



Immaculate Conception School

Parent  
and  
Student  
Handbook



## Parent/Student Handbook

2023-2024

[www.immaculateconceptionsouth.org](http://www.immaculateconceptionsouth.org)

### **Governance**

Immaculate Conception School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty, and governance board are bound to implement and follow all policies in the Handbook for School Administrators. Local school policies and procedures found in the Immaculate Conception School Family and Faculty Handbooks are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic Schools directives.

This Immaculate Conception School Handbook is a guide to understanding the various aspects of school life. Policy statements are written in general terms and the administration reserves the right to make specific applications as circumstances arise. The principal also retains the right to amend the handbook for just cause.

All parents and their children are to read this handbook thoroughly and sign the agreement. This agreement will remain in the student's file with the understanding that the student and the parent have read the handbook and agree to be governed by it.

### **Amendment Statement and Principal's Right to Amend**

Statements in this handbook are subject to amendment with or without notice by the principal. The principal will attempt to keep the parents or legal guardians informed of all changes. However, some changes might be made immediately due to circumstances. Statements may also be added or deleted from this handbook by the principal.

## IMMACULATE CONCEPTION PHILOSOPHY

Immaculate Conception School is part of the Guadalupano Plancartinos Schools.

These schools are noted in society as educational centers, excellent for their cultural level as well as for Christian humanism. The parochial school of Immaculate Conception is staffed by the Religious Congregation Daughters of Mary Immaculate of Guadalupe. The purpose of the school is to give an integral, quality education based on Christian values. Parishioners support the school mission.

Parents are the primary educators of their children. The mission of our school is to **help** Catholic parents educate and form their children.

We provide hope for families. This hope comes from a realistic expectation that faith development and academic excellence will give children the opportunity for a better future and the strength of character to resist involvement in gang activities and other dangerous situations that surround them in their environment.

Our parish school is staffed by the Religious Congregation of Sisters, The Daughters of Mary Immaculate of Guadalupe, formed in 1878, by Jose Antonio Plancarte y Labastida, a Mexican priest in Jacona, Michoacan, Mexico; and dedicated lay teachers. The entire staff helps to create a respectful environment, provide quality education, and foster the moral and faith development of children and their families.

### MISSION STATEMENT

Immaculate Conception School is a Catholic Educational Institution that has as its mission, the integral and harmonious formation of children and youth of all ethnic backgrounds.

### VISION STATEMENT

Immaculate Conception School is faithful to the educational ideals of Jose Antonio Plancarte y Labastida, and is designed to present itself to society as a center of excellent education promoting Christian living and cultural tradition.

## **Accidents**

All accidents are reported to the office immediately. The office personnel will attend to the injured and record all details in an on-going log. Every attempt is made to communicate with the parent regarding the injury of his/her child. The school does not take financial responsibility for accidents that occur during the school day. It is the responsibility of the parents to provide insurance for their children.

In case of an accident in the school area, the teacher responsible for watching the students will fill out an incident report. The office will make a copy and contact the parents to notify them of the incident. A copy of the incident report will remain in the student's file and a second copy will be sent to the parents. (See also sickness or injury)

## **Admissions and Registration** (See appendix G)

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs. Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

Any student and/or parent/guardian who believes that any school employees or agents of the school have discriminated against their son/daughter should bring such a complaint to the principal of the school and/or the pastor. If the alleged violator is the principal of the school and/or the pastor, then you should direct your complaint to the Regional Director for Vicariate VI in the Office of Catholic Schools.

### **Schools endeavor to accommodate all students within the limits of the school's educational programs.**

- Verification of age must be provided through an official copy of the child's birth certificate.
- Before accepting a child for admission, school personnel must verify that the person enrolling the child is the legal guardian.
- Under no circumstances shall children under 3 years of age be accepted.
- Immaculate Conception School accepts students, as space is available. Catholic students will be given first consideration.
- The decision for admission or readmission of a student rests with the administrator.

### **Order of admission shall be as follows:**

1. Brothers and sisters of students currently enrolled in any Catholic school.

2. Students who are residents of the community.
3. Applicants whose residence is outside of the community, when space is available.

**The school complies with applicable state and federal laws prohibiting discrimination and all applicable Illinois school code including, but not limited to:**

- The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.)
- Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.)
- Applicable sections of the Illinois School Code [105 ILCS 5]
- Relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)
- 23 ILL. Admin. Code Part 425

The principal of Immaculate Conception School is responsible for compliance with the applicable state and federal laws listed above. Any student, parent, guardian, or staff member who believes that the school or any school employees or agents of the school have discriminated against them, should bring this complaint to the principal. If the principal is the alleged violator, then the complaint should be brought to the Regional Director in the Office of Catholic Schools, 312-534-5200.

If a child from Immaculate Conception School has gone missing, the school will flag the birth certificate. This will notify the school secretary when any information is requested about the student. The school secretary will immediately report this request to the local authorities. Immaculate Conception School will not forward the records of any student transferring out of the school whose records have been flagged. The requested school will notify authorities of this request.

### **Guardianship of a Student**

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child.

### **Age of Admission**

Illinois State Law requires that a child entering Preschool must be 3 years of age on or before September 1, of that year. A child entering Kindergarten/Early Childhood 5 must be 5 years of age on or before September 1. A child entering first grade must be 6 years of age on or before September 1.

Grade level placements will be made accordingly:

Preschool: Child must be three years of age on or before September 1st.

Kindergarten: Child must be five years of age on or before September 1st.

1st Grade: Child must be six years of age on or before September 1st.

We are deeply committed to the children of our parish/school and believe educating them is the best hope we have for a better future. We admit all children of parishioners/non-parishioners no

matter their race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school.

Our admissions process has three steps. We expect that the children will be able to succeed academically in our school, we expect that parents will support the parish financially along with their talents and abilities. To be accepted in our school, parents will need approval from the school principal (for academics), from the pastor (for questions about the practice of our faith) and complete the agreement for school payments(financial responsibility).

For the **meeting with the principal**, families will need to present the following documentation:

1. Registration Forms
2. Copy of Birth Certificate
3. Copy of Baptismal Certificate
4. Current Immunization Record\*
5. Current Physical Exam\*
6. Dental Exam\*
7. Copy of Records from previous school (Transfer students only)
8. Statement of financial clearance (Transfer students from another Catholic school)

\*Forms available in the school office

\*In accordance with State Law, it is necessary that a child be 3 or 4 years of age on or before September 1 to be admitted to Pre K.

\* In accordance with State Law, it is necessary that a child be five years of age on or before September 1 to be admitted to Kindergarten.

After gathering the documentation mentioned above, families are to call the school office (773)375-4674 to schedule a meeting with the principal.

To set up the **agreement for payments**, families will need to present the following documentation:

1. Completed (Form C) available in the school or rectory. Please note that all families who wish to be considered active in our parish are expected to fill out these forms.
2. \$ Registration fee (per child)
3. \$ Book Fees (per child)
4. \$ Technology Fee
5. Previous Year's Income Tax Returns or a letter from employer (one per family)

By registering your (child/ren) at Immaculate Conception School you are committed to supporting our school through fundraising (\$600 yearly) in various activities organized by the School Board Parents throughout the school year.

**For the meeting with the pastor**, families will need to call the rectory (773)768-2100 and schedule a meeting or talk to the pastor after any of the Masses.

