administration, faculty, and staff will investigate reports of bullying immediately. Students are encouraged to report all instances to their teacher.

Drugs and Alcohol

The widespread misuse of drugs and alcohol, in our society, makes it imperative for all schools to recognize the problem and deal with its solution. Drug and alcohol education is provided to make students aware of the dangers involved in abuse.

The school recognizes all federal, state and local laws regarding the use of drugs and alcohol. The school will not tolerate the use of drugs or the use of alcohol.

While providing a constructive program of education, schools must also face the problem of dealing with students who have become involved in drugs and alcohol abuse. Any students, who shall possess, consume, buy or sell drugs or alcohol on school property or at

a school-sponsored function shall be referred immediately to the school administration and will be subject to disciplinary action. The school has the responsibility of working cooperatively with the family and student.

Bus Conduct and Safety

The students riding the Cecil County Public School buses are required to obey all rules and regulations as stated by the public school system. Parents are encouraged to discuss safety rules with their child/ren. Immaculate Conception School will cooperate with any disciplinary action taken by the Transportation Departments.

Emergency School Closing

For emergency school closings (usually weather related) Immaculate Conception School will close when Cecil County Schools are closed. Families are notified through School Messenger, an automated system. You may also consult the school website www.icschoolweb.org.

The Baltimore TV channels (11 and 13) will list Cecil County Public Schools in their closings as well as radio stations: WSTW (93.7FM), WJBR (99.5FM), WNRK (106.5), WXCY (103.7FM), WDEL (1150 AM), and WILM (1450AM).

Library Regulations

Each class will come to the Library once a week for the study of Library Science. Students are allowed to check out books from the Library following these rules:

- Books are borrowed for one week for grades K, 1, and 2.
- Books are borrowed for two weeks for grades 3-8.
- Books must be returned on the day they are due. If not, there is a fine of 10 cents per day/per book, excluding Saturday, Sunday, and Holidays. (No fines for K-1)
- Magazines and books on tape may also be checked out, and follow the same rules as books.
- The number of books that may be taken from the Library varies depending upon the student's grade level. The allowances are posted in the library and a letter goes out to the parents in the beginning of the school year with this information.
- Reference books are kept in the Library at all times, and are not allowed to be checked out under any circumstances.
- If a book or a magazine is lost or damaged, it is the parent's responsibility to replace the item/value before receiving their report card.
- QUIET will be observed in the Library.
- Students will conduct themselves responsibly when using the Library materials.
- Students must have adult supervision in the Library at all times.

Computer Regulations

- Students are responsible for their behavior on the school computers, just as they are in any classroom.
- Students and parents must sign an Acceptable Use Policy contract each school year.
- Students must have adult supervision at all times while using the Internet.
- The student is responsible for using the Internet in an ethical, responsible, and legal manner.
- In an event of a violation of the Acceptable Use Policy, the student will be subjected to disciplinary action that will be determined by the severity of the violation.
- Immaculate Conception School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

Academic Life

Grouping

Classes at Immaculate Conception School are designed to meet the students' academic needs. All homerooms consist of a heterogeneous grouping of students, and all subject areas are heterogeneously grouped, with the exception of Reading and Math. Children in grades 1 through 8 are evaluated for proficiency in Reading and are then assigned to groups appropriate to their skill levels and needs. The same is true for Math in upper grades. Grouping in these vitally important areas provides a better teacher/student ratio, and also helps the teacher move the groups at rates appropriate to their abilities. If a teacher finds it necessary to change a student's placement during the year, parents are notified. Parents who have questions regarding their child's placement should contact the classroom teacher.

Grading System

Diocese of Wilmington Grade Scales

Primary Academic Grade Scale (K – 2)

Grade Range Translation

P	93-100 Demonstrates Proficiency
G	85-92 Very Good Progress
S	77-84 Satisfactory
I	70-76 Improvement Needed
N	1-69 Not Yet Demonstrating
NA	Not Applicable At This Time

Grade 3 – 8 Academic Grade Scale

Grade Range

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

Grade 1 – 8 Conduct/Effort Grade Scale

Grade Range Translation

O	93-100 Outstanding
G	85-92 Very Good Progress
S	77-84 Satisfactory
I	70-76 Improvement Needed
U	0-69 Unsatisfactory

Homework Policy

The purpose of homework assignments is to foster good study habits, reinforce learning and prepare for the next day's classes. Homework should be completed on time as assigned. It is the parents' responsibility to supervise the homework and to provide a well-equipped place to study. As the child becomes older, the major responsibility gradually shifts to the child, but some parental supervision is still desired. Parents should emphasize that study is as important as written work. Combined written and study homework should not regularly exceed:

Kindergarten:	15 minutes
Grades 1 – 3:	40 minutes
Grades 4 – 5:	1 hour
Grades 6 – 8:	2 hours

If a parent has a concern about homework, he or she should contact the teacher directly. If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students will be given an extension to complete the work. A written explanation to the teacher will obtain this extension.