**Priority for Admission:** Registration begins the Week after Catholic Schools Week.

In early January the school will send home the re-enrollment card to have a sense of the returning students.

Openings for currently enrolled families will begin Mid-February.

Applications shall then be accepted according to the following priorities:

\*Parishioner applicants with siblings already enrolled in Immaculate Conception School.

\*Parishioner applicants

\*Transfer students from other Catholic schools.

\*Transfer students from public schools who are parishioners.

No student will be admitted without presentation of the most recent report card.

All new and transfer students, once approved for admission, are accepted on a probationary period of 90 school days. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting.

Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, the student will be asked to leave.

The transfer student, parents or legal guardians and principal must sign a Transfer Student Agreement.

### **Admission of Returning Students**

Parents who wish to enroll their children as returning students to Immaculate Conception School, shall complete a registration form during the month of March, and pay their fees per child. Acceptance of returning students is dependent upon the following factors:

- Tuition and fundraising payments have all been met.
- Parents have to attend 6 out of 7 parent's meetings. If there are reasonable excuses for not attending the meeting another adult might be sent in your place.
- Parents and students are in compliance with handbook regulations, especially as related to respect for persons and property, effort in academic achievement, regular patterns of attendance, and cooperation with the dress code and other regulations. In order to be accepted, students must meet these expectations during all the programs in the school, throughout the school day and when representing the school on field trips and on the way to and from school each day.

- Parents and students that have regularly attended the Sunday Masses. (80 % minimum)
- Parents and students that have volunteered in the school. (20 hrs. or participated in the volunteer days).

Students who fail to meet the academic and behavioral standards of the school will participate in the following process:

1. Early February, the classroom teacher will attempt to conference with the student and parent/guardian to state with clarity the possibility that the student will not be accepted for the new term. If the parents do not respond to the request for such a conference, a letter will be sent to inform the parent/guardian of the child's status in this regard.
2. Expectations for student improvement will be stated in writing.
3. Students who fail to make the required improvements will be informed of non-acceptance prior to the final report card.

### **Arrival at School**

Due to the danger on Exchange Street, parents are not permitted to park in front of the school. Those wishing to enter the school are asked to park in the parking lot. Cars arriving in front of school are to be northbound only and are permitted to pause in front of school only for as long as it takes the child to exit the car. Children are to cross streets at crosswalks only. Parents please enter only from the Main Entrance (Exchange Ave). All students arriving early to school are to go into the school building where supervision is provided. Students must cooperate with and obey the supervisors.

- Office Hours 8:00 a.m. to 3:15 p.m

### **Attendance: Daily attendance is required for all students attending Immaculate Conception School.**

Academic progress in school depends on punctuality and regular attendance. The following procedures and expectations are intended for the protection of the children.

- A parent or guardian is expected to notify the school by telephone before 9:00 a.m. on the first day the child is absent and each day thereafter.
- Parents are required to send the teacher a dated, written excuse for the absence of the child on the day of his/her return to school.
- When a child has been absent due to a communicable disease other than the common cold or flu, a doctor's note must be presented to the teacher upon returning to school and a copy must be kept in the child's file in the school office.



- Each child is responsible for homework missed during absences. Students may have an extension on homework of one day for each day of absence. The score of the missing assignment will depend on the teacher's criteria.
- When possible, doctor appointments should be made after school hours or during school holidays.
- Families are encouraged to set vacation times around the school calendar. When that is not possible, a formal written notification is required one week in advance. All class work is to be turned in when the student returns to school.
- If a parent needs to pick up a child before the regular dismissal, a written request is to be presented to the office stating the reason, time, and person who will be picking up the child. No child will be allowed to leave the building without an authorized adult who will sign the child out at the school office.
- It is necessary at times to keep children after school. There are occasions when a teacher needs to talk to a child either about schoolwork or behavior, or to give the child some extra help. Parents will be notified either with a phone call or a note. In general, parents will know a day ahead of time that a child must stay after school. After 3:15 p.m. Tuesdays-Fridays and 1:45 p.m. on Mondays.

### **Awards**

An awards ceremony is held at the end of the school year. Awards are given for academic progress, perfect attendance, punctuality, service, leadership, and etc.

Other awards are determined by teachers for appropriate grade levels. (See appendix F)

### **Background Checks**

All faculty and staff members of Immaculate Conception School undergo a criminal background check. Parents who volunteer to work with children are required to do the same.

### **Back to School Night**

The orientation night held in August is designed to focus on the skills and expectations needed for student success. Projects will be reviewed and suggestions given for parent involvement. Teachers will share ideas, techniques, and other suggestions for assisting the student and communicating with school personnel. Teachers will also present their rubric for each subject matter during this meeting. Teachers will explain their expectations for students and parents.

### **Behavior**

All students are expected to follow the handbook. Minor behavioral problems will result in a consequence from the teacher. A note will be sent home from the teacher.

(See **Conduct, Discipline, Gangs**)

**Bullying**(see Appendix A)

### **Calendar**

A calendar of projected events and dates for the school year is included in this handbook. Upcoming events will be listed each week in the newsletter. Parents are responsible for knowing the activities of the school. It is the responsibility of the child to give the newsletter to the parent and the responsibility of the parent to read it.

### **Cheating**

Any student observed cheating or whose work shows evidence of copying or plagiarism will be given a zero (0%) for the work. Parents or legal guardians will be notified.

### **Child Abuse**

The Illinois Child abuse and Neglect Reporting Act mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the care of the child. Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching), or psychological abuse (such as name calling, intimidation, or other emotional inappropriateness).

### **Child Custody**

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by a court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

In the absence of a court order, a school should provide the non-custodial parent the opportunity for a parent-teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the

sharing of school information with the custodial parent pertinent to the child should also be provided to the non-custodial parent in a timely fashion.

### **Child Abuse/ Neglect**

School personnel, by law, are mandated reporters of allegations/suspicions of child abuse/neglect and must make reports to the Department of Children and Family Services whenever any such circumstance exists.

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

### **Communication with Parents**

Good and proper communication among parents, teachers, students, and principal is essential in a quality school. Regular communication with parents is promoted through the yearly calendar, the weekly newsletters, progress reports, report cards, and periodic flyers. Parents and guardians are required to discuss a concern directly with the teacher before taking the matter to the principal.

### **Conduct**

In order for learning to occur, a peaceful atmosphere of cooperation and orderliness is present throughout the school. Helping the child to grow in self-discipline is the aim of both parents and teachers. This involves the training of the intellect as well as the will. When it is necessary that the teacher or the principal resort to disciplinary measures, these measures will be effective only to the extent to which there is cooperation from the parent or guardian. If a parent has a question concerning what happened or the consequence given, he/she is asked to discuss the matter in a manner that upholds the mutual authority and respect of both teacher and parent. Students are expected to display an attitude that is respectful, non-argumentative, cooperative, and well-behaved.

Each teacher will explain the specific classroom and general school rules to his/her class. Students are responsible for following these rules. Repeated violations of classroom rules will result in loss of students' privileges and/or the need for a parent conference. (Also see Discipline, Detention and Gangs).

- Respect includes, but is not limited to, the following:
- Following instructions immediately
- Showing good manners
- Following school policies regarding uniform, book bags etc.
- Refraining from using derogatory comments to and towards students.
- Respecting other students in their abilities to communicate in English and their native languages.

### **Parent / Guardian Conduct**

As partners in the education of children, the parent/guardian/ and any other adult in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers whether on or off school grounds or at any school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/ guardian or any other adult to either remove their children from the school or not to accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of other threats to the faculty, administration, staff, students and volunteers at the school.

Parents/ guardians or any other adult who posts defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their children from school.

### **Conflict Management**

When misunderstandings or differences of opinion occur, the following steps are taken:

1. The conflicting parties meet to seek a resolution through one or more meetings, as is necessary.
2. If a resolution is not achieved, the conflicting parties meet with the principal.
3. If the principal is one of the conflicting parties, the meeting will also include the pastor.

**Corrective Policy for Grades K-8:** The distinctive purpose of Immaculate Conception School is to provide a peaceful environment where excellence in academics and growth in faith are emphasized. To provide a Christian atmosphere which maximizes learning, the children will be expected to exercise self-control and grow in self-discipline. Inappropriate language, disrespect toward persons and property, verbal and physical fighting, damage, theft, destruction, disruption, or any other inappropriate behavior are not permitted in church, at school, during field trips, on the bus going to and from school. A student can be given a correction for any of these behaviors. (See appendix H)

### **Courtesy**

Students are expected to show respect to other students, teachers, aides, lunchroom supervisors, and other staff members. A spirit of loyalty and cooperation shall pervade their attitudes with regard to all that pertains to school life.

### **Curriculum**

**All instruction will be provided in English unless a foreign language is taught in special classes.**

In pursuit of excellence, Immaculate Conception School is continually involved in curriculum development. The curriculum includes contemporary issues related to education. The faculty will

complete an annual review of the curriculum. An effort is made to coordinate the writing of the curriculum with the adoption of new texts.

1. The school provides instruction in:

- American Patriotism
- The principles of representative government as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois.
- The proper use and display of the American Flag
- The method of voting in elections by means of the Australian ballot system.

2. See Patriotism

3. The school requires not less than one hour per week, or the equivalent, to be devoted to the study of this subject matter in 7<sup>th</sup> and 8<sup>th</sup> Grade.

### Graduation Requirements

Diplomas will be awarded to those students who have:

- Completed the school's academic requirements,
- Achieved a passing grade on the Constitution of the United States and the State of Illinois examination,
- Adhered to the school's code of conduct
- Returned all school material

All Students in 8<sup>th</sup> Grade shall graduate if she/ he has received instruction in the History of the United States and has given evidence of a comprehensive knowledge of the subject.

### Daily Schedule

Time	Activity
7:30	Staff arrives/ Faculty and Staff prepare for Students /Students have breakfast
7:50	Prayer/Announcements
8:00	Classes begin
11:00-12:55	Lunch Program and Recess Rotation
2:45	PK and K Dismissal(Tuesdays-Fridays); 1:15 on Mondays
3:00	1 <sup>st</sup> - 8 <sup>th</sup> Dismissal; 1:30 on Mondays

Mondays-7:45 a.m. Faculty and students prepare for Mass in church (**Please note that students who arrive after 8:00 am will be marked tardy**)

Mondays-Early Dismissal 1:30 pm

## **Disaster Drills**

Immaculate Conception School conducts disaster drills that help the students and staff to prepare for emergencies such as fire, tornadoes, earthquakes, and enemy attacks. Should it be necessary to evacuate the building the first place of safe refuge will be the church or the church basement. Other alternatives, depending on circumstances, will include Arnold Mireles School and Chicago Public Library. During times of impending danger, parents may pick up their children at any time but are required to sign the child out with school personnel.

## **Discipline**

In accord with the expectations of good conduct and respect for others, appropriate behavior and language is expected in church, at school, on field trips and coming to and leaving school. The principal, in consultation with the appropriate faculty members, is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause.

1. **Consequences:** The following steps will be followed for inappropriate behavior:

\*Verbal reprimand

\*Time out

\*Time out during recess time

\*Notification to parent and/or separation from the classroom

\*Parent-teacher-student conference

\*Principal-parent-teacher-student conference

\*Written agreement of expectations signed by all parties

\*Consideration of suspension or expulsion

2. **Fighting:** In an effort to maintain a peaceful atmosphere at Immaculate Conception School, specific guidelines have been drawn up in this regard. The first offense results in an in-school suspension. Parents are notified and parent and student sign an in-school suspension form that clearly states the seriousness of the offense. The in-school suspension form is placed in the student's permanent record for the duration of the school year. A second offense results in an out-of-school suspension and parent-teacher-student-principal conference. The student is at risk of expulsion at the time of the third offense.
3. **Serious Wrongdoing:** If a child is accused of serious wrongdoing inside or outside of school, the child can be placed on a home-study program pending the outcome of the investigation.
4. **Suspension/Expulsion:** The following offenses are considered serious and can result in suspension or even expulsion from the school:
  - ❖ Possession or use of a weapon
  - ❖ Possession or use of alcohol, cigarettes, drugs or drug paraphernalia
  - ❖ Consistent use of obscene or profane language
  - ❖ Disrespect of a teacher and/or other students or adults
  - ❖ Theft or vandalism to the school building or grounds

- ❖ Gang or suspected gang activity
- ❖ Doing anything which threatens health, safety, or welfare
- ❖ Fighting or physically harming another student or teacher
- ❖ Other behaviors unbecoming of a student in a Catholic School
- ❖ Sexual harassment
- ❖ Gambling and/or the Selling of Lottery Tickets and Other Unapproved Items
- ❖ Inappropriate use of Social Media pertaining to our school, staff, or other students.
- ❖ Inappropriate use of Technology during school time.
- ❖ Pulling Fire Alarm (crime and endangering the lives of others)

### **Drug Prevention**

In an effort to assist students in the development of healthy and peaceful living, Immaculate Conception School is proactive in providing substance abuse prevention and/or intervention. Among the strategies that the school uses are:

- ❖ Substance abuse prevention education classes for parents and students.
- ❖ Celebrate Red Ribbon Week as a prevention program.
- ❖ Referral of at-risk students to counseling service provided by Title I and Title IV funding.
- ❖ Disciplinary action, if needed, to maintain a zero tolerance environment

### **Emergency Forms**

Each family completes a **Medical Information and Emergency Notification Form** as designed by the Archdiocese of Chicago.

### **Environment**

Immaculate Conception School reserves the right to establish a peaceful environment for the children in our care. All persons who enter the doors at Immaculate Conception School are to speak to one another with respect and dignity. Disagreements are settled in a manner that reflects the Gospel values we attempt to share with our children. Families who choose not to accept our philosophy of respectful verbal interaction face the possibility of exclusion from the school community.(see Learning environment)

### **Equal Employment Opportunities**

Immaculate Conception School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of Immaculate Conception School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such an individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position except when one of these characteristics is a necessary qualification of a position.

### **Evaluation**

Evaluation is a major part of learning. At Immaculate Conception School, parents are an integral part of the evaluation of their children.