At all grade levels, homework is included in determining the subject area grade on the report cards. Failure to complete homework in the appropriate manner will result in a lower grade on the report card. When a teacher notices that a student is consistently missing assignments, she will notify the parents and offer appropriate suggestions to remedy the situation.

Make-up Work

In case of absence, make-up work is the responsibility of the child and the parent. The child should report to his teachers during homeroom for make-up work. At the Parent Orientation meeting, each teacher communicates to parents her expectations regarding obtaining and

completing assignments while the child is absent. Teacher discretion will be used in setting make-up work deadlines for students who have been absent due to illness. Parents should call the school office by 10:00 a.m. to request make-up assignments for their absent child. Teachers will make every possible effort to accommodate these requests. The child must complete all make-up work.

Family vacations scheduled when school is in session are counterproductive. Teachers are not required to provide a list of assignments in advance. Upon returning to school, it is the student's responsibility to obtain all missed work and complete it within one week.

Honor Roll – Grades 4 through 8

First Honors

The student must have all As and only one B in all subjects where A-F grades are issued. The student must have at least an S in Effort/Conduct.

Second Honors

The student must receive all As and Bs in all subjects where A – F grades are issued. The student must have at least an S in Effort/Conduct.

Parent-Teacher Conferences

Parent -Teacher conferences with all parents are mandatory with the issuance of the first report card. At the request of the parent or teacher, additional conferences may be scheduled any time during the year.

Communication

Immaculate Conception School sincerely desires to maintain open communication with parents. A weekly school newsletter, written by the principal, is posted on the Principal's School World site which is linked to the school website: www.icschoolweb.org. In addition to the Principal's website, classroom teachers also maintain a website containing happenings in their individual classes. Parents are strongly encouraged to sign up on the teachers' websites to receive an Email notice announcing that the site has been updated.

Additional communication may be sent by the principal or teacher. If requested, this communication should be signed and returned in a timely manner. If a parent wishes to discuss any matter with a teacher or the principal, a note should be sent requesting a phone call or a conference. Teachers will make every effort to respond within a reasonable time. As a professional courtesy, please do not contact teachers at home. **Unscheduled conferences in the classroom before school are not allowed as they do not contribute positively to either effective communication or adequate classroom management.**

Testing

National tests are administered yearly. Tests in subject areas are given frequently by classroom teachers.

Diocesan

Designated aptitude and achievement tests are administered to students in grades 1 through 7 at times specified by the Diocesan School Office. An interpretation of the testing program can be requested from the teacher or principal. Grades K and 8 may be tested at the discretion of the principal.

Results of these tests assist teachers in understanding the strengths and weaknesses of individual students. The test results also help teachers to evaluate overall strength and weakness of the curriculum. In addition, the tests assist teachers in grouping the students effectively.

A copy of the test results is sent to the parents. Parents are welcome to discuss these results with the teacher.

Educational Assessment and Placement

Immaculate Conception School Faculty is committed to providing quality Catholic education in the most appropriate academic setting for each child. Educational and/or psychological testing may be requested by the teacher or parent to assist the student further. In the event that Immaculate Conception School is unable to meet the special needs of an individual child, this will be communicated to the parents and suggestions for tutorial help or alternate placement will be made.

Field Trips

Class trips are of an educational nature: therefore, field trips are an extension of the academic program. Overnight trips for grades K through 8 are not permitted by Diocesan directive. If the student does not attend a trip, he is expected to come to school on the day of the trip. Once payment for a trip has been made, refunds will be made when possible. No child will be permitted to attend the field trip without written permission from a parent or guardian. A student with unsatisfactory school behavior may be excluded from field trips with the approval of the principal. The decision to exclude a student on a field trip will be discussed with the parents before the trip.

Parents of children who have allergies or serious health problems must contact the principal prior to trips. At the discretion of the principal and/or teacher, a parent may be required to accompany the child on the trip as a safety precaution.

Summer School

In the event that a student must attend summer school, parents will be notified during the third trimester. The school's recommendation regarding tutoring or attendance at an approved summer program is considered a necessary condition for promotion. Recommendations are made at the discretion of the teacher, with approval of the principal, to ensure the student's best preparation for continuance in the programs of Immaculate Conception School. On the first new day of the school year, the school must receive verification that the tutoring or summer program has been completed successfully. At that time the child will receive their final report card.