- a) **Informal Evaluation:** Informal evaluation occurs when children answer questions in class, take quizzes about material covered, correct homework in class, and engage in discussion with a teacher. These examples and many more give an informal look at a child's progress.
- b) **Formal Evaluation:** This kind of evaluation occurs when students' homework or projects are graded and when they have a chapter or section test, weekly spelling tests, or planned tests at the end of quarters or semesters. Sometimes, other professionals are asked to offer a perspective about a child.

c) **Standardized Testing:** Standardized Tests are administered according to the Archdiocesan schedule in grades three through eight. These tests are important indicators of a student's progress in reading, language arts, math, science, social studies, and study skills. The principal and teachers are available to assist with interpretation of test results.

Extended Day Program (See appendix B)

### **Faith Development**

Understanding the gift of our Catholic faith and allowing it to deepen in our lives is the challenge of this school. Many opportunities throughout the day can foster our belief and strengthen our faith. We also develop the belief that we are all part of God's family, and therefore we look after

each other with the care and love of a Christian family. The following activities give structure to the faith development that is characteristic of our Catholic school.

- a) **Attendance of Sunday Mass:** We expect all students and families to attend Mass on Sunday. This is the most important part of the children's religious education.
- b) **Prayer Leadership:** Developing leadership in prayer is central to our school. Students have the opportunity to bring special intentions to the office and lead prayers at different times. We pray as a community, before we start classes. In the classrooms, students are encouraged to share their experiences of prayer, and all students are taught respect for various styles of prayer. Teachers pray with the class before meals, at the end of the day, for special occasions, and particularly during religion class.
- c) **School Liturgies and Prayer Services:** All students participate in all-school Mass once a week. Students offer their service to the parish as lectors, leaders of prayer or song, ministers of the altar, and as members of the congregation.
- d) **Sacramental Preparation:** As a Catholic school, we offer to Catholic students the opportunity to be prepared for and to receive the Sacraments. All students have the opportunity for the Sacrament of Reconciliation every month. Second grade students will receive formation for First Reconciliation and First Communion. Eighth graders will prepare to receive the Sacrament of Confirmation. In order for a child to be accepted for the reception of these sacraments, parents are required to attend the meetings connected with each.



### **Field Trips**

Field trips are an important educational experience. They increase a child's awareness of the community in which he/she lives, help increase knowledge of the fine arts, and increase understanding in a subject area.

The school requires the written consent of parents before a child is permitted to go on a field trip. Students are usually transported by bus and pay their own fare. All parents are expected to sign the standard permission form that releases the school from liability. Both the permission slip and the money for the trip are required to be in the teacher's possession no later than the day before the trip. If a student has not complied with this requirement, the child will not participate in the trip. Students can also be denied participation in field trips if they fail to meet academic or behavioral requirements. Students are not to bring any item on buses or field trips except that which is permitted by the teacher. Electronics of any kind are not permitted on field trips unless specifically allowed by the teacher or principal. The school is not responsible for any lost or stolen items during a field trip.

### **Finances**

All information relative to finances is included in Appendix C.

### **Fire Drills**

Fire drills are conducted on a monthly basis in cooperation with the City of Chicago Fire Department. All children are made aware of the exits to be taken. Silence is mandatory during a fire drill.

### **Gang Activity**

The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- a) Any conduct on or off school premises that may be gang-related.
- b) Any conduct that may be gang-related during the school sponsored events or activities.
- c) Students wearing clothing/symbols that may be, in the manner displayed; gang-related (This includes, but is not limited to jewelry, jackets, sweatshirts, caps, other forms of clothing and/or bodily symbols).
- d) The display of signs, symbols, and/or style of writing that appears to be gang-related on paper, notebooks, textbooks or other surfaces.
- e) The use, possession and/or concealment of a weapon.

The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and /or expulsion. (Also see **Conduct, Detentions, Discipline, and Expulsion.**)

### Grading Scale

Immaculate Conception School uses PowerSchool as its grading system (See appendix for details)

#### A. Progress reports

In addition to report cards that are given at the end of each quarter, Immaculate Conception School has incorporated four mid-quarter progress reports to inform parents of the progress of the students . These reports are electronically sent to parents of students in grades PK-8. Please make sure your email is always updated in the main office.

#### B. Report Card

Report Cards are distributed quarterly. Grades are assigned according to the grading scale as published in this handbook.

#### C. Graduation Honors

In preparations for the selection of the valedictorian and salutatorian, the teachers will review the permanent records of the top ranking students. A cumulative grade point average will be obtained for each student beginning with grade five.

Ordinarily, the highest-ranking students will be named as the valedictorian, with the highest-ranking student being given the honor of salutatorian.

If a distinction is not clearly evident, the administration reserves the right to judgment along with the qualities of civic and Christian responsibility and leadership. The final decision rests with the principal and pastor. (Also **see Awards, Grading Scale, and Honor Roll.**)

#### Gum and Candy

Eating in the classroom is done only rarely and with the permission of the teacher. Gum chewing is never allowed. Students who chew gum will face a consequence. If a pattern of behavior develops relative to the chewing of gum or eating of candy, a major consequence needs to be faced. Please note that no eating or chewing of gum in church will be allowed.

### Health

The following records are required by Illinois State Regulations:

1. **Examinations** Every child entering school for the first time in the State of Illinois, all 2nd and 6th grade students are required to complete a medical examination within a year of the first day of school. A dental examination is also required for these students.
2. **Immunizations:** Illinois State law requires every child's parents to present to the school proof of immunization from communicable disease. This information must be on file for every child in the school. The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Polio, Mumps, and Rubella.
3. **School Exclusion:** According to Illinois law, any child whose parent has not presented has not presented proof of required health examination and immunizations shall be

excluded from school. Parents shall meet these requirements by October 15. After that date, if such proof has not been presented, the child will be refused admittance to school. Ample notice is sent to remind and inform the parents. There will be no exception on Health Exclusion Day.

	Physical	Dental	Vision
<b>Kinder</b>	+	+	+
<b>2<sup>nd</sup> Grade</b>		+	
<b>6<sup>th</sup> Grade</b>	+	+	
<b>First time in school</b>	+		+

\*Second Line: Date

\*Third Line: Subject and Page Number

Homework is always expected the next day unless the students are told otherwise. Any missing and/or unacceptable work will be marked with a red X next to the assignment in the assignment notebook. Parents are required to check the assignment notebook for the day’s work. Students lose credit for late assignments. Any individual who is absent due to illness will be allowed the number of days he/she was absent to complete and return all missed homework. Gathering this homework is the responsibility of the student who has been absent. Students are responsible for showing their assignment notebook and homework to the parent.

Parents are required to check his/her child’s homework for completeness, accuracy and neatness and then sign the daily planner. If a parent wishes to send a return message, it is always welcome.

**Honor roll** (See appendix F)

**Interruptions**

Classroom activity may not be interrupted. The development of responsibility is encouraged in all students. If forgotten materials must be brought to school by the parents. Parents are to deliver these to the office with the child’s name and grade clearly marked on them. Office staff will deliver the items.

**Keys**

Students who need to bring keys to school are asked to keep them in a safe place inside of clothing.

**Late Work**

The school will allow the students to turn in late work for justifiable reasons such as: sickness, family emergencies etc. Each teacher will determine the highest score that can be obtained by the students.

**Learning Environment:** The learning environment is a priority at Immaculate Conception School. Therefore no student will be allowed to return to a classroom for materials forgotten for the next class. Headphones and video games, cellphones are not allowed in school and/or on field trips without permission of the teacher.