Promotion/Retention

A student is promoted if he has successfully completed the requirements of the grade. Students may be retained in grades K-8 by the principal, after consultation with the teacher, if either or both of the following conditions exist:

1. The student has inadequately completed the grade work.
2. The student is socially, emotionally, or developmentally immature.
3. According to Diocesan Policy, absence of twenty (20) days a year could be a determinant for retention when considered with all other factors. (Regulation 5 1 12.1)

According to Diocesan Policy, the principal makes the final decision regarding retention. The advisability of retention will be discussed with the parent during the third trimester.

Transfers

Parents transferring children to other schools are asked to notify the school principal and teachers as soon as possible.

1. Students transferring to another school are required to return all textbooks and school materials to the homeroom teacher.
2. Health records and academic transcripts will be mailed directly to the new school after written permission of the parent is given.
3. All fees and tuition must be paid in full before records are released. An exception in this case will be at the administrator's discretion

Special and Extra-Curricular Activities

Instrumental Music Program

Students in grades 4 through 8 may elect to participate, for an additional fee, in a music program offered through the Instrumental Music Service. The program is explained to students and parents each September. Parents who wish their children to participate sign a contract for lessons and instruments directly with the music company. Lessons are given during the school day on a rotating basis so that the students are able to attend without missing the same academic classes two weeks in succession. Since school work remains a priority, students must make up work missed during music lessons. Students in the band program participate in a concert. Participation in the music program requires a minimum of 45 to 60 minutes of practice weekly at home.

Yearbook

This after-school activity is offered to students in grade 8. The yearbook staff meets during and after school. They are often seen at events with a camera to capture the action.

Sports Activities

The Parish Athletic Association presents a yearly program emphasizing family involvement and good sportsmanship. Volunteers work on skills and encourage our young athletes to do their best.

Students may participate in any sports or activities sponsored by the Parish Athletic Association.

Altar Servers

Altar Servers is a volunteer program available to students in grades 3 through 8. We encourage parents to have their children participate in the parish Altar Server Program. This gives students the opportunity to become full participants in the liturgy as well as to be of service to the parish community. Altar Service assignments can be easily coordinated with Sunday Mass attendance.

Buddy Program

Pre-school, kindergarten and first grade students are assigned “BUDDIES” from the middle school classes. The students share in various activities.

The purposes of this program are:

1. To create a spirit of caring and sharing among the students.
2. To enable all students to realize that they are members of a larger school community.
3. To foster in the younger students a sense of security and awareness that the older students are caring friends.
4. To encourage a sense of responsibility from the older to the younger students.

Student Council

Student Council is an elected body of students in grades 3 through 8 who serve as a liaison between the student body and the administration. Additionally, the Council seeks to foster and strengthen school spirit and pride.

National Junior Honor Society

National Junior Honor Society, for seventh and eighth grade students, is based on five criteria: citizenship, service, leadership, scholarship and character.

Liturgies, Para-liturgies, and Service Projects

In light of Gospel values and the purpose of Immaculate Conception School, all students participate in liturgies, para-liturgies and receive the Sacraments regularly.

Activities, in which students participate, at various levels, are as follows:

- Altar Servers
- Buddy program
- Holy Childhood Missions – Advent/Lent Special Collections
- Individual Classroom Service Projects
- School liturgies
- Outreach support (food for parish outreach)
- Para-liturgies (e.g. Blessing of the Animals, and May Procession)
- Participation for Catholic Schools Week Activities in Local/Diocesan
- Reception of Sacraments (Holy Eucharist, Reconciliation)
- Retreats
- Seder meal

School Pictures

These are taken annually by a professional photographer. Purchase of pictures is optional.

Additional Information for Parents

Immunization and Physical Examination

Incoming new students are required to submit up-to-date records of immunization and recent (within one year) physical examination. Forms are provided at the school, and on the school website www.icschoolweb.org. State and Diocesan regulations specify that all new students, those students entering PreK, Kindergarten, and the 7th grade must undergo a physical examination and present the proper health care forms completed by the parent and Health Care Provider, on the first day of school.

Administering Medication

Diocesan and state laws prohibit children from bringing **any form** of medication to school to administer to themselves. This also includes cough drops and throat lozenges for Immaculate Conception School.

Medication can be given to your child while they are at school. **You and your child's physician will be requested to complete and sign the Maryland State School Medication Administration Form, if your child must take medication during the school day.** This form is found on the Immaculate Conception School Website under forms as Authorization for Medicine. The medication must come to school in its original container with the prescription label attached and will be kept in the health room. **This form will also have to be signed by you and your child's physician for any over-the-counter medication.** The school nurse will not be able to administer any medication to your child until this form is completed and returned to the health room.

Health Policies

Physical/ immunization forms are due in the health room the first day of school. All students must have updated emergency forms on file. In case of illness or an emergency, the contact person will be called immediately. In a serious emergency situation, 911 will be called.

Please reinforce with your child the importance of getting 8-10 hours of sleep a night and eating a healthy breakfast. This will help your child perform at his/her best.