### **Lost and Found**

The school is not responsible for the loss of uniforms, lunch and tuition money, jewelry, and other items; however, reasonable effort is made to assist the owner in finding the lost articles. Sweaters, the most commonly lost articles, are to be marked with the child's name in permanent marker. Valuable articles that have been lost should be inquired about in the school office.

### **Medication**

School Medication Procedures are in accordance with the Archdiocese of Chicago Office. If a student is sick and needs to take medication, parents must present a note given by the doctor stating the dosage and name of the medication. Parents must also give written permission in the school office to administer the medication to their child.

### **Mission Outreach Programs**

Immaculate Conception School supports the Holy Childhood Mission Society, individual missionary societies and individual local charities that serve the special needs of people within the special needs of people within our city and the surrounding area. They also raise funds for victims of major disasters that occur around the world.

The children are encouraged to support the missions both by their prayers and by their sacrifices.

### **New Parents' Meeting**

All parents new to the school are required to attend a new parent meeting conducted by the Immaculate Conception School Board. This meeting is designed to assist families in becoming active members of the school community.

### **Newsletter**

A bi-weekly newsletter is sent home or electronically as a means of keeping parents informed of events and activities.

### **Non-Custodial Parents**

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

### **Parent Education Meetings and Volunteer Service**

Parents are required to attend 6 out of 7 parent education meetings. The orientation night in August is also mandatory.

### **Parents Religious Obligations**

Due to the fact that Immaculate Conception School is a Catholic Institution, parents are required to attend a minimum of 80% of the total of Sunday Masses throughout the school year.

## **Patriotism**

Every day at 7:50 a.m. the entire school community will gather to say the Pledge of Allegiance and to sing the National Anthem (Star Spangled Banner).

**Personal Belongings:** Non-educational personal belongings shall not be brought to school without permission of the teacher. Such items will be confiscated and returned only to parents/guardians. There is no buying, selling, or trading of items without school authorization.

## **Programs**

Immaculate Conception School offers a variety of programs, including but not limited to, a breakfast and lunch program, Physical Education, Music, Art, Dance, Children's Choir, Counseling Services, Drug Education, Reading Plus, Student Council, Title I, Altar Servers, Missionary League, Daughters and Knights of Mary.

## **Publicity**

From time to time pictures of school activities may be used for publicity. If parents do not want their child's picture to be used in this way, they are to state this in writing.

**Respect for Property:** Students are responsible for their choices regarding respect for school property. If for some reason, damage is done to property, the student will be responsible for making restitution. Students are responsible for books and desks given for their use. An amount for damages will be assigned if damage is done.

All hardcover texts are to be covered and all books are to be carried in a book bag. Students are also required to respect the property of their peers. No student may use or take the property of another without permission of the owner. Teachers do their best to teach respect for persons and property. However, neither the teachers nor the school can be held responsible for any theft or loss of personal property.

**Restroom Breaks:** Restroom and water needs are to be met before school, before lunch, and after school. Students who need to use the washroom during instructional time, sign a log to indicate the time of leaving and returning to the classroom. This will help to track misuse of facilities and abuse of privileges.

## **Safety Procedures Regarding Doors**

\*In providing a safe environment for our students, the following is the policy regarding doors:

\*No students may open the door for an adult who is not a member of the school staff.

\*Students are permitted to open the doors for a student in uniform or a teacher.

\*When adults or visitors come to the school, they will be asked the nature of their visit before they enter the building.

\*During the day, only the main entrance is used to admit visitors to the school.

\*After dismissal, students are not allowed to re-enter the building unless requested to do so by school personnel or accompanied by an adult.

## **School Board**

The authority of a local parish school board comes from the people of the parish and the school. The local school board is advisory and consultative to the pastor of the parish and all its actions are subject to his approval. Since the school board represents the Catholic community, it will endeavor to assist the school personnel in achieving the goals of Christian education. Persons wishing to introduce ideas for discussion at the school board meetings, must submit the ideas in writing to be placed on the agenda.

## **Sickness or Injury**

If a child becomes ill in school, a parent or person authorized by the parent will be notified before the child is permitted to leave school. The family emergency card kept on file in the school office lists the names of persons to be contacted in the event that the parents are not available.

Whenever an injury or illness appears to be life threatening, paramedics are called immediately to the scene. When a child has a contagious disease, every effort is taken to prevent the spread of disease to other children. Children who are thus infected are to have proper medical treatment before coming in contact with other students. Children with common cold symptoms or ringworm are instructed in good hygiene to prevent the spread of viruses.

When head lice, chicken pox, or other such contagious conditions arise, parents of other children in the class are notified.

Immaculate Conception School policy is in accordance with the Archdiocese of Chicago (**See Medication**)

All students must comply with proper immunizations as required by the State of Illinois. **See Health**

## **Social Networking Website Passwords**

Students and their parents or guardians are advised that Immaculate Conception School, by Illinois statute, may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

Immaculate Conception School may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Parents/guardians are advised to please be aware of the age requirements for social networking websites.

**OR**

In January, 2015, Illinois Public Act 098-0129 was put into law. The law requires students to provide social networking website passwords or other related, account information in order to

gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school.

Parents/guardians are advised to please be aware of the age requirements for social networking websites.

### **Soda (Pop)**

Students are not permitted to drink soda at school. Exceptions to this rule are on special events of the school or as determined by the teacher.

### **Service Hours**

Parents are required to do 20 hours of service for the school.

### **Stewardship Program (Diezmo)**

The Archdiocese of Chicago invests an average of over \$4000 per year for each young person who attends a school in Chicago. Our parish has decided to provide this education for all children of parishioners. Parents together with the other parishioners contribute their time, talents and treasures to fulfill this educational mission of the parish. The parish family invests heavily in catholic education, so that young people may grow to be well-educated citizens, committed Disciples of Jesus, and well prepared for their vocation into the priesthood, religious, married, or single life.

### **Smoke-Free Environment**

In the interest of health and safety Immaculate Conception School maintains a smoke-free environment.

### **Students Records**

The Archdiocese of Chicago, Office of Catholic Education, has established guidelines for school records. These guidelines describe your rights with regard to the records of your child that are maintained by the school. These rules include:

#### **Right to Inspect**

You have the right to look at your child's permanent record, which includes report cards, health records, attendance records, and biographical information (name, address, etc.). Parent must submit a written request to inspect records and shall identify as precisely as possible the education records to be inspected. The principal will respond to each request within a reasonable amount of time, not to exceed 45 days after it is received.

Under Illinois law, a non-custodial parent cannot be denied access to the school records of his/her child, unless that parent is prohibited by an order of protection from inspecting or obtaining the records. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related

information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Right to prevent Disclosure**

The school will not disclose anything to third parties from your child's record unless (a) you consent in writing prior to the disclosure, or (b) the information is directory information which you have not requested be kept confidential, or (c) the information is requested by a school to which your child is officially transferring, or (d) the request for the information meets one of the limited circumstances described in Guidelines for School Records.

### **Right to Request Correction**

You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the record.

Once your child is 18, she/he obtains all of the above rights.

### **Summer School**

If a student receives a failing grade for the year's work, summer school will be required before the student can be promoted to the next grade level. Subjects governed by this ruling are Math, Reading, English, Social Studies, and Science.