Reminders to parents/guardians please keep your child home if they have the following:

1. A temperature of 100 F or higher. Your child should be fever free, without medication, for 24 hours before returning to school.
2. Vomiting or diarrhea more than once in the past 24 hours. They should be able to keep down both liquids and solid foods before returning to school.
3. If your child develops strep throat or conjunctivitis (pink eye), they will need to be on an antibiotic for 24 hours before returning to school.
4. Please notify the school nurse of infectious or communicable diseases.

Insurance Policy

Every child must have some type of health/accident insurance.

Change of Address/Phone Number

It is absolutely imperative that a parent promptly notifies the office in writing of any change in family status, child's name, address, and telephone number, place of employment or emergency numbers. In addition, whenever a child's method of transportation changes, the parents must notify the office of the new arrangement in writing.

Telephone/Cell Phones/Personal Electronic Devices

The office phone may only be used by students with the permission of the principal for emergencies. Students are forbidden to leave classes to receive calls. Parents may call the school and request that messages are delivered to a student in case of emergency.

Cell phones and electronic devices are not allowed on school property at any time – including Aftercare. Faculty and staff will confiscate a cell phone or any other electronic device that is seen or heard on campus from arrival to the end of Aftercare. Parents/Guardians must pick up the device from the principal. Upon the second offense a conference with the administration and family will be held to ascertain the student's continued attendance at ICS.

Privacy Rights of Parents and Students

Immaculate Conception School shall permit the legal parent/guardian of a current student to review his/her school record within a reasonable period of time, but in no case more than 45 days after the request has been made. The right to inspect and review education records includes the right to a response from the educational agency or institution to reasonable requests for explanations and interpretations of the records

An educational agency or institution may presume that either parent of the student has authority to inspect and review the education records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

AHERA

Immaculate Conception School continues to abide by the mandates of AHERA (Asbestos Hazard Emergency Response Act).

Safety Drills

Practice safety drills are conducted on a regular basis in compliance with state regulations.

Parent Organization – PSO

The Parent School Organization of Immaculate Conception School fosters unity of purpose between the home and the school. Its responsibilities are:

- To provide support and encouragement to the faculty, administration and parents.
- To create opportunities for parent education programs.
- To enhance the educational programs of the school through fundraising efforts.
- To organize social activities that brings the school community together.

The PSO holds general meetings in the evening throughout the year. All parents are encouraged to attend these meetings.

Development

Immaculate Conception School is committed to the continued growth and excellence of the school. Each member of the community has an important role in achieving this goal. We call upon parents, grandparents, alumni, business community, administration, faculty/staff, and students to assist us in the development program. There are several opportunities for giving. Many are tax deductible.

Following is a list of way that you can contribute to our development fund.

1. Direct contributions
2. Memorial gifts
3. Bequests
4. Gifts of service or real estate property
5. Pledges over a period of time
6. Life insurance policies

Immaculate Conception School

Guidelines for the Acceptable Use of Telecommunications

Consequences of Unacceptable Student Use:

The use of electronic networks is a privilege, not a right. Misuse of an electronic network account or a violation of this policy may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse will subject the student to disciplinary action at the appropriate level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Due Process

In the event of a violation of this policy, or school code, the student will be subjected to disciplinary action that will be determined by the severity of the violations.

Immaculate Conception School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

Liability:

Immaculate Conception School makes no express or implied warranties for the Internet access it provides. Immaculate Conception School cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school.

The accuracy and quality of information obtained cannot be guaranteed. Immaculate Conception School will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical difficulties. Information sent or received cannot be assured to be private.

Access to computer communication technology is provided for school related, academic activities only. All copyright laws are honored and academic honesty is expected at all levels of use.

Electronic Network Use:

Electronic network use at Immaculate Conception School is for appropriate activities. Access will be provided for academic activities only.

NOTE: Due to the smart phone and apps, such as Instagram, thousands of photos are uploaded online every day. Even photos that are uploaded as private can be shared with others. You have a duty to respect those around you by not uploading photos of other students to a public forum. Think twice before uploading photos of children, even your own.



Wearable technology

Items like Smart watches and fitness trackers which allow for notifications of email alerts, text messages, caller ID, photo/video capture, social networking, calendar alerts, etc. are prohibited. Devices that have the capability to connect to a personal technology device, like a cell phone or tablet, are also prohibited – even if the connecting device is out of reach.

Examples of prohibited wearable technology are: Apple Watch, Fitbit Alta, Fitbit Blaze, Fitbit Surge, Garmin Vivosmart, Samsung Watch. If the device can connect to the Internet, it is not permitted.

Click [here](#) for Diocesan Acceptable Use Policy for Students or enter URL:

<http://www.icschoolweb.org/wp-content/uploads/downloads/2015/06/AUP-Student.pdf>