### **Suspension**

Should it be determined that suspension is an appropriate disciplinary measure in a given situation, the student must complete all the make-up work for lessons covered during the time of suspension. (See Expulsion)

### **Tardiness**

The school doors open at 7:30 am each day. The school day begins promptly at 8:00 am. Immaculate Conception School expects promptness and encourages parents and students to meet this expectation. Promptness is a value we teach and expect. IC knows emergencies happen, we ask the parents to call the school office before 8:00 a.m. to notify the emergency. The school will excuse the tardiness.

**Dismissal:** If students have not been picked up their children on Mondays by 1:45 p.m., and Tuesdays through Fridays by 3:30 p.m. **parents will be charged \$10 in your FACTS Account.** For safety reasons, such as: no adult supervision, we must make sure children are not left alone.

### **Teacher Qualifications**

Teachers meet the requirements and qualifications required by the Archdiocese of Chicago.



### **Technology outside the school**

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school.

However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family

### **Telephone Use**

Students are permitted to use the phone only in emergency situations. If for any reason the students need to bring their cell phones, these must remain in the school office. For no means are the students allowed to keep their cell phones with them.

If a student brings a cellphone or any other device without the teacher's permission, the device will be kept in the principal's office until the end of the school year.

### **Tornado Drills**

The signal for a tornado drill is a series of short rings. If a tornado warning is in effect, the children will be taken to a safe place. The school will comply with the Annual State Tornado Drill in Spring. All students will practice procedures during the school year.

### **Transfers from/ To another school**

For incoming transfers: Records from the student's previous school will be requested within 14 days of student enrollment.

For outgoing transfers: A transfer may not be issued to an unnamed school. Parents must furnish the name and address of the new school and a new home address if they are moving. The reason for the transfer must be identified on the child's record. In order that records are processed without delay, all outstanding financial obligations should be met. Personal checks will not be accepted less than two weeks prior to the date of the transfer request. Unofficial transfers will be issued for students with outstanding financial obligations. Records, official or unofficial, will be available within ten days of the signed written request.

\*\*Please note that transcripts for high school applications will not be released until the family bill is current.\*\*

### **Truancy**

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and take appropriate action.

### **Weapons**

The possession and/or use of a weapon can result in suspension or expulsion. A weapon is defined as an object designed to inflict bodily harm. Since some objects designed as tools and/or school supplies have the capacity to inflict bodily harm, all items such as scissors, compasses,

rulers, etc. are to be used carefully and only as directed by the teacher. Items such as pocket knives, that have no educational use, are not to be brought to school at all.

### **Uniforms**

Uniforms are worn from the beginning of the school year and every day thereafter except when announced to the contrary. In the interest of health, safety, and school cleanliness, cowboy boots, work boots, snow boots and shoes that mark the floor and/or causes tripping and falling are not to be worn in class. Students come to school each day in a complete and clean uniform. On a first or second occasion of a violation, a written communication is sent to the parent. A third infraction results in the student having to wear the uniform on a dress down day.

Immaculate Conception School students are expected to be well groomed in a traditional sense. The wearing of patently odd hairstyles, shaving of the head, and/or hair over the eyes is not permitted. Grooming items are kept in book bags so as not to be a distraction during class. The principal retains the right to make the final determination as to whether or not any given hair style is acceptable and fits within the definition of traditional and well groomed. All uniforms are worn in a modest fashion.

### **Girls:**

- a. \*Navy blue skirt (see model) (during warm weather)
- b. \*White blouse with short sleeves-daily (during warm weather)
- c. \*Black shoes
- d. \*Navy blue sweater or vest
- e. \*PreK-5th White bow/ 6th- 8th white ribbon only
- f. \*No hair colored, no nail polish, no makeup
- g. \*No baggy uniforms will be permitted
- h. \*The school emblem on the vest/sweater
- i. Bow tie

### **Boys:**

- a. \*Properly Fitted Navy blue Uniform Dress Slacks
- b. \*White shirt
- c. \*Navy blue tie on special occasions
- d. \*White socks
- e. \*Black dress shoes with shoelaces
- f. \*Navy blue sweater
- g. \*Clean haircut (not bald)
- h. \*No hair dye
- i. \*The school emblem on the vest/sweater

### **Dress-up or Dress-down Days**

On special event days or for certain field trips, students will be permitted to wear non-uniform clothing. All jewelry and make-up rules apply on these days. The acceptable casual or dress-up clothing is determined by the principal who will contact the parent or guardian if attire is deemed inappropriate

Examples of acceptable non-uniform, dress-down attire: jeans, sports-type outfits, sweat suits, dresses, casual pants, knee-length skirts, capri pants, suits and gym shoes.

Examples of unacceptable non-uniform, dress-down attire: spandex, tank or tube tops, short shorts, see-through, t-shirts depicting any type of violence or provocative or vulgar messages, shirts promoting alcohol or drugs, sleeveless shirts or tops, and flip flops.

Note: On Dress-up days, students are to wear formal clothing.

**Gym Uniform** (See appendix D)

### **Visitors**

All visitors are to report to the office. No parent or visitor may go to the classroom unless accompanied by office personnel or in the case of previous arrangements having been made.

### **Volunteers and Employees**

#### **Compliance**

The Office for the Protection of Children and Youth is committed to protecting all of God's children and providing a safe environment where children and young people can learn, thrive, and grow. The office oversees the training and background checks for all Archdiocesan clergy, employees, and volunteers. It also disseminates the Archdiocesan standards of behavior for individuals working with children and young people, provides safe environment training for children, young people and adults, and trains parish and school staff to monitor compliance with archdiocesan policies and the United States Catholic Conference of Bishops (USCCB) Charter for the Protection of Children and Young People.

#### **Criminal Background Screening**

All employees must complete an online criminal background check for the Archdiocese of Chicago. [cite policy Book II, The People of God, Part I, Policy 603.2 LINK] All volunteers who work with children must complete an online criminal background check. The Criminal Background Screening is an online application through eApps that must be filled out in its entirety and submitted during the work/volunteer application process. Criminal background checks conducted for other purposes cannot be accepted. No one can begin to work/volunteer until the background check is completed and approved. An access code is needed to complete this application and can be retrieved from the location where you work/volunteer. For any questions or concerns regarding this process please contact your primary site (parish or school).

A criminal background check will not be processed on a minor (under the age of 18 years old) who is hired or wishes to volunteer. Those 18 yrs. or younger should not be left alone with children. They must be supervised by an adult who is in full compliance.

#### **Code of Conduct**

All employees and all volunteers who work with children must read and sign the Archdiocese of Chicago Code of Conduct and sign the Personal Acknowledgement Form prior to beginning employment or service in the Archdiocese of Chicago. This document explains the professional role that must be maintained when working with children and young people, the measures to aid in observance of protecting a safe environment, and practical conduct suggestions on what is and is not permissible. The signed personal Acknowledgement Form is to be kept in the personnel file or volunteer file at the place of employment/ministry. Click the following link in the language

you prefer to download and print the form. This must be completed and submitted to the location you work/volunteer at the time of hire.

### **Child Abuse and Neglect Tracking System (CANTS) Form**

The CANTS form is an authorization form giving the Department of Children and Family Services (DCFS) permission to conduct a search in their database to determine whether an individual has been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation, as well as gives consent for DCFS to release such information to the Archdiocese of Chicago. This form must be completed and submitted to the location you work/volunteer at the time of hire. A completed CANTS Form is to be submitted to DCFS annually.

### **Employees/Volunteers Under the Age of 18**

All employees and volunteers under the age of 18 are to read and sign the Code of Conduct form. Those under the age of 18 should not be left alone with children and they must be supervised by someone who is in full compliance. Once this employee/volunteer turns 18 and is a high school graduate, they must complete Protecting God's Children for Adults/Virtus training and complete a Criminal Background Check.

### **Protecting God's Children for Adults™/Virtus Training**

Protecting God's Children for Adults is training conducted by certified facilitators on the prevention of child sexual abuse. The training makes participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five easy steps one can use to prevent child sexual abuse.

Mandated Reporters

### **Law Enforcement Notification**

Local law enforcement and/or the Illinois State Police will be notified by the school within 48 hours in the event of any of the following:

- Drug violations or other drug-related incidents on school property, on public property within 1,000 feet of school, or in any conveyance owned, leased, or contracted by a school to transport students to/from school or school-related activities
- Firearm incidents at the school
- Instances of battery committed against school personnel at the school

The SIRS reporting system through IWAS will be utilized when required.

### **Harassment**

The administration and staff of Immaculate Conception School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

### **Sexual Harassment**

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

# Appendix



## Appendix A

# Immaculate Conception School Bullying Policy

### STANDARD OF CONDUCT

#### 1.1 -PHILOSOPHY

The true goal of any discipline program is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with good moral principles. Clearly, a program of discipline is based on the premise that a school operating within defined limits will provide an effective learning environment for all students. The plan consists of well-defined regulations and logical consequences for student behavior.

**1.2 - DISCIPLINARY POLICY** The school's discipline policy is based on the assumption that children have the capacity to make choices in their behavior that will either help or hinder their own growth and development. Parents/ legal- guardians and educators are called to work together to provide an atmosphere that will enable children to accept their decision making ability and understand both the positive and negative consequences of their behavior.

Students who misbehave and/or infringe on the academic process will be disciplined. Parents/ guardians will be notified whenever a child has seriously misbehaved within the classroom or during extracurricular activities. Prior to a telephone call or email, parents/legal guardians can be assured that the student has been spoken to regarding the misconduct

and subsequent consequences. The phone call or email serves to alert parents/legal guardians to the situation and request their assistance in disciplining their child.

Specific breaches of discipline in the classroom are under the authority of the supervising teacher. However, all teachers have jurisdiction over all students, regardless of age or grade. Students are expected to adhere to the principles of self-discipline, respect of others and their property, and use good judgment in the area of academics and behavior. The school rules are designed to establish clear guidelines for student behavior. The expectation is that all students choose behavior that is appropriate at school. If students choose to break rules, they must accept the consequences related to their behavior. The Principal reserves the right to place a student on probation or to suspend or expel as deemed appropriate to the circumstances. The Principal is the final recourse in all disciplinary matters and can waive any disciplinary action for just cause.

### **1.3 – BEHAVIOR EXPECTATIONS**

Teachers, parents, and students are expected to conduct themselves in a manner befitting the reputation of Immaculate Conception School, both on the campus and at school-sponsored activities. Failure to do so will result in disciplinary action being taken. The Administration reserves the right to amend, suspend, or add new rules or guidelines to school disciplinary policies. Furthermore, the Administration reserves the right to enforce standards of conduct and behavior not mentioned in this document.

#### **1.3.1 - Acceptable Behavior**

All students are expected to:

- Be respectful to the principal, teachers, staff, and one another;
- Be respectful to any adult on our campus;
- Be courteous and considerate of others;

Obey classroom rules;

- Maintain quiet in the hall when classes are in session;
- Treat school property with respect;



- Be honest and trustworthy; and
- Obey school-wide rules.

### 1.3.2 - Unacceptable Behavior

Academic Dishonesty will not be tolerated. Students are expected to collaborate, but are to conduct themselves honestly and with integrity in their work. All forms of test procedure violation, cheating, and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework; cheating
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy homework or answers from one's test or quiz;
- Using any other method to get or give test or quiz answers;
- Taking a test or quiz, in part or in whole, to use or to give to others;
  - Copying information from a source without proper references or attribution; and • Misrepresenting as one's own, either in whole or in part, papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors, as determined by the Assistant Principal and the teacher(s) involved. Disciplinary measures include, but are not limited to, receiving a zero on a particular assignment, ; redoing an assignment or retaking a test, ; receiving a failing grade on the assignment, project or test; receiving a lower overall grade in the class; sport or extracurricular activities ineligibility, detention, suspension, or expulsion.

Immaculate Conception School unequivocally opposes any and all forms of harassment and/or intimidation by any person. Harassment subverts the Mission of Catholic Education and threatens the educational experience and the well-being of all affected persons.

Harassment is considered a severe infraction and will result in the student being immediately sent to the Assistant Principal. Harassment includes, but is not limited to, the following:

- Unwelcome and persistent behavior that makes a student feel threatened, humiliated, uncomfortable, or unsafe;
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracizing, and/or personally damaging statements made about others;
- Behavior that is sexual or lewd in nature including sexual advances, physical contact, and other verbal, physical, or visual conduct of a sexual nature;
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play;
- Retaliation or intimidation for having reported or threatened to report harassment;
- Cyber stalking;
- Cyber bullying: Any form of electronic communication that severely degrades, threatens, or humiliates another student. Cyber bullying also includes, but is not necessarily limited to the following:
  - Cruel instant voice/text/image messaging, Snapchat, Instagram, or otherwise threatening or demeaning e-communications;
  - Mean, repeated cell phone text or SMS messages;
  - Creating a website for the purpose of mocking certain students, or school personnel;
  - Posting humiliating photo shopped or digitally modified images of certain students or school personnel;
  - Transmitting or forwarding private photos or videos to other students;
  - Pretending to be someone else by using someone else's real or online screen or identity.

Students are encouraged to report any incident of harassment to the teacher or principal. The Principal has the responsibility to investigate harassment or bullying complaints in an expeditious manner.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in immediate and escalated disciplinary action.

#### **1.4 - CONSEQUENCES**

Any student who engages in the bullying or harassment of another individual is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside of the school environment come to the attention of the school, this may serve as grounds for discipline, as students of this school are expected to align their lives to Christian principles at all times. Off-campus or off-network incidents that cause a substantial disruption to the operation of the ICS may be treated as if they had occurred on campus.

A charge of bullying or harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action up to, and including, expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged bully or harasser may be sent home pending conclusion of the investigation from the school

#### **1.5 - STUDENT RESPONSIBILITY**

- It is the student's responsibility to behave in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.
- Rudeness and talking back are not tolerated.
- Gum chewing is not permitted on campus at any time. This includes after school hours and extra-curricular activities.

- No food, nor candy, nor drinks, are to be consumed on the campus anywhere other than the cafeteria unless approved by the principal or teacher. Grade levels may have specified exceptions for water bottles and designated snack times.
- No selling of items or products on campus except those explicitly sponsored by Immaculate Conception School.
- No electronic devices or skateboards are allowed on campus. They will be confiscated and kept by the administration.
- Cellular phone use is not allowed, and is a restricted privilege offered to each student under specific conditions. It is the strong recommendation of the Administration that phones, cameras, iPods, and other electronic devices be left at home. This is an educational environment where these have little, if any value during school hours. Often these devices are lost, left unattended, or go missing. These items may only be used prior to arrival at school and after dismissal from the school campus for the day. Cell phones need to be turned off and turned in to the teacher while on campus. If a phone is seen, is turned on or rings at school, it will be confiscated.
- No toys, dolls, stuffed animals, or games may be brought to school without the approval of the Administration. If not approved, these items will be kept by the administration until the end of the school year.
- No magazines or Internet materials may be brought to school, except those requested by the teacher.
- Students may not draw or write on themselves or others.
- Glass or metal containers and carbonated canned (or cup) beverages are not to be brought to school.
- School officials may conduct searches at any time. This includes requesting students to empty book bags, backpacks, pockets, sports bags, and pencil bags.



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## APPENDIX C

### FINANCIAL

#### Information Regarding Tuition and Fees

1. A total of \$375 per child for registration and books, should be paid at the time of registering. If for any reasonable excuse that is not possible, that amount should be covered by September 15.
2. Since our school functions on the Stewardship model, all families are asked to fill in a financial aid form. Applications for financial aid are available at the school office. **Please note: Financial aid forms are confidential.**
3. Money: To assure student's security, all money sent to school needs to be in an envelope with the student's name, grade, quantity and reason.



## APPENDIX D

### PHYSICAL EDUCATION

The following rules apply to all students at Immaculate Conception School during Physical Education Class:

1. Regular participation is required in all P.E. classes unless the teacher is informed in writing of a student's inability to participate.
2. All students are required to wear the full Immaculate Conception School gym uniform. This includes:
  - ❖ Navy blue sweatpants imprinted with Immaculate Conception School
  - ❖ Navy blue tee shirt imprinted with Immaculate Conception School
  - ❖ Navy blue sweatshirt imprinted with Immaculate Conception School
  - ❖ White tennis shoes and socks
3. For safety purposes, necklaces and/or dangling earrings are not to be worn in P.E. classes
4. Students must be personally responsible for clothing and other items taken to the P.E. class.
5. All rules and regulations that are published in the Immaculate Conception School Student and Parent Handbook will be strictly enforced during P.E. classes.



## APPENDIX E GRADES

Grades are explained in the box below:

### Sample

Students with a percentage of 99 or above are graded with an A+

Students with a percentage of 95%-98% are graded with an A

Students with a percentage of 93%-94% are graded with an A-

### ABC 95.3 U

Grade	Description	Grade Points	Cutoff %	Gradebook Value	Counts in GPA	Earns in GPA
A+	Outstanding	4.33	99	99	Yes	Yes
A	Outstanding	4.00	95	95	Yes	Yes
A-	Outstanding	3.67	93	93	Yes	Yes
B+	Excellent	3.33	91	91	Yes	Yes
B	Excellent	3.00	87	87	Yes	Yes
B-	Excellent	2.67	85	85	Yes	Yes
C+	Good	2.33	83	83	Yes	Yes
C	Good	2.00	79	79	Yes	Yes
C-	Good	1.67	77	77	Yes	Yes
D+	Poor	1.33	75	75	Yes	Yes
D	Poor	1.00	71	71	Yes	Yes
D-	Poor	0.67	69	69	Yes	Yes

U	Very Poor	0.0	0	0	50	Yes	No
I	Incomplete	0.0	0	0	0	No	No
NG	Not Graded	0.0	0	0	0	No	No

For Gym, Computer, and Music Classes the grades are as follow:

Grades between 85 - 100 will get a M

Grades between 77 - 84 will get a S

Grades between 69 - 76 will get E

Grades Between 0 - 65 will get NY

Grades between 0 a 65 will get NY

For further questions about your child's grade please contact the homeroom teacher.



APPENDIX F  
RUBRICS



<b>Principal's List</b>
This applies to a student who has throughout the quarter done or exhibited any of our core values/virtues. A student who has done something worthy of honorary mention. This is not related with academics.
<b>Special Academic Recognition</b>
<i>Students achieving all "A"</i>
<b>High Honor roll</b>
<i>"A's" with no more than one "B"</i>
<b>Honor Roll</b>
<i>"B's " and "A's (Gym, Art and Computer <b>are not be included</b> in the selection of the students)</i>
<b>Best Behavior</b>
<i>To receive this certificate a child must follow both classroom and school rules.</i>
<b>Perfect Attendance</b>
<i>Students must be present every day <b>without being late</b>, late is after students have gone up to their classes from morning prayer.</i>
<b>Punctuality</b>
<i>Students must be on time during the whole quarter, late is after students have gone up to their classes from morning prayer.</i>
<b>Good Effort</b>
<i>Students must have demonstrated real effort and must have improved in one or more areas. (Please specify why the certificate is given for)</i>
<b>Antonio Plancarte Medal</b>
<i>This medal is one of the highest honors a student could receive in a Guadalupano Plancartino School. This medal acknowledges the spirit of service, collaboration and solidarity.</i>





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## APPENDIX G

# Immaculate Conception School

## Admission Procedures

1. Schedule an interview with the school Principal

➤ School tour

2. Interview with the Pastor

3. Parent submits required documentation and fees:

- Completed application
- Original birth certificate
- Original baptismal certificate, if applicable
- Registration fee of \$375 (before)
- Copy of most recent report card if transferring into grades 1– 8

After March 1, all applications are reviewed for completeness and prioritized. Families notified of status.

### **Order of priority:**

1. Siblings of current Students
2. Children of Catholic parishioners
3. Children of Catholic non-parishioners
4. Children of non-Catholics

For transfer students, parents will be required to submit an Education Report completed by the previous school. The report includes most recent standardized test scores and report cards.

If space is available, parents will be notified of acceptance and provided with materials to complete registration.

If needed, parents will be contacted to schedule appointments for placement testing. This screening is for academic placement, not for school admission.



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## **APPENDIX H**

### **GUIDELINES FOR SOLVING PROBLEMS**

Problems may arise from time to time, and for the concern of all parties involved, a logical progression to solve the problem/s has been established. By following the steps listed below, it is hoped that internal problems will be handled fairly through Christian dialogue on the local level.

#### **Step 1**

Contact the teacher or person/s involved.

That is, proceed to the source and get the facts; discuss the situation and or differences.

#### **Step 2**

If there is apparently no solution, proceed to schedule an appointment with the academic coordinator.

#### **Step 3**

If a satisfactory solution does not appear evident, a meeting is scheduled with parent/guardian, principal, teacher/s, and student.

#### **Step 4**

If discussion toward a solution breaks down at the above levels, proceed to set an appointment with the pastor.

#### **Step 5**

The final solution at the local level is a conference with all parties (not groups) involved to resolve the conflict.

#### **Step 6**

If no satisfactory decision is reached, appeal may be made to the office of Catholic Schools.

(Only a one-on-one process)



## PARENT – STUDENT HANDBOOK AGREEMENT

**I have read the Parent – Student Handbook and fully understand the material that it covers.**

**Parent**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Parent**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**Student**

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Copies of this agreement will be kept in the oldest child's file.